



## Dallas Police Department General Order

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DAVID O. BROWN  
CHIEF OF POLICE

Revised August 4, 2014

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# Dallas Police Department General Order

## 100.00 Organization

DAVID O. BROWN  
CHIEF OF POLICE

Revised August 4, 2014

### 100.00 ORGANIZATION

#### 100.01 Echelons of Command

Echelons of command below the Office of the Chief of Police are established throughout the Department by grade of the sworn officer or non-sworn employee appointed or delegated to command, direct, manage, or supervise a specific function. Each employee will be accountable for the use of this authority while carrying out the Department's mission.

Echelon	Grade
Bureau	Assistant Chief or Executive Assistant Director
Division	Deputy Chief or Assistant Director
Section	Major or Civilian Administrator
Unit (Investigative/ Administrative) or Watch (Patrol)	Lieutenant or Civilian Administrator
Sector (Patrol), Squad (Investigative), or Team (Administrative)	Sergeant or Civilian Supervisor

#### 100.02 Order of Succession

Should the Chief of Police become incapacitated through illness, death, or for any other reason is absent from the city, command of the Department will be assumed in this order of succession:

First Assistant Chief of Police  
Patrol Bureau Commander  
Strategic Deployment Bureau Commander  
Investigations Bureau Commander  
Administrative Bureau Commander  
Support Bureau Commander  
Chief of Staff

Should every Commander listed above be unable to assume command of the Department, the order of succession will continue through the rank of Deputy Chief, by seniority in that rank. If seniority in a particular rank is equal, seniority in the previously held rank will be the determining factor.

#### 100.03 Organizational Commander

The term "Organizational Commander," as used throughout the General Orders, refers to all Chief Officers/Directors and to any sworn Commander or Civilian Manager who commands/manages an organizational level assigned its own organizational number.

#### 100.04 Duty Commander

##### A. Requirements

1. The Duty Commander is a command level responsibility that includes Captains, Majors, Deputy Chiefs, Assistant Chiefs, and the First Assistant Chief.
2. The Duty Commander assignment runs from Friday at 5:00 p.m. and concludes the following Tuesday at 8:00 a.m. The Duty Commander will be present in the field from 7:00 p.m. until 3:00 a.m. on Friday and Saturday and from 5:00 p.m. until 1:00 a.m. on Sunday. Duty Commanders will be on call from 5:00 p.m. Monday until 8 a.m. Tuesday. Patrol Bureau Majors will then assume Duty Command presence on Tuesday, Wednesday, and Thursday during their normal assigned duty hours. All Majors will assume Duty Command presence during observed city holidays. These assignments will be based on seniority and a list will be distributed by the Planning and Research Unit on a semi-annual basis. Commanders may schedule their regular days off at the completion of their weekly tour of duty. Commanders will ensure that their calendar is clear of normal administrative meetings and assignments during their scheduled duty commander tour.
3. Notification of major incidents during weekday administrative hours (8:00 a.m. to 5:00 p.m.) will be made to the affected Bureau Commanders and the Office of the Chief of Police.
4. The Duty Commander has the option of working an administrative day if necessitated by work and approved by the First Assistant Chief of Police. However, the Duty Commander is still required to respond to all incidents occurring outside of regular administrative hours.
5. The Duty Commander roster will be prepared by the Planning and Research Unit and will be maintained in the Communications Services Section. Alterations to the roster by commanders wishing to trade weeks will be accomplished via memo to the Office of the Chief, with information copies sent to the Communications Services Section and the Planning and Research Unit. If a Duty Commander is unable to perform their Duty Command on any given scheduled day, it will be their responsibility to find a replacement and notify the Communications Services Section and the Planning and Research Unit of the changes.

##### B. Incidents Requiring Duty Commander Notification

1. Incidents briefed to the Duty Commander but not warranting a response will be summarized by the Communications and Detention Services Division on a Supplemental Duty Commander Report and faxed to the Office of the Chief by 8:30 a.m., Monday through Friday.

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2. Types of incidents which require notification of the Duty Commander, but not necessarily requiring a response at the scene, may include but are not limited to:
  - a. Barricaded persons.
  - b. Robberies resulting in substantial loss or serious bodily injury.
  - c. Incidents involving prominent citizens and officials.
  - d. A member of the Department is arrested.
  - e. A member of the Department dies from natural causes.
- C. Incidents Requiring Duty Commander Response
  1. The Duty Commander will respond to major or unusual incidents warranting his or her presence. He or she will also determine whether to make immediate notification to the Assistant City Manager, Chief of Police, or any Bureau Commander.
    - a. A major incident is defined as any incident of such magnitude as to require additional administrative or command action, or which may attract significant media attention.
    - b. Types of incidents requiring Duty Commander field presence:
      - i. The line-of-duty death or any death from off-duty related activities of a member of the Department.
      - ii. Any member of the Department is admitted to the hospital for treatment for line-of-duty injuries.
      - iii. Mobilization of a significant number of officers to handle an incident.
      - iv. Disasters causing extensive damage and/or loss of life.
      - v. Police-involved shootings where injury occurs.
      - vi. Any incident where a member of the Department is involved in the death or serious injury of a citizen to include injuries resulting from police chases.
      - vii. Incidents that, in the Duty Commander's opinion, are of such importance as to warrant his or her response. This includes incidents likely to draw widespread media attention.
      - viii. Situations requiring a special command function (i.e., Crimes Against Persons, homicide/ shooting investigations, Internal Affairs Division investigations, etc.) will remain in effect, but Duty Commanders will receive briefings and will coordinate the response to media inquiries.
    - c. Types of incidents requiring the Duty Commander to immediately contact the Chief of Police or his designee include:
      - i. Police involved shootings, as they occur.
      - ii. Police officers killed in the line-of-duty. (Other injuries will be included in the morning report.)
      - iii. Mobilization of a significant number of officers to handle an incident.
    - d. Types of incidents requiring the Duty Commander to immediately contact the Assistant City Manager:
      - i. Police officers killed in the line-of-duty. (Other injuries will be included in the morning report.)
      - ii. Mobilization of a significant number of officers to handle an incident.
  2. Incidents warranting a Duty Commander response, but not immediately briefed to the Chief of Police, will be briefed to the Office of the Chief by 8:30 a.m., Monday through Friday, in person, by telephone, or email.

### **100.05 Morning Reports**

- A. Officers in the field will ensure that a supervisor is informed of a major incident if one is not present at the scene. Officers assigned to the call of a major incident are responsible for drafting an entry for their divisional Morning Report.
- B. The field supervisor will coordinate with the Communications Services Section to ensure that the Duty Commander is notified of incidents listed that require notification or response of the Duty Commander.
- C. The First Watch for each patrol station will: Input the Morning Report information into the Morning Report form located in N:\Administrative Reports\Morning Report, by 7:45 a.m. each day.

### **100.06 Assignment of Personnel**

- A. The mission of the Police Department to provide for public safety on a 24-hour, 7 days a week basis requires that the needs of the Department and the community served will take precedence in regard to personnel assignments. The Chief of Police or his designee may take into consideration these special needs for the assignment of personnel. All assignments are the prerogative of the Chief of Police. For the purposes of General Order 407.00, the word "transfer" refers to and means a "reassignment" as defined in Section 34-13 of the Personnel Rules, which states that "A department director may reassign positions and staff within a department to provide for the best interest of the employee or the department. A reassignment is not grievable."
- B. No employee, sworn or non-sworn, has a property right to a specific assignment within the Department. This transfer procedure is designed to allow individual growth and increased job knowledge of employees.

### **100.07 Assessment of Personnel Allocation**

- A. The Patrol Bureau will complete a review on an as needed basis, but not less than every two years, to assign newly hired sworn employees to the areas that show need as determined by the current guidelines to meet the best interest of the community and Department.
- B. Non-Patrol Bureaus will allocate personnel according to a Workload Assessment that will be conducted biannually by the Division Commanders. This assessment should include at a minimum the following:
  1. Identification of workload according to shifts.
  2. The number of incidents / tasks handled during a specific period.
  3. The average time required to handle the incident or complete the task.
  4. A calculation of the average percent of time that should be available to handle incidents/tasks during a specific period.
- C. The Workload Assessment should be supported with calculations used, factors considered, and citation source data. Source documents need not accompany assessments, but should be available if requested.

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- D. The assessment should be completed and forwarded to the Division Commander of Personnel and Development by the final sworn pay period of May on even numbered years.
- E. The Personnel and Development Division will conduct a review of the Division Assessments and compile the assessments to make comparisons of workload analysis before forwarding to the Executive Command Staff.
- F. The Division Commander of Personnel and Development will forward the analysis to the Executive Command Staff for review and possible action.



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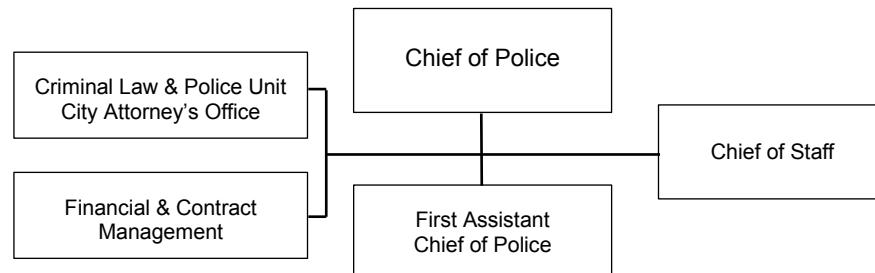
# 101.00 Office of the Chief of Police

DAVID O. BROWN  
CHIEF OF POLICE

Revised October 6, 2014

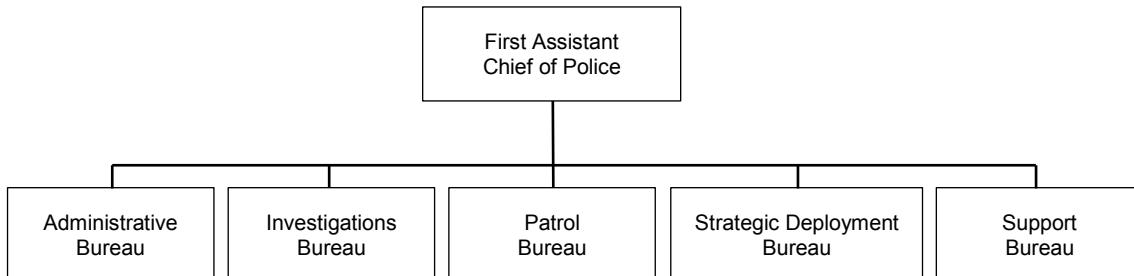
### 101.00 OFFICE OF THE CHIEF OF POLICE:

- A. Commanded by the Chief of Police
- B. Appointed by and directly responsible to the City Manager.
- C. Have ultimate responsibility for administration, command, and external relations of the Department.
- D. Develop and propose such programs to the City Manager as deemed necessary to maintain a modern, efficient, and effective Police Department.
- E. Develop, present, and justify budget estimates for departmental operations.
- F. Submit annually, to the City Manager, a written report covering the operations of the Department.
- G. Appoint without examination, to serve at the pleasure of the Chief of Police, executive level positions as specified in the City Charter.
- H. Maintain high standards of confidence through instruction and training for and by members of the Department.



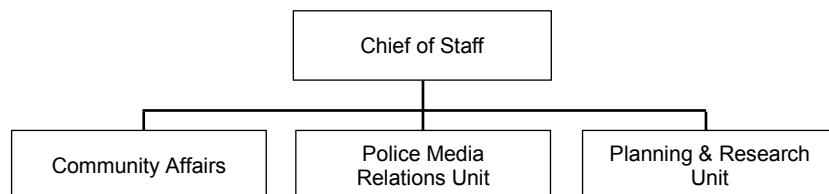
### 101.01 Office of the First Assistant Chief of Police

- A. Commanded by the First Assistant Chief of Police who is directly responsible to the Chief of Police.
- B. Have responsibility for administration, command, and external relations of the Department during the absence of the Chief of Police.
- C. Develop and propose such programs to the Chief of Police as deemed necessary to maintain efficient and effective departmental operations.
- D. Present and justify budget estimates for departmental operations.
- E. Maintain high standards of performance through instruction/training for and by members of the Department.



### 101.02 Office of the Chief of Staff

- A. Commanded by an Assistant Chief of Police who is directly responsible to the Chief of Police.

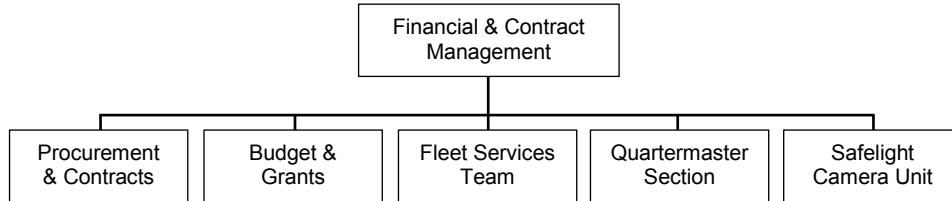


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**101.00 Office of the Chief of Police**

Revised October 6, 2014

**101.03 Financial & Contract Management Division**

- A. Managed by an Assistant Director II who is directly responsible to the Chief of Police.
- B. Serve as liaison between the Police Department and the Office of Financial Services.



**101.04 Criminal Law & Police Unit**

- A. Supervised by an Assistant City Attorney who is directly responsible to the Chief of Police.
- B. Serve as liaison between the Police Department and the City Attorney's Office.
- C. Be responsible for:
  1. Providing written and verbal legal advice to Department personnel.
  2. Providing training to Department personnel.
  3. Providing legal services between the Police Department, the City Attorney's Office, and other attorneys and agencies of the criminal justice system.
  4. Assisting in the development of policy statements that affect legal procedures of the Department.
  5. Assisting in preparation of legislation, City Ordinances, and other special projects.
  6. Assisting in legal proceedings affecting Department personnel.



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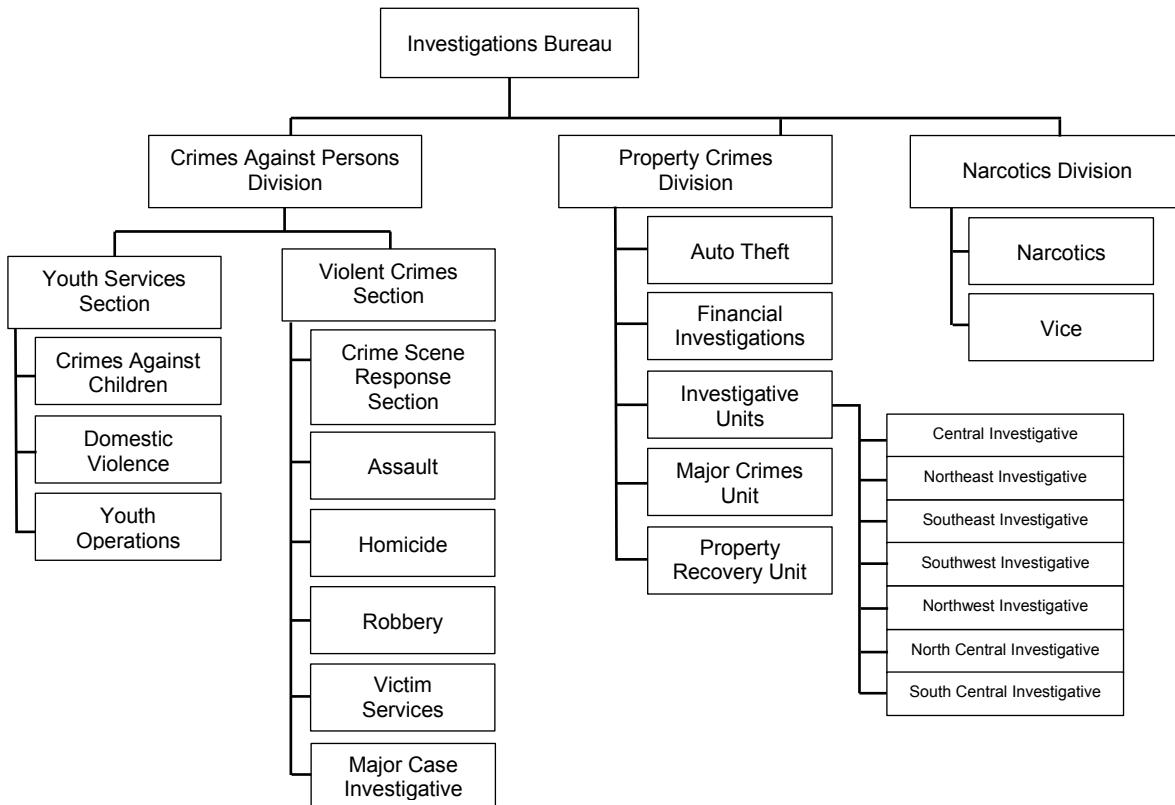
# 102.00 Investigations Bureau

DAVID O. BROWN  
CHIEF OF POLICE

Revised October 6, 2014

### 102.00 Investigations Bureau:

- A. Commanded by an Assistant Chief of Police who is directly responsible to the First Assistant Chief of Police.
- B. Investigate cases assigned per General Order 210.05





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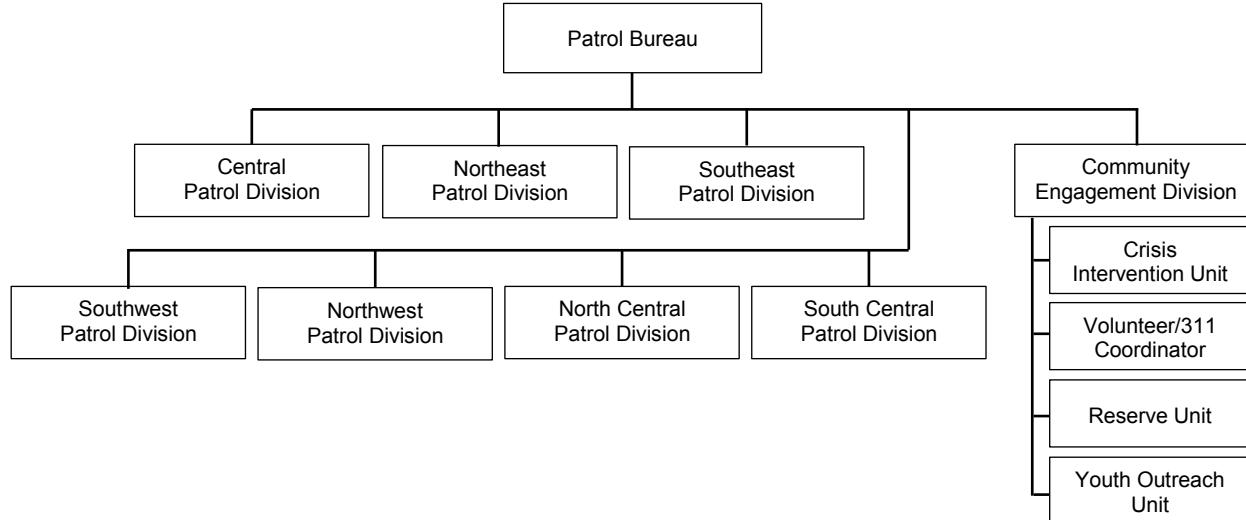
### 103.00 Patrol Bureau

DAVID O. BROWN  
CHIEF OF POLICE

Revised August 4, 2014

#### 103.00 Patrol Bureau:

- A. Commanded by an Assistant Chief of Police who is directly responsible to the First Assistant Chief of Police.
- B. Have responsibility for the Patrol Divisions and the Community Engagement Division.



#### 103.01 Patrol Divisions:

- A. Commanded by a Deputy Chief of Police.
- B. A Major will report directly to the Deputy Chief and will serve as the Division Commander in the absence of the Deputy Chief.
- C. Consist of:
  1. Patrol Watches, commanded by Lieutenants, and each watch geographically divided into sectors supervised by Sergeants.
  2. A Community Engagement Unit commanded by a lieutenant.
- D. Central Patrol will also consist of:
  1. The Central Business District Unit composed of a 2nd and 3rd Watch.
  2. A Storefront Operations Team
  3. A Parking Enforcement Unit
- E. A Community Engagement Division commanded by a Deputy Chief of Police.



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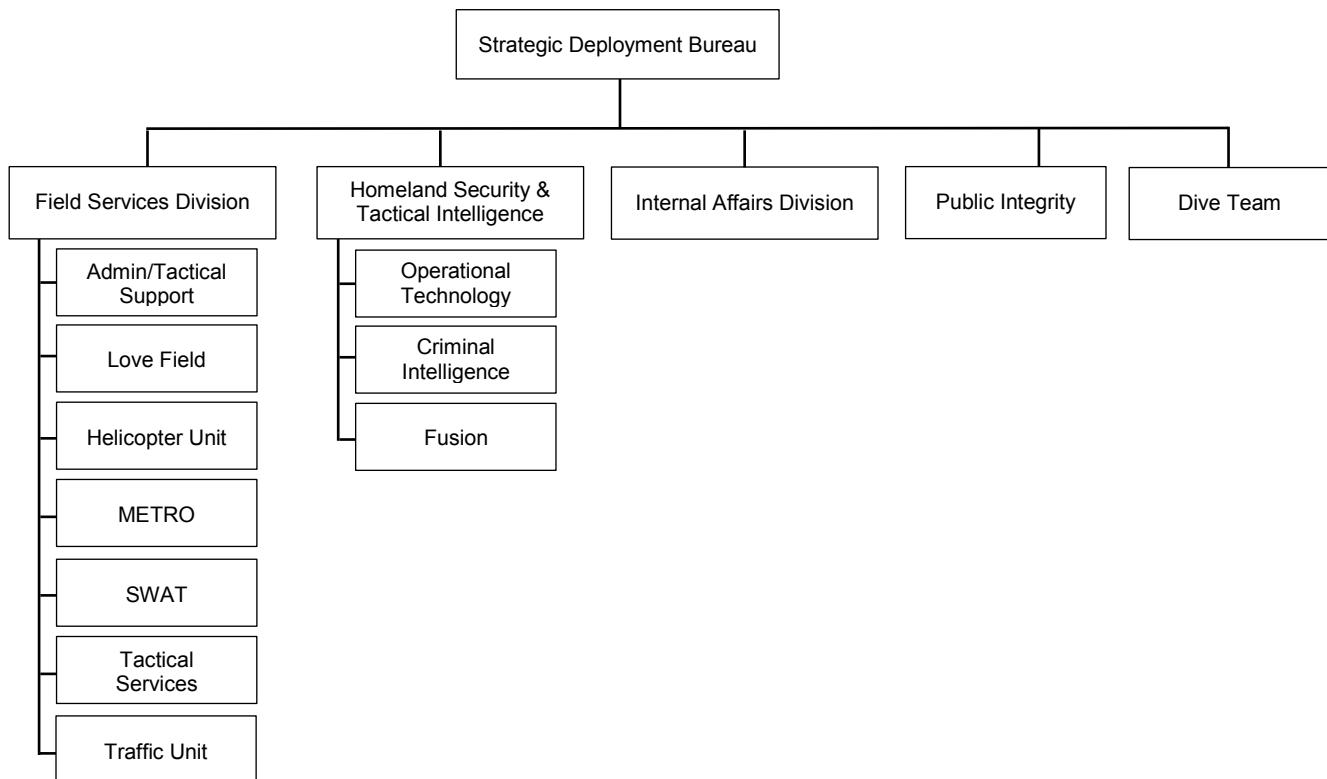
# 104.00 Strategic Deployment Bureau

DAVID O. BROWN  
CHIEF OF POLICE

Revised October 22, 2014

### 104.00 Strategic Deployment Bureau:

- A. Commanded by an Assistant Chief of Police who is directly responsible to the First Assistant Chief of Police.





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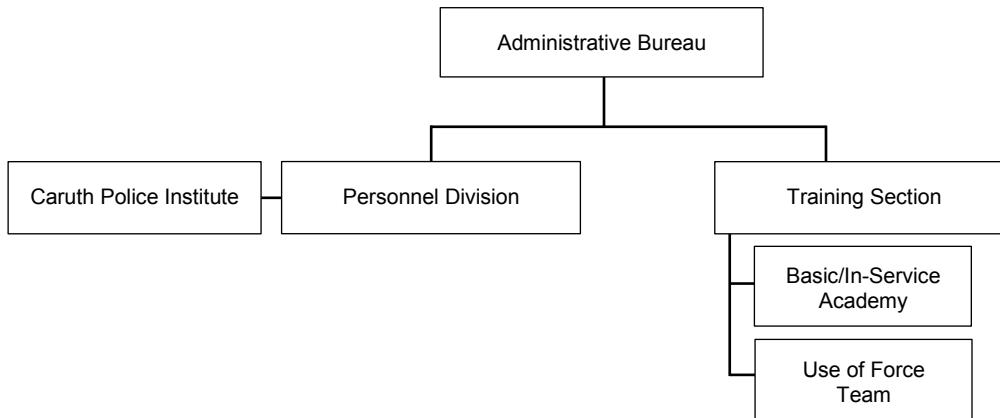
# 105.00 Administrative Bureau

DAVID O. BROWN  
CHIEF OF POLICE

Revised August 4, 2014

### 105.00 Administrative Bureau:

- A. Commanded by an Assistant Chief of Police who is directly responsible to the First Assistant Chief of Police.



### 105.01 Caruth Police Institute (CPI):

- A. Managed by an Executive Director.  
B. Direct programs to enhance leadership training through all the ranks within the Department.  
C. Conduct research and develop programs designed to enhance Departmental problem solving, evidence based crime fighting, and act as a national resource for new crime fighting practices.



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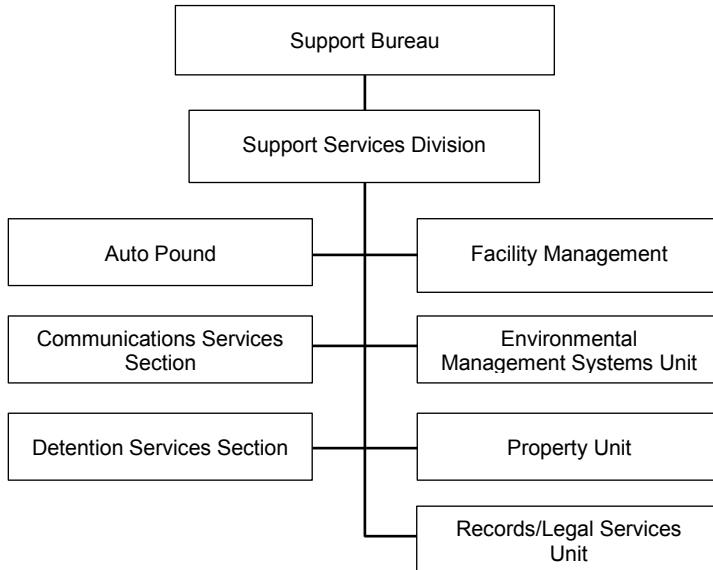
# 106.00 Support Bureau

DAVID O. BROWN  
CHIEF OF POLICE

Revised October 6, 2014

### 106.00 Support Bureau:

- A. Commanded by an Assistant Chief of Police who is directly responsible to the First Assistant Chief of Police.





## Dallas Police Department General Order

### 107.00 Directory of Facilities

DAVID O. BROWN  
CHIEF OF POLICE

Revised August 4, 2014

#### 107.00 DIRECTORY OF FACILITIES

Directory of Facilities owned or controlled by the City of Dallas and those of other agencies, which are used or frequently visited by police employees. The Directory of Facilities is not intended to be an all-inclusive listing, but rather one showing those most frequently needed.

Auto Pound	1955 Vilbig Rd. 75208
Central Business District Unit	1400 S. Lamar St. 75215
Central Operations Division	334 S. Hall St. 75226
Child Abuse	5351 Samuell Blvd. 75228
Communications Division	1500 Marilla St. 75201
Equipment Services Section	1600 S. Lamar St. 75215
Helicopter Unit	5775 S. Hampton Rd. 75232
Firearms Training Center	3200 Mountain Creek Pkwy 75236
In-Service Training	5610 Red Bird Center Drive #300, 75237
Jack Evans Police Headquarters	1400 S. Lamar St. 75215
Love Field Unit	8008 Cedar Springs Rd. 75235
Lew Sterrett Justice Center	111 Commerce St, 75207
Municipal Courts Building	2014 Main St. 75201
North Central Operations Div.	6969 McCallum Blvd. 75252
Northeast Operations Div.	9915 E. Northwest Hwy. 75238
Northwest Operations Div.	9800 Harry Hines Blvd 75220
Property Section	1725 Baylor St. 75226
Public Inebriate Detention Center	1600 Chestnut St. 75226
South Central Operations Division	1999 E. Camp Wisdom Rd 75241
Southeast Operations Division	725 N. Jim Miller Rd. 75217
Southwest Operations Division	4230 W. Illinois Ave. 75211
Homeland Sec/Special Operations Division	334 S. Hall St. 75226
Training Section	5310 Red Bird Center Drive, 75237

#### 107.01 Directory of Major Local Hospitals

Children's Medical Center	1935 Motor Street	214-456-7000
Baylor University Medical Center	3501 Junius St.	214-820-0111
Doctor's Hospital	9440 Poppy Drive	214-324-6100
Medical City Hospital	7777 Forest Lane	972-566-7000
Methodist Central Hospital	221 W. Colorado Blvd.	214-943-2551
Methodist Charlton Hospital	3500 W. Wheatland Rd.	214-947-7777
Parkland Memorial Hospital	5201 Harry Hines Blvd.	214-678-9884
Presbyterian Hospital	8200 Walnut Hill Lane	214-345-6789
University General Hospital	2929 S. Hampton Road	214-623-4400
St. Paul Hospital	5909 Harry Hines Blvd.	214-522-0210
Scottish Rite Hospital	2222 Welborn Street	214-559-5000
UT Southwestern Medical Center	5323 Harry Hines Blvd.	214-648-3111



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DAVID O. BROWN  
CHIEF OF POLICE

Revised 1/01/2016

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## Dallas Police Department General Order

### 201.00 Retention and Disposition of Records

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 201.00 RETENTION AND DISPOSITION OF RECORDS

Retention and/or disposition of Police Department records are governed by Chapter 39C of the Dallas City Code and state law. Division and Bureau Commanders should refer to the Departmental Records Retention and Disposition Schedule, approved by the City Council, for guidance on the retention and/or disposition of specific types of records.



# Dallas Police Department General Order

## 202.00 Written Directives

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/03/2014

### 202.00 WRITTEN DIRECTIVES

- A. All City of Dallas employees work under the regulations established by the City of Dallas Administrative Directives, Personnel Rules, and Civil Service Rules and Regulations. Written Directives of the Dallas Police Department are intended to supplement these regulations.
- B. All Division and Section Commanders (and Unit Commanders who are Organizational Commanders) will maintain current copies of the following documents for reference:
  1. City of Dallas Administrative Directives.
  2. City of Dallas Personnel Rules.
  3. Civil Service Board Code of Rules and Regulations.
  4. Texas Criminal Laws (Penal Code, Family Code).
  5. Emergency Response Plan.
  6. General Orders.
  7. Legal Bulletins.
  8. Safety Bulletins.
  9. Training Bulletins.
- C. All Division and Section Commanders (and Unit Commanders who are Organizational Commanders) who have primary responsibility for field enforcement of criminal laws will also maintain copies of the following documents for reference:
  1. City Charter.
  2. City Ordinances (Municipal Code).
  3. Texas Drug Laws.
  4. Texas Motor Vehicle Laws.
  5. Code of Criminal Procedure.
- D. Orders and policy issued at any level of command will not conflict with orders or policy issued by a higher command.
- E. All orders and policy of general application and enduring nature will be reduced to writing, dated, signed, and distributed to those affected or concerned.
- F. Orders of specific application not in conflict with General Orders may be issued verbally as necessary.

### 202.01 General Orders

- A. The Chief of Police will approve General Orders to establish:
  1. Departmental policy or procedures.
  2. Policy or procedures affecting two or more bureaus.
  3. Specific responsibilities and/or duties.
- B. General Orders may be amended by cancellation or total or partial revision.
- C. Every year, the Planning Unit will send written notification to all Bureau Commanders requesting feedback on areas in the General Orders that need addition, revision, or clarification. Any recommendations for changes will be sent to the Planning Unit for review.
- D. Any requested revision to the General Orders will be submitted to the Planning Unit and referred to as a Special Order request.
- E. When requesting a new Special Order, a memorandum will be sent to the Planning Unit through the initiating Bureau Commander and will include the following information:
  1. A brief background explaining the reason for the Special Order request.
  2. The number and title of the General Order that will be affected by the Special Order.
  3. A copy of the page(s) in the General Orders that will be affected by the Special Order, and the exact, typewritten new text in red ink and using the strike-through for text that is to be deleted.
- F. Upon receipt of a request, the Planning Unit will:
  1. Put the Special Order request on a tracking form, and be responsible for editing the Special Order draft to ensure consistency in authority, proper referencing, and correct style.
  2. Staff the proposal to the appropriate level of commanders as directed by the Commander of the Planning Unit.
  3. Submit the proposed Special Order to the Chief of Police for his consideration.
- G. If the order is approved, the Planning Unit will log, publish, and distribute notification of the new General Order.
- H. The new General Order will become effective as of the revised date on the General Order, and all Department personnel will be promptly notified by email of the General Order revision.
- I. Organizational Commanders will provide General Order inserts upon request to personnel that wish to maintain a personal copy of the General Orders.
- J. Individual employees are responsible for the content of the General Orders and Code of Conduct whether or not they choose to maintain a personal copy.

### 202.02 Operation Orders

- A. Operation Orders will be issued on authority of the Chief of Police by the Strategic Deployment Bureau to cover specific operations or events.
- B. Operation Orders will contain a self-canceling statement.

# **Dallas Police Department General Order**

## **202.00 Written Directives**

Revised 04/03/2014

### **202.03 Personnel Orders**

Personnel Orders will be issued on authority of the Chief of Police by the Personnel and Development Division to announce the following:

- A. Appointments.
- B. Assignments or transfers.
- C. Promotions, reductions in rank, or reclassifications.
- D. Suspension from and restoration to duty.
- E. Termination by retirement, resignation, dismissal, or death.
- F. Departmental awards.

### **202.04 Training Orders**

Training Orders will be issued by the Training Section to:

- A. Announce forthcoming schools, classes, or training sessions.
- B. Assign personnel for training purposes.
- C. Establish training material consistent with departmental policy.

### **202.05 Administrative Orders**

- A. Administrative Orders will be issued on the authority of the Chief of Police by the Personnel and Development Division to announce personnel information regarding boards and committees, and by the Planning Unit to announce duty commander assignments.
- B. Administrative Orders will be sent only to Organizational Commanders and persons affected.
- C. A self-canceling statement will be included in the Administrative Orders.
- D. Administrative Orders will not be numbered.

### **202.06 Standard Operating Procedures**

**All personnel, regardless of permanent assignment, will be accountable for adherence to the Patrol Bureau Standard Operating Procedures when performing any patrol related functions.**

- A. Standard Operating Procedures Manual
  1. A current Standard Operating Procedures manual will be maintained by the bureau, division, section and/or unit, as applicable.
  2. Any changes will be forwarded to the Planning Unit for updating the Department's library copies within 72 hours of the change.
  3. All Standard Operating Procedures manuals will include the following sections:
    - a. Organization.
    - b. Operations.
    - c. Emergency Procedures.
    - d. Others, as determined by the Organizational Commander.
  4. Each unit's Standard Operating Procedure will include a section on administrative reports, such as daily reports, monthly reports and annual reports. The Standard Operating Procedure entry will include:
    - a. A listing of all administrative reports.
    - b. A statement as to the person(s) or position(s) responsible for the formulation of the report(s).
    - c. A statement of the purpose of the report(s).
    - d. A statement of the frequency of the report(s).
    - e. A statement of the distribution of the report(s).
  5. Each unit's Standard Operating Procedure will include a section identifying assignments for which specialized training is required. Specialized training includes supervised on-the-job training provided by the department, training mandated by governmental authority and training necessary for development of knowledge and skills particular to an area of specialization. Examples include, but are not limited to, breathalyzer operator, motorcycle units or marine patrol. The Standard Operating Procedure entry will include:
    - a. A description of the required training.
    - b. Any retraining requirements.
  6. When any Standard Operating Procedure is amended, the change will be described in a dated memorandum and attached as a preface to the Organizational Commander's unit copy of the manual.
    - a. Copies of any rescinded portions will be maintained as an annex to the manual in the commander's unit copy.
    - b. When employees are not furnished personal copies of a change to procedure or training guide, they will read and initial a copy as documentation of their review.
  7. Organizational Commanders will ensure their employees have access to a current copy of the Standard Operating Procedures manual. This may be accomplished by one of the following:
    - a. Maintaining an organizational copy that is readily accessible to all on-duty employees.
    - b. Issuing each employee a copy of the Standard Operating Procedures.
    - c. Issuing each employee a copy of only those section(s) that directly affect an employee's usual operational activities.
  8. Organizational Commanders will ensure all affected personnel are made aware of procedural changes either through issuance of a personal copy of the change or by circulating a copy to be initialed. Employees issued personal copies of the Standard Operating Procedures, as outlined in 5 (b and c), are responsible for:
    - a. Keeping their copy updated with all issued changes.

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- b. Having their copy readily accessible for reference or inspection during normal duty hours.
- B. Other Organizational Procedures - The following documents will be dated and maintained by the originating or issuing unit either as part of the Standard Operating Procedures manual or as a separate file or log: any standing policy and/or procedure; training manual; training bulletin; legal bulletin; safety bulletin; and any document directing, informing, or advising employees inside or outside the organizational unit.

### **202.07 Memoranda and Agency Forms**

- A. Memoranda will not be a part of the directive system, but will be used for exchange of information.
- B. Departmental approved forms are available to all officers on the shared access N: drive. Additionally, forms inherent to daily patrol duties will be located at the patrol divisions. It will be the responsibility of the watch commander to ensure that these forms are accessible and available to all officers.
- C. Any new forms or modifying existing forms that will be utilized throughout the department will require approval through the Bureau Commander. A copy of the approved changes will be forwarded to the Planning Unit.
- D. Forms utilized within specific divisions will only require the approval of the Division Commander.

### **202.08 Staff Studies and Research Projects**

- A. A copy of all staff studies and research projects conducted by Police Department personnel will be forwarded to the Planning Unit for inclusion in the Staff Study File.
- B. Each report will contain a cover sheet with the title, *Dallas Police Department*, name of the organizational level conducting the study and date of the report. The last page of the study should list the name, rank/title of the person completing the study.

### **202.09 Interlocal Agreements**

- A. Any interlocal agreement with any city, law enforcement agency, or other entity that involves departmental operations must be approved by the Chief of Police prior to its presentation to the other entity for consideration.
- B. Prior to submitting the agreement to the Chief of Police for approval, the following procedures should be completed:
  1. A proposed draft of the agreement/contract will be submitted with an explanatory memorandum to the supervising attorney in the Criminal Law and Police Unit.
  2. The supervising attorney will review the proposed agreement/contract and ensure it meets the requirements of the Walker Consent Decree in addition to any other legal requirements.
  3. After the review and any necessary modification, the draft of the agreement, the explanatory memorandum, and a cover memorandum from the supervising attorney indicating approval and compliance with the Walker Consent Decree will be sent to the Chief of Police for approval.
- C. Upon approval of the Chief of Police, the package will be returned to the requesting agency/unit that will obtain the proper City of Dallas signatures prior to execution by the outside party.
- D. Upon implementation, the unit initiating the agreement/contract will forward a finalized copy to the Legal Services Section. Legal Services will maintain informational copies, to be used for reference only, of all agreements/contracts the Dallas Police Department has with other agencies or cities. The agreements/contracts may be in the form of formal contracts, Council Resolutions, Administrative Actions, Letters of Agreement, or Memorandums of Understanding, and they may contain policies and procedures including: guidelines and procedures for task forces; vehicle pursuits between cities; provisions for training, computers, or other services; or use of DPD facilities by other agencies.
- E. If an agreement/contract expires and is not renewed, the unit responsible for the agreement/contract will notify the Legal Services Section. This will ensure the agreement/contract is removed from the reference files. Individual units are responsible for maintaining and renewing agreements/contracts within their area of responsibility.
- F. Each June, the Planning Unit will review the Greater Dallas/Fort Worth Regional Law Enforcement Interlocal Assistance Agreement and the list of participants to ensure the information on the list is current.

### **202.10 Legal Opinions**

- A. The Criminal Law and Police Unit is responsible for issuing legal opinions within the Dallas Police Department. Any legal issues or concerns regarding policies or procedures involving the operations of the Department should be submitted in writing and directed to the Criminal Law and Police Unit of the City Attorney's office located in the Jack Evans Police Headquarters Building.
- B. The following procedures should be completed to request a legal opinion:
  1. The request will be written in a memorandum, forwarded through the appropriate chain of command, approved by the division commander, and submitted to the supervising attorney of the Criminal Law and Police Unit.
  2. The request will include any information and documentation needed to facilitate the review of the issue (i.e., copies of arrest reports, previous bulletins, etc.) A contact person and their telephone number are to be included in the event the assistant attorney needs to contact the requestor for more information or clarification.
  3. The Criminal Law and Police Unit will review and issue a legal opinion as appropriate. A legal bulletin will be issued when it is determined that the information should be disseminated throughout the Department.
  4. The Criminal Law and Police Unit will be responsible for maintaining copies of all legal opinions and bulletins.

### **202.11 Movie/TV Show Procedures**

- A. Contract Issues - When a movie/TV production company wishes to film in the Dallas area and the City Seal or City Property will be used, a contract between both parties is required. Depending upon the type of request the

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production company is making, certain City Departments and/or personnel will be involved in the contractual process. This will determine the type of contract that is written by the City Attorney's Office.

1. The production company must also agree to and sign the Police Department's Use of Equipment Guidelines.
2. If the production company is requesting to film inside a City facility only and not inside an area controlled by the Police Department, the Police Department will not have any involvement in the request. These requests will be forwarded to the Equipment/Building Services Department.
- B. Request to Film, Photograph or Interview Employees or City Property for Commercial Purposes
  1. Department employees receiving a request to film, photograph or interview any employee; to use City vehicles captured on film as part of the project or to film at any City facility for commercial purposes will forward the request through their chain of command to the Office of Chief of Police.
    - a. This includes, but not limited to, requests for films, television movies, series, commercials, music videos, corporate films, fund raising and promotional videos.
    - b. This directive applies to both for-profit and non-profit organizations.
    - c. This does not apply to news media covering local stories for daily news broadcast.
  2. The Police Media Relations Unit will notify the Office of Special Events when a request is received and the Department is considering accepting the request.
  3. If the request is approved by the Office of the Chief of Police, the request will be forwarded to the Police Media Relations Unit who will notify the Office of Special Events of the Department's approval of the proposal.
  4. The Office of Special Events will then be the point of contact for permitting and liaison between the Department and the film applicant to facilitate all meetings.
  5. No employee other than the Chief of Police or his designee can approve requests covered in this section.
  6. Employees will not sign any documents: waiver/location releases and/or contracts related to filming, photographing or interviews made or produced by any entity without the approval of the City Attorney's Office.
  7. The City of Dallas policy on Commercial Filming is covered in Administrative Directive 2-46.
- C. Outside Employment by Production Companies Permitted by the Office of Special Event
  1. Production companies involved in filming or photographing on City Property or of Department personnel are required to be permitted by the Office of Special Events.
  2. The approved permit will designate the number of off-duty officers the production company must employ while filming/photographing. Officers who serve as coordinators for these jobs will ensure the designated number of officers is present during the activity allowed by the permit.
  3. The coordinator will obtain a copy of the Commercial Filming Permit from the production company or Office of Special Events prior to working the job. If the coordinator will not be at the location during the entire period of filming/photographing, the coordinator will ensure an off-duty officer who will be at the location has a copy of the permit.
  4. Officers working off-duty for a production company will not authorize the company to hire fewer officers than designated in the permit. If an officer believes the job can be safely conducted with fewer officers, then the officer may contact the Office of Special Events to determine if the off-duty officer requirement can be reduced. A reduction must be approved by the Office of Special Events prior to fewer officers being utilized.
  5. Off-duty officers will not authorize production companies to conduct filming outside of public areas designated by the permit or engage in unauthorized activities. An on-duty supervisor will be contacted if a production company refuses to comply with the permit.
  6. Production companies who are granted a Commercial Filming Permit must still comply with all City of Dallas ordinances governing noise. The presence of an officer does not authorize companies to create noise outside of allowable levels or hours established by ordinance. Off-duty officers working for production companies will not authorize noise violations or fail to enforce them when violations are observed.
  7. If an officer, whether on duty or off duty, is filmed on private property for commercial use, a Commercial Filming Permit is required.
  8. All officers will adhere to the guidelines in General Order 421.00 (Off-Duty Employment) when working in an off-duty capacity for any movie/television show production company.
- D. Equipment Use

The Chief of Police, or his designee, may approve the use of Dallas Police Department equipment (including marked police vehicles) by movie/TV production companies, providing the production company has a signed contract with the City of Dallas.

  1. Non-Vehicular Equipment
    - a. The production company must provide a list of desired equipment a minimum of three working days prior to the start of shooting/filming.
    - b. An individual must be designated by the production company to check out equipment from the Dallas Police Department. This individual must be an employee of the production company, must reside within Dallas County or any adjoining county to Dallas County, and must possess a valid Texas Driver's License.
    - c. The production company must provide the Chief of Police or his designee with an updated schedule of dates, times, and locations for all shoots. Any changes in the schedule will be made prior to the shoot.
    - d. Production companies may not provide any of the equipment provided by the Dallas Police Department to another movie/TV production company, either during or after completion of the shooting of the movie/TV production.
  2. Vehicular Equipment
    - a. Actually Utilized in the Production
      - i. Production companies may request to lease marked vehicles to be used in the production. Dallas Police vehicles can only be driven to and from movie/TV production sets, used only as props, and may not be driven by anyone other than a uniformed, off-duty Dallas Police Officer hired by the production company. The production company will be billed for the leased vehicles at the current business rate, which is determined by the Department in December of each year. The rate will begin

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- when the vehicle leaves the City facility where it is housed and will include the time it takes to return the vehicle to the same location.
- II. A request for leasing vehicles must be made in writing to the Chief of Police or his designee.
  - b. Replicated for Use in the Production
    - I. Dallas Police vehicles that are replicated by production companies will not be driven on public streets unless all logos and overhead visibars are completely covered. If not covered, the vehicles must be trailered.
    - II. Production companies may not provide any of the vehicles to another movie/TV production company, either during or after completion of the shooting of the movie/TV production identified in the contract.
    - III. Within five working days of completion of the Dallas area filming by the movie/TV production company, all product/logo markings on replicated vehicles must immediately be removed and provided to the Dallas Police Department for destruction.
  - c. Utilized for Traffic Control
    - I. Production companies may request to lease marked police vehicles for traffic control only. The production company will be billed at the current rate for the leased vehicles. The rate will begin when the vehicle leaves the City facility where it is housed and include the time it takes to return the vehicle to the same location.
    - II. Production companies may lease marked police vehicles only. The request for leasing vehicles must be made in writing to the Chief of Police or designee at least three business days in advance. These vehicles may only be driven by off-duty Dallas Police officers hired by the production company.
- E. Other Issues
- 1. The Dallas Police Department may inspect the handling of the equipment without notice at any time.
  - 2. The equipment must remain in Dallas County or an adjoining county. The equipment may not be removed from Dallas County or an adjoining county without approval from the Chief of Police or his designee.
  - 3. Any issues not covered will be referred to the Chief of Police or his designee.

### **202.12 Electronic Communication**

The use of City of Dallas electronic information resources is a privilege and the policies implementing usage are located in Administrative Directive 2-33. All city employees are required to sign Exhibit A, *E-MAIL AND INTERNET USE CONSENT FORM*, of AD 2-33. By signing this form, the employee consents that all network activity is the property of the City and any E-Mail or Internet activity should not be considered private. This signed form should be kept in each employee's unit folder at place of assignment.

E-Mail and Internet access is provided for business related purposes as representatives of the City of Dallas and the Dallas Police Department only. As such, employees will:

- 1. Refrain from adding any inspirational messages, quotes of any type, etc., at the beginning or end of the actual message content when sending an internal or external electronic communication.
- 2. Refrain from expressing personal opinions as if they were an official City of Dallas position.

### **202.13 Departmental Issued Cellular Telephones and the Use of Personal Cellular Telephones on Duty**

- A. Scope -Cellular telephones are equipment provided by the City of Dallas that is intended for duty-related business purposes. It is the policy of the Dallas Police Department to limit the use of these telephones to departmental business.
- B. Use of City Issued Departmental Telephones:
  - 1. Cellular telephones are authorized for official departmental business. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available. Every effort should be made to keep these calls short in duration.
  - 2. Cellular telephone numbers will not be provided to members of the public. Exceptions may be made under the following guidelines:
    - a. Immediate future contact between a police employee and a victim, witness, or other person may be critical or;
    - b. User of the cellular telephone has granted authorization or;
    - c. The release of a cellular telephone number was authorized by a supervisor.
  - 3. Cellular telephones will not be used to send inappropriate photographic images, emails or text messages unless they can be clearly linked to the conduct of official police business.
  - 4. Cellular telephones will not be used to record photographic images of crime scenes except when issued for this purpose (e.g. departmental authorized social media)
  - 5. Cellular telephones will not be used to access social networking sites unless it is for official police business.
  - 6. Supervisors will conduct a periodic "spot" review of cellular telephone usage.
  - 7. Employees may be asked to justify any non-duty related cellular telephone calls.
  - 8. Supervisors will monitor the use of cellular telephones on a regular basis and will document the audit.
- C. Use of Personal Cellular Telephones on Duty:
  - 1. The use of personal cellular telephones while operating a police vehicle must not interfere with the safe operation of the vehicle nor impede a response to a call for service. Employees operating police vehicles are responsible for operating vehicles in a safe manner at all times and will be held accountable for unacceptable driving.
  - 2. Employees shall limit the use of personally owned cellular telephones and the use shall not interfere with or cause personnel to be inattentive to duty.
  - 3. Employees are prohibited from reading, sending, or replying to emails or text messages while operating a police vehicle.

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4. Employees are prohibited from recording any crime scenes, potential evidence, suspects, and victims on their personal cellular telephones unless exigent circumstances exist in the preservation of evidence and it is approved by a supervisor.
5. Employees are prohibited from sending inappropriate photographic images, emails, or text messages to departmentally issued cellular telephones.
6. Telephones will be placed in a vibration or silent mode while attending court, training, meetings, and any other time needed to prevent interruption or annoyance.



## Dallas Police Department General Order

### 203.00 Correspondence

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 203.00 CORRESPONDENCE

##### 203.01 Intra-Departmental Correspondence

- A. Official intra-departmental communications will be addressed directly to the Chief of Police and signed by the writer. This does not include personal communications relative to personnel and the routine operations of the Police Department.
- B. Communications, although addressed to the Chief of Police, will be forwarded through channels. No officer of any rank has the authority to stop any communication addressed to the Chief of Police. All such communications will be forwarded to the Office of the Chief of Police with the least possible delay. Each officer in the chain-of-command will initial each communication before forwarding.
- C. Police officers below the rank of Lieutenant signing intra-departmental communications or reports will place their identification numbers after their name.
- D. Transmittal of Intra-Departmental Correspondence
  1. When sending non-confidential correspondence, the sender will address a routing slip and staple it to the correspondence or use a manila envelope designed specifically for intra-departmental and inter-departmental mail.
  2. When sending confidential correspondence by intra-departmental mail, the sender will either:
    - a. Use a manila envelope with CONFIDENTIAL stamped on both sides. The envelope will be stapled and a small piece of tape will go over the flap.
    - b. Use a City of Dallas envelope with CONFIDENTIAL stamped on both sides. Mark DO NOT MAIL in the upper right-hand corner where the stamp is normally affixed and attach a routing slip.

##### 203.02 Outgoing Correspondence

- A. Only sworn officers in the rank of Lieutenant or above and section managers may forward necessary communications to persons or groups outside the department in connection with the operations of their areas of responsibility.
- B. Copies of correspondence sent to persons or groups outside of the department will be maintained for future reference in unit files and disposed of in accordance with the departmental Records Retention and Disposition Schedule.
- C. Official communications originating in bureaus, divisions, sections, or units and not of a routine nature for the operation of that area will be coordinated with the Office of the Chief of Police.
- D. All references in correspondence regarding police officers below the rank of Lieutenant will include the officer's identification number immediately after the officer's name.

##### 203.03 Instructions for Block Form Letter

- A. A block form letter will be used on all correspondence sent outside the department.
- B. The date will be twelve lines from the top of the page. The number of spaces between the date and the inside address, as well as the margins, will vary in order to center the letter on the page. Use two spaces between paragraphs and other component parts.
- C. When additional pages are needed, start the heading at the left margin on the sixth line from the top of the page and adhere to the following format:

Page 2  
Mr. John Doe  
June 20, 1992

- D. After the last paragraph of the letter, skip two lines and type the complimentary close (Sincerely). Skip two lines and type the name of the Chief of Police in all capital letters. On the next line type CHIEF OF POLICE. Skip four lines and type the name of the person signing the letter, title, and place of assignment.
- E. The composer and typist's *initial line* will consist of the initials of the person dictating or writing the letter and the person typing it.

##### 203.04 File Copies of Correspondence

All correspondence will be signed by the issuing authority before being reproduced for filing.



## Dallas Police Department General Order

### 204.00 Reports to the Chief of Police

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/29/10

#### 204.00 REPORTS TO THE CHIEF OF POLICE

##### 204.01 Required Reports to the Chief of Police

- A. Members of the Department are often involved in incidents, which cannot be introduced into the normal reporting system. Because of the uniqueness and/or magnitude of these incidents, the Chief of Police needs a factual report immediately from the personnel involved. The purpose of this order is to establish the requisites and format for writing a report to the Chief of Police.
- B. In the following instances, reports will be submitted immediately to the Chief of Police by the personnel involved when:
  1. Requested or ordered.
  2. An officer discharges a firearm while on duty or in the line of duty.
  3. City equipment is stolen, lost, or damaged.
- C. Members of the Department may become aware of informal requests, newsworthy events, or issues of which the Chief of Police should be apprised. In such an instance, the employee must notify the Office of the Chief of Police as soon as reasonably possible. If the employee is non-supervisory, the employee will notify a supervisor who will make the notification. Notification will be made through the City's e-mail system under the following circumstances:
  1. An informal request is made by the City Manager's Office;
  2. An informal request is made by the Council;
  3. Any request that is received from the news media that may well result in a news story;
  4. Any major newsworthy event; or
  5. Any other issues that would be considered to be of concern to the Chief of Police and would reasonably require his immediate attention or knowledge thereof.
- D. This message should be a very brief synopsis of the issue and include what action, if any, will be taken.
- E. This system of notification does not substitute for personal and immediate notification on issues a member of the Department considers urgent. Also, this system may not be for some issues that should be addressed in person.

##### 204.02 Instructions for Writing to the Chief of Police

The following instructions will be used as a guide for the submission of an original and three copies of all reports to the Chief of Police.

- A. The report will be submitted on the City of Dallas Memorandum form.
- B. The date will be the date the report is written.
- C. Address - All reports will be directed to the Chief of Police.
- D. Subject - Briefly explain why the report is written.
- E. Body - Use the following as a guide:
  1. The report will be written in the first person.
  2. The block form for paragraphs will be used; double-spaced between paragraphs.
  3. The opening paragraph will contain the date and time the officer was dispatched, notified, or observed the incident reported; assigned element; and the nature and location of the call or incident observed. It will identify the actors, times, places, and any pertinent information concerning the incident.
  4. The report will follow the sequence of events, starting at the beginning and continuing in chronological order of actions and events, until it reaches the completion of the incident.
  5. The report must be factual and contain only those events that actually transpired.
  6. The report will be brief, concise, complete, and accurate.
  7. The report will contain names, addresses, ages, sex, and races of the persons involved.
  8. The closing paragraph will contain the disposition or action taken or recommended in handling the incident.
- F. Complimentary Close - "Respectfully submitted," will be used on all reports to the Chief of Police.
- G. Signature - The signature will contain the officer's name, identification number, rank, and organizational level to which assigned.



## Dallas Police Department General Order

### 205.00 Written Communication Distribution

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 205.00 WRITTEN COMMUNICATION DISTRIBUTION AND INSPECTION SYSTEM

##### 205.01 General Policy

It is the responsibility of Organizational Commanders to ensure that each member of their command receives all applicable written communications. This order establishes a procedure requiring each Organizational Commander to maintain a logbook which will contain a record of written communication "To Be Logged," and a description of how that communication was conveyed to the employees.

##### 205.02 Definitions

For the purposes of this order,

- A. *Applicable written communications* means any document, regardless of origin, approved for distribution by the authority of a Captain or above. Generally, *applicable written communications* are documents such as Administrative Directives, General Orders, Special Orders, Legal Bulletins, Safety Bulletins, Training Bulletins, or any other document that could affect units of the Department or its personnel.
- B. *Document transmittal control sheet* is a control document titled *To Be Logged*, showing the document control number, date, type of communication, subject, approving authority, issuing individual or organization, level of distribution, and a means of acknowledgment of receipt of the document.
- C. *Logbook* is a record maintained by Organizational Commanders. The logbook will be used only for the control of documents forwarded to Organizational Commanders with a document transmittal control sheet (*To Be Logged*), approved for distribution by a Captain or above.
- D. *Written Communication Roster* is a list of employees within a given organizational level. The style of the roster may vary from one level to another and may be typed or computer-generated, but must contain at a minimum: the names of the employees, date the document was received, and employee signatures.

##### 205.03 Procedures

- A. The issuing individual or organization is responsible for the following:
  1. Preparing the document.
  2. Designating the level of distribution.
  3. Obtaining approval from a Captain or above.
  4. Obtaining a document control number from the Planning Unit. (A document control number may be obtained by telephone. Submission of the document is not required.)
  5. Distributing the document. (The original document will be maintained by the issuing individual or organizational unit.)
  6. Ensuring the document has been received by all Organizational Commanders through retention of the returned and signed document transmittal control sheet. (Length of retention is governed by the Department's Records Retention and Disposition Schedule.)
- B. Each Organizational Commander will maintain a logbook for the control of applicable written communications.
  1. The logbook form will be on 8 1/2" X 11" paper and titled *Written Communications Log*. It will contain the year and page number at the top of the form. The logbook forms will be maintained in a binder by calendar year, with consecutively numbered pages.
  2. The logbook will record each document control number, the type of document received, the subject, the date received, and the method and level of distribution to employees.
  3. The method of distribution can include mandatory viewing of a videotape; or in the case of a document, reading the document to the employees, or providing employees with a copy of the document, or both.
  4. The level of distribution can be: ALL, SWORN, NON-SWORN, or ORGANIZATIONAL COMMANDER.S.
  5. The Bureau Commander's logbook need only reflect the above information for each Organizational Commander in the Bureau Commander's chain-of-command.
- C. Organizational Commanders will ensure that each employee designated to receive information signs or initials a Written Communications Roster for that document. The roster will state the type and subject of communication, the date the document was read or presented to the employees, and the level of distribution. Rosters will be maintained at the Organizational Commander level.

##### 205.04 Logbook and Roster Inspections

On a quarterly basis, Bureau Commanders or their designees will conduct inspections of Organizational Commander logbooks and rosters. This inspection will determine if departmental communications have been received, logged, and distributed in the proper manner.



## Dallas Police Department General Order

### 206.00 Time and Payroll Issues

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/16/2015

#### 206.00 TIME AND PAYROLL ISSUES

- A. In any conflict or difference between department policy and state or federal law, the law will take precedence.
- B. Compensation issues for all employees will be applied strictly within the guidelines established by law and department policy and procedures. Application of all laws, policies, and procedures will be made within the context of the best interests of the City of Dallas and the employee.
- C. The Department has an obligation to guard against indiscriminate payment of overtime or compensatory time that is not earned. Supervisors are to review all requests for compensation to guard against inaccurate or unjustified payments. The payroll supervisor is responsible for reviewing requests for overtime and compensatory time prior to submitting a payroll report.
- D. It is the duty of all Commanders to be fiscally responsible, not only with regard to money, but also with accountability of the use and accumulation of time.
- E. Commanders need to ensure that these aspects of their operations are regularly audited.
- F. Employees have an obligation to report to their supervisors any discrepancies in salary compensation (merit increase, various assignment and special pays, educational incentive pay), overtime, compensatory time, or leave that is incorrectly reflected on their paycheck.
- G. Each sworn officer will receive a copy of their Employee Data Statement (Parameter Report) prepared from the Human Resources Information System on a quarterly basis. This report includes a listing of all types of pay an officer is receiving as of the date printed on the Employee Data Statement. The Employee Data Statement will come with instructions on what to do if an officer believes the report contains any errors. In such cases, an officer will have thirty (30) days to report the discrepancy to the Human Resources Department, Uniform Payroll Team, in person during normal business hours. If the discrepancy is not brought to the attention of the Uniform Payroll Team within 30 days, the officer's pay will be considered correct and the employee will be responsible for any overpayments made by the City to the employee.

#### 206.01 Personnel Time Records

- A. All personnel time records of the Dallas Police Department will be maintained in accordance with the City of Dallas Personnel Rules and Administrative Directives. These rules and directives are available on the City of Dallas intranet web page under the "Publications" heading for reference. The content of this order is intended to supplement those directives and provide guidelines in areas not covered that apply to the Dallas Police Department.
- B. Definitions
  1. The term *officer* refers to sworn personnel only.
  2. The term *employee* includes both sworn and non-sworn personnel.

#### 206.02 Time Cards

- A. Organizational Commanders will be responsible for ensuring that attendance records are maintained for employees under their command. These records will be maintained on time cards and daily or weekly detail sheets, which will be posted daily by a supervisor or an approved designated timekeeper.
- B. All absences will be posted in red ink. All work hours will be posted in black ink.
- C. Codes for marking time cards are as follows:
  1. A - Administrative Leave
  2. C - Compensatory Time Off  
(Applicable to exempt non-sworn employees and sworn Police Officers only. "C" time taken will be entered on the report.)
  3. D - Death in Family Leave
  4. E - Education Leave
  5. H - Official Holiday Leave
  6. I - Injury on Duty Leave  
(If "I" time extends through regular days off, the entry will be marked "I/O".)
  7. J - Jury or Court Leave
  8. M - Military Training Leave
  9. R - Present for duty ("R/T" will indicate a Trade Time entry)
  10. S - Sick Leave (Place an "F" after the appropriate leave code to indicate approved Family Medical Leave)
  11. V - Vacation (Place an "F" after the appropriate leave code to indicate approved Family Medical Leave)
  12. W - Approved Leave Without Pay (Place an "F" after the appropriate leave code to indicate approved Family Medical Leave)
  13. X - Absent Without Leave (AWOL)
  14. Z - Suspension
  15. O - Days Off
  16. K - Attendance Incentive Leave
  17. F - Furlough/Mandatory City Leave

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- D. Regularly scheduled days off, holidays, and vacation days may be posted on time cards in advance, in pencil, if deemed necessary by the commanding officer. The commanding officer will ensure that a daily verification is made of all previously posted entries to determine that they are correct and that entries in ink are made over the penciled entries.
- E. When supervisors assign or approve switching an employee's scheduled off day with a workday, it will be indicated on the employee's time card as O/R and R/O.
- F. Supervisors will ensure that all holidays are taken either in the month earned or within the two months immediately following.
- G. When an employee is transferred, the time card will be routed to the unit to which the employee is transferred. The supervisor forwarding the time card will enter the time and date of the transfer and the unit transferred to in the margin of the time card. The receiving supervisor will make note in the margin of the time card of the time and date received.
- H. Employees cannot use earned leave to work off-duty employment when the employment is on a regularly scheduled daily, weekly, or monthly basis or anytime it splits their workday with the exception that earned leave may be used to split a workday for medical or personal matters with supervisory permission.

**206.03 Reviewing Time Cards**

- A. Organizational Commanders will designate supervisors to check the accuracy of time card postings. This will require biweekly, quarterly, and annual reviews.
- B. The Biweekly Review consists of comparing the time card postings with entries into the Lawson Payroll System.
- C. The Quarterly Review consists of reviewing of all time card entries for the ending quarter. The reviewing supervisor will initial the time card in the left margin in the month ending the quarter. The reviewing supervisor will check to ensure that:
  1. During each sworn and non-sworn biweekly pay period all 8-hour employees were scheduled with four days off, and all 10-hour employees were scheduled with six days off. (Any changes for 10-hour employees must be made the first day of the pay period).
  2. When any changes of regularly scheduled days off resulted in an imbalance of days off, that adjustments were made. (Any corrections to days off should be made within the next pay period.)
  3. Employees are taking their holidays in the month earned or within the two months immediately following.
- D. The Annual Review, to be completed in February, will determine the number of days off, vacation days, holidays, etc., each employee took during the previous year.
  1. The reviewing supervisor will:
    - a. Correct any errors found.
    - b. Initial the reviewed time card in the lower left corner.
    - c. Record information at the top of the new time card and initial next to the recorded information. This information includes the number and type of days from the previous year that are owed to or by the employee.
  2. Any adjustments of days owed to or by an employee found during the Annual Review must be accomplished by March 31. The dates the time was received or returned will be listed at the top of the new time card.
  3. After all discrepancies are resolved, the time cards will be forwarded to the Personnel and Development Division. Sworn and non-sworn time cards will be submitted separately. A copy of the time card will be placed in each employee's unit file.
- E. Any reviewing supervisor noting a discrepancy will forward to the Personnel Services Unit an Exception Payroll Supplement. If unable to determine the cause of a discrepancy, the supervisor will also forward an explanatory memo to the Personnel Services Unit.
- F. Any payroll issues and discrepancies that cannot be resolved between the supervisor and the Personnel Services Unit will be referred to the respective Organizational Commander and the Commander of the Personnel and Development Division.

**206.04 Exception Payroll System (Lawson Payroll System)**

- A. Employees may be allowed to enter their own exceptional time in the Lawson Payroll System with the approval of the Organizational Commander except at Patrol Divisions. If employees are not authorized to make their own entries, the organizational commander will appoint a supervisor to make the exceptional entries. Only supervisors will make entries into the payroll system at the patrol divisions.
- B. Organizational Commanders must have prior written approval from the Office of the Chief of Police to use an employee who is not a supervisor to approve payroll submissions in the Lawson Payroll System. A copy of the approval memorandum must be forwarded to the Personnel Services Unit.
- C. All entries into the Lawson Payroll System must be made and approved by 9:00am on the Wednesday the payroll is due. Payroll is due for sworn and non-sworn personnel on alternating Wednesdays.
- D. When employees are placed on special assignment to an ORG-number other than their own, regardless of the length of time involved, the organization where they are temporarily assigned will be responsible for ensuring the employee's time is entered and approved in the Lawson Payroll System.
- E. The following guidelines are used for entering exceptional leave, T.A.P., compensatory time and/or overtime into the Lawson Payroll system for both sworn and non-sworn employees:
  1. All time entered should be rounded to the nearest tenth.
  2. A pay code must be selected from the pull down menu when entering exceptional time.
  3. The appropriate activity code must be selected from the pull down menu when the exceptional entry is overtime or compensatory time earned.

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4. The "Split" function will be used when an employee has more than one exceptional payroll entry occurring on the same day.

### **206.05 Monthly Strength Report**

- A. The Personnel Services Unit, Personnel and Development Division, is responsible for completing the Monthly Strength Report.
- B. Distribution
  1. The Monthly Strength Report will be completed no later than the tenth day of the following month. The original will be retained in the Personnel and Development Division.
  2. The Personnel and Development Division will be responsible for preparing and submitting to the Chief of Police and the Executive Staff a report showing the combined strength of the entire Department.

### **206.06 Work Schedules**

- A. Administrative Hours
  1. Administrative hours are defined as a work shift comprised of eight hours compensated time and a one hour uncompensated meal period.
  2. The shift start time and days off for work groups with administrative hours should be established to provide efficient public service and maximize operational effectiveness.
  3. Organizational Commanders, whose offices normally operate only on an administrative hours schedule or only on a two-shift basis, may permit employees of that office to take their one-hour meal period at any time during the workday. However, the organizational commander may only occasionally approve the meal period at the beginning or end of the workday but no other meal period will be allowed. No employee will be allowed to take their one hour meal period at the beginning or end of the workday on a permanent basis.
  4. Commanders will ensure adequate staffing is present at all times to discharge service obligations during established administrative office hours.
- B. Alternate Work Schedules
  1. With the approval of the Chief of Police, City Manager, and the Director of Human Resources, the standard work schedules for organizational levels that must be staffed on a 24-hour basis may vary. Approved schedules will be for three 8-hour shifts, multiple overlapping 10-hour shifts, or a combination of the two.
  2. Organizational Commanders will ensure documentation is maintained on the detail sheet or departmental calendar any time an employee's work schedule is flexed, such as O/R or R/O. The actual work times must be documented. R/O - O/R days will also be recorded on the time card.
  3. Organizational Commanders will ensure that an employee's actual hours worked for each day are posted on the daily or weekly detail sheet if differing from the assigned hours listed on the detail sheet. The daily or weekly detail sheet should also reflect the actual hours worked when an employee works only a partial day. (Such as 4R – 7 a.m. to 11 a.m., 4S - 11 a.m. to 3 p.m.)
  4. Commanders will ensure that adequate staffing is present at all times.
  5. Supervisors are responsible for scheduling flex work schedules for their employees to achieve the goal of keeping overtime or compensatory time to a minimum.

### **206.07 Absences**

- A. Employees must notify a supervisor at their assigned work location when they are sick, injured, or cannot report for duty due to illness, injury, any other unexpected reason. This notification must be made by telephone and directly to a supervisor.
- B. This telephone call will be made by the reporting employee or by a member of the employee's family at least one hour before reporting time. Employees in organizational levels with administrative schedules must give notice of absence due to illness, injury, or any other unexpected reason to their supervisors at the start of their standard workday. Employees must give a telephone number and address where they can be located during their normal tour of duty.
- C. Subsequent calls will be required on each succeeding day of absence unless the employee is specifically authorized not to do so by the employee's immediate supervisor.
- D. When an employee becomes ill while on duty to the extent he or she must leave work, the supervisor will be immediately notified.
- E. Sworn employees will be allowed six (6) incidents or fifteen (15) days of undocumented sick leave each six-month period January 1 – June 30 and July 1 – December 31.
- F. An incident is defined as an uninterrupted use of sick leave.
- G. Employees will only use sick leave for one of the following reasons:
  1. The employee is incapacitated for the performance of duties due to an illness, surgical procedure, or off duty injury.
  2. To attend a medical, dental or optical examination or treatment that is necessary. Using sick leave to attend a physician's appointment during a tour of duty will require prior approval of a supervisor.
  3. To recover from pregnancy, miscarriage, abortion or childbirth.
  4. To care for a family member who is ill or incapacitated.
  5. When an employee has been exposed to a contagious disease and the employee's presence at the job would jeopardize the health of others. A health officer defines contagious disease as one that would warrant quarantine.
- H. Employees may not use sick leave due to an illness or disability caused by intemperate use of alcohol or drugs, unless the employee is participating in a city sponsored or approved treatment program.

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- I. Any use of sick leave that is verified by a physician's statement listing one of the reasons stated in Section G, 1-5, will not count against the employee's cumulative undocumented sick leave.
- J. Physician's statements for verification of sick leave must be submitted to a supervisor in the employee's chain of command within forty-eight hours of the employee's return to duty.
- K. An officer's off-duty employment privileges will not be revoked due to sick time usage, other than as authorized in General Order 421.00.
- L. Violations of the department's sick leave procedures will be governed by the Personnel Rules and the General Orders.
- M. Employees will use sick leave only for reasons enumerated in Section 34-22 (h) of the City of Dallas Personnel Rules and as outlined in General Order 206.07, Section G, 1-5.
- N. Any sworn employee's use of sick leave after six (6) incidents or 15 days in a 6-month period will require a doctor's written verification that the leave complies with the City of Dallas Personnel Rules, Section 34-22 (h) and General Order 206.07, Section G, 1-5.
- O. No list regarding sick time use or confidential medical information will be published publicly or posted internally including city-wide reports. Such reports will be used internally on a need-to-know basis.
- P. Sick time usage will not be the sole, exclusive factor when considering an employee for promotion, transfer or assignment.
- Q. Supervisors will make diligent inquiries into every case of unapproved absence from duty with a view toward corrective action if the violation is aggravated or repeated.
- R. When an employee is off sick and regular days off fall within the sick time, the regular days off will not be shown as sick days. When an employee is off due to an on-duty injury, normal working days will be marked I. Regular days off will be marked I/O until the employee returns to duty.
- S. When any employee is off-duty at any subsequent date as a result of an on-duty injury, the employee will be carried as injured on-duty. The employee's immediate supervisor will be responsible for making the necessary confirmation that the leave is a result of an on-duty injury.
- T. When an employee is on military leave, normal working days will be marked M and regular days off marked.
- U. Nothing in this section limits the department's right to investigate and discipline employees pursuant to the City of Dallas Personnel Rules and the General Orders.

**206.08 Overtime and Compensatory Time**

- A. Standard Work Day Defined - An employee's standard workday begins when he/she starts work on the scheduled shift.
- B. Exceptions to Standard Work Day
  - 1. Sworn Employees
    - a. Excluding court subpoenas and responses to official call back status for Standby/On Call assignments (refer to 206.12), if sworn employees are called to work outside their scheduled work day and continue to work up to or through their scheduled start time, for purposes of computing daily overtime, a new day begins at the time they originally reported for work. Any actual hours worked that exceed the standard work day will be compensated. Special Compensation, as defined in 206.10, will not be computed or compensated on either end of that work shift.
    - b. If callbacks do not merge with their scheduled start time, sworn employees will be compensated a minimum of two hours at the appropriate rate. These two hours include any Special Compensation permitted, consistent with the guidance provided in Section 206.10 Special Compensation (Court and Approved Functions During Off-Duty Hours).
  - 2. Non-Sworn Employees
    - a. Non-sworn employees who are called back to work outside their scheduled work hours and continue to work through their scheduled start time, for purposes of computing daily overtime, a new workday begins at the time the employee reported for work.
    - b. If callbacks do not merge with their scheduled start time, non-sworn employees will be compensated a minimum of two hours at the appropriate rate. These two hours include any Special Compensation permitted, consistent with the guidance provided in Section 206.10 Special Compensation (Court and Approved Functions During Off-Duty Hours).
- C. Supervisors may assign or approve employees to flex their work hours. A record of the flex hours must be documented by either a memorandum or posted on a detail or departmental calendar.
- D. Sworn employees have the option of receiving either overtime pay or compensatory time when working longer than their standard workday. The compensatory time option is subject to supervisory approval.
  - 1. The overtime rate will be at one and one-half times the regular rate of hourly pay for all time worked over the employee's standard work day.
  - 2. If selected, compensatory time will be accrued at one and one-half hours for each hour worked over the standard workday. Compensatory time earned in one quarter that is not taken by the end of the next two quarters will be automatically converted into overtime pay for sworn employees.
- E. Non-Sworn Employees
  - 1. Non-exempt employees will be paid overtime pay at a rate of one and one-half times their regular pay for all hours worked over forty (40) in a work week.
  - 2. Exempt employees will be credited with compensatory time when they work more than eighty (80) hours in a biweekly pay cycle. Compensatory time will be accrued at the rate of one hour for each hour over the standard workday. Refer to City of Dallas, Personnel Rules Sec. 34-24 Compensatory Leave for guidelines applicable to compensatory time earned by non-sworn exempt employees.
- F. Reporting Overtime or Compensatory Time - Any compensatory time or overtime earned by any employee must be documented by the employee's next workday.

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1. Bureau and Division Commanders must document overtime worked by completing a compensatory or overtime card, which will be maintained as a departmental record. All other employees will report any overtime worked to the next level supervisor or commander by completing a compensatory or overtime card. The approving supervisor must sign the compensatory or overtime card.
  - a. Overtime - use Form Pol-00877 Rev 6/89, *Application For Overtime* (pink card). Overtime earned will be entered into the Lawson Payroll system as outlined General Order 206.04.E.
  - b. Compensatory Time - use Form Sup-01549 Rev 2/95, *Request for Compensatory Time* (white card). Compensatory time earned will be entered into the Lawson Payroll system as outlined General Order 206.04.E
2. Sworn employees will be paid at the Temporary Assignment Pay (T.A.P.) rate for overtime duties resulting from a temporary assignment. If the duties do not involve those of the T.A.P. position, overtime will be paid at the rate of the regular position. When overtime is to be paid at the T.A.P. rate, the T.A.P overtime pay code for the rank the employee is acting will be selected in the Lawson Payroll system.
3. Each Organizational Commander will keep the Overtime and Compensatory Time cards as back-up records to employees' individual time cards. The Overtime and Compensatory Time cards will be retained in accordance with the Department's Records Retention and Disposition Schedule.
4. Employees incorrectly paid overtime or credited with compensatory time will report it immediately to their supervisor. The supervisor will ensure that the Payroll Team is notified so that adjustments can be made on the payroll. Employees will not make any adjustments between themselves because it would leave the payroll records in error.

**206.09 Earning Overtime or Compensatory Time and Authorization Level**

<b>Reason for Overtime</b>	<b>Situations</b>	<b>Authority</b>
Judicial Functions	Felony, Misdemeanor, and Juvenile Courts  Civil Courts (when appearance is related to police duties)  Grand Jury  U.S. Attorney, District Attorney, or City Attorney Conferences	Subpoenas or Court Notification Slips  Appointments set by: U.S. Attorneys, District Attorneys, or City Attorneys
Late Relief	Working beyond normal work hours due to late calls, assigned projects, etc.	Dispatcher notification  Supervisor (Unit/ Watch/Section)
Non-Emergency Assignment Outside of Scheduled Hours	Civil Service Board Meetings  City Manager Hearings  Department Disciplinary Hearings Community Meetings  Shooting Review Boards  Accident Appeal Boards  Meritorious Conduct Boards  Driver's Physicals  Other similar assignments	Civil Service Subpoena or Notification Slip  Command Staff-level Officer
*Emergency Call Back	Unplanned work arising due to natural disasters or civil disorders	Chief of Police or Duty Commander
Planned Special Events	Parades  Conventions  State Fair	Assistant City Manager, Finance (Advanced approval required - Organizational Commanders must allow sufficient time for the approval process through the Assistant City Manager)
Traffic Grants	Various Grants for Enforcement of DWI, Seatbelt Law, etc.	Commander, Traffic Section
Quartermaster Visits	Only if required visit cannot be completed during the employee's normal working hours	Supervisor (Unit/ Watch/Section)

- A. Regulations pertaining to payment of individual employees for overtime and compensatory time are contained in the City of Dallas Personnel Rules. The following regulations, however, also govern the earning of overtime/compensatory time by departmental employees.
- B. How Time is Earned and Authorization Level - The following instances are reasons for earning overtime/compensatory time and the approval basis or authority is indicated:

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1. Employees appealing a grievance or disciplinary action before an Assistant City Manager, an Administrative Law Judge, a Trial Board, or the Civil Service Board will not be compensated for off-duty appearances unless so ordered or when responding to a subpoena. Employees whose appeals occur during regular hours will be compensated at their regular rate of pay.
2. Employees serving as witnesses at a grievance or disciplinary appeal hearing before an Assistant City Manager, an Administrative Law Judge, a Trial Board, or the Civil Service Board will be compensated for off-duty appearances if they were summoned by subpoena, received a notice issued by the Legal Services Section, or received verbal notification from the City Manager's Office/Civil Service Board. Employees serving as witnesses during regular hours will be compensated at their regular rate of pay.
- C. Court Appearances - Employees on court overtime will be compensated for the actual time spent in court. Employees released from court for lunch breaks will not be compensated from the time they are released through the time they are required to return to court.
- D. Requiring Officers to Work More Than Forty Hours in a Workweek
  1. In the event of an emergency, the Chief of Police or the Duty Commander, pursuant to the authority delegated by the Chief of Police, may authorize a supervisor to require officers to work past forty hours in a workweek.
    - a. This decision will be documented through a group appropriate MDC transmission or an audible radio transmission to the Communications Dispatcher.
    - b. The Chief of Police or Duty Commander will monitor the situation to relieve officers in a reasonable and timely manner.
  2. An emergency is an unexpected happening or event or an unforeseen situation or crisis that calls for immediate action. Emergencies include:
    - a. Severe weather events.
    - b. Major incidents that require extended perimeter traffic control.
    - c. Spontaneous crowd control problems or a barricaded person that utilizes a high number of field resources.
    - d. Fallen aircraft or mass casualty situation.
    - e. Any other unexpected happening or event or unforeseen situation or crisis that calls for immediate action as determined by the Chief of Police or Duty Commander pursuant to the authority delegated by the Chief of Police.
  3. Nothing in this section prohibits any supervisor from requesting volunteers to work more than forty hours in a workweek.

### 206.10 Special Compensation (Court and Approved Functions During Off-Duty Hours)

- A. Employees required to return to work (judicial functions in Dallas County and emergency/ non-emergency assignments) during their off-duty hours will receive special compensation.
- B. The special compensation permitted per assignment will be thirty minutes of compensatory or overtime before and thirty minutes after the assignment.
- C. The special compensation does not apply in the following circumstances:
  1. Reporting early or staying late in conjunction with an employee's scheduled work shift as referenced in 206.08 B.
  2. Immediately before or after working an R/O day. (When an employee is required to return to work before working an R/O day or after working an R/O, as defined in 206.10 A, special compensation will be permitted.)
  3. When less than one hour exists between the end of the scheduled work shift and the beginning of the after-hours assignment except when actual travel between facilities (defined as a sufficient distance to reasonably require travel by a motor vehicle) is required.
  4. When less than one hour exists between the end of the after-hours assignment and the beginning of the scheduled work shift except when actual travel between facilities (defined as a sufficient distance to reasonably require travel by a motor vehicle) is required.
  5. When the time for the special compensation overlaps in any way with any off-duty employment.
  6. For instances of voluntary overtime/compensatory assignments as defined by the Department.
- D. Court Appearances in Collin, Denton, Kaufman, and Rockwall Counties - Special compensation to these four counties will be calculated as the actual time spent traveling from the employee's current location or workplace (if going off-duty) to the location of the court. The minimum compensation will be for 30 minutes each way. The maximum compensation will not exceed one hour each way. The special compensation does not apply in the following circumstances:
  1. Reporting early or staying late in conjunction with an employee's scheduled work shift as referenced in 206.08 B.
  2. Immediately before or after working an R/O day. (When an employee is required to return to work before working an R/O day or after working an R/O, as defined in 206.10 A, special compensation will be permitted.)
  3. When less than one hour exists between the end of the scheduled work shift and the beginning of the after-hours assignment except when actual travel between facilities (defined as a sufficient distance to reasonably require travel by a motor vehicle) is required.
  4. When less than one hour exists between the end of the after-hours assignment and the beginning of the scheduled work shift except when actual travel between facilities (defined as a sufficient distance to reasonably require travel by a motor vehicle) is required.
  5. When the time for the special compensation overlaps in any way with any off-duty employment.
- E. Court Appearances in All Counties Other Than Dallas, Collin, Denton, Kaufman, and Rockwall
  1. When properly subpoenaed in conjunction with their department-related duties to attend judicial functions in a county other than Dallas, Collin, Denton, Kaufman, or Rockwall Counties, employees will be furnished transportation and expenses.

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2. Employees will be compensated for court/judicial assignments for the time actually traveling to and spent in court or the judicial function until released by the court or prosecutor. Employees will receive overtime or compensatory time for any amount of time over their normal duty tour while in duty status, including travel time.
3. In cases where witness fees are paid to an employee, such fees will be refunded to the City of Dallas through the Manager of the Equipment Services Section. The refund will not exceed the amount of expenses drawn or claimed from the city.

### 206.11 Out of Town Travel

- A. Employees sent out of town for one day will not be paid for time spent in traveling from home to the airport but will be paid for all other travel time, except any time spent in eating while traveling. Employees who drive overnight are considered working all the time they are driving and will be compensated.
- B. Employees traveling overnight on business, such as for more than one day, will be paid for time spent in traveling, except for meal periods, during their normal working hours on their non-working days, such as Saturday, Sunday, and holidays, as well as on their regular working days. Travel time as a passenger on an airplane, bus, or automobile outside of regular working hours is not considered work time and will not be compensated. However, any actual work an employee does while traveling remains compensable work time for an out of town trip. An employee using a City vehicle is working while driving on business, but not while going to and from home.
  1. Division and Section Commanders will review the need for each out of town trip to help curtail overtime and compensatory time.
  2. If feasible, out of town trips will be made during an employee's normal tour of duty.

### 206.12 Compensatory Time Relating to Employees in "On Call" or "Call Back" Status

- A. "On Call" is defined as being required to remain available for immediate call to duty by continuously remaining in contact with a police department office by telephone or by radio.
- B. Sworn non-exempt employees are not considered to be "On Call" if they can come and go as they please when they leave a telephone number where they may be reached (i.e., work extra jobs, engage in personal pursuits, etc.).
- C. Being placed in "On Call" status is not automatic to any given work unit or circumstance. In order to be in "On Call" status, the officer must meet all of the following requirements:
  1. Be approved in an "On Call" position by the officer's Bureau Commander;
  2. Be continuously tied to a communication device (i.e., police radio, telephone, Blackberry, etc) for immediate contact and response;
  3. Modified behavior (i.e., not consume intoxicants or any similar substance(s) that impairs action or performance);
  4. Be required to respond to the communication notice by arriving at the designated location within 30 minutes or less of the notice in appropriate police attire; and
  5. Be subject to discipline for failure to respond.
- D. In the event of authorized "On Call" status by a Bureau Commander, all time an officer is designated as "On Call" must be recorded on the Application for Comp Time Card (Form SN2761-01-520) in the "On Call or Assignment" section as **OCUP** (On-Call Time – Uniform Police) or **OCPR** (On-Call Time – Park Rangers).
- E. Time Cards (Form SN2761-01-520) will be maintained as a departmental record. On Call cards must be submitted by the employee's next working day, signed by the employee and approved by the next level supervisor and the watch commander. Most circumstances in the Department will be handled as a "Call Back" which is defined as a circumstance whereby the employee is called back to work outside of the employee's scheduled work hours, and the call back does not merge with the employee's scheduled start time. Employees will continue to be compensated in accordance with current Personnel Rules.

### 206.13 Temporary Assignment in Next Higher Grade

- A. Eligibility
  1. Sworn employees, temporarily fulfilling the duties of a higher grade for any length of time, will be compensated at the rate of that higher grade. The key consideration in determining eligibility for Temporary Assignment Pay (which will be referred to as T.A.P.) is that an employee is actually assigned to perform the duties of the higher grade.
  2. When supervisors of the ranks of Sergeant or higher will not be available to fulfill their duties, an acting supervisor may be appointed. This will include absences of full or partial days for unpaid leave, vacation leave, sick leave, other paid leave, administrative leave, or while out of the city on official business. The appointees will perform the duties of their regular position and the position to which they have been appointed. It is not always necessary to appoint someone to fulfill the duties of a higher grade; however, when circumstances dictate that a subordinate rank performs activities clearly assigned to the superior, then T.A.P. must be approved.
  3. An Acting Commander will not be appointed when Division Commanders or above are on their normal days off or outside of administrative hours. If the Commander works administrative hours and the Acting Commander works an alternate work schedule, the Acting Commander can only receive T.A.P. for the hours the Commander would normally work.
  4. A Sergeant performing the duties of a Watch Commander in a patrol position or other division would qualify for T.A.P.
  5. Assignments as Acting Sergeants may be rotated among members of the work group who have completed their probationary periods. Assignments of Acting Commander may be rotated or determined by the needs of the Department.

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6. Senior Corporals, Corporals, or Police Officers assigned to Patrol Bureaus will not be assigned as Acting Supervisors. Other Sergeants assigned to the watch should assume supervisory duties for Sergeants on off days or vacation.
- B. Authorization
  1. In all cases, some form of written authorization must be maintained at the organizational level. These authorizations may take the form of detail sheets, memoranda, etc., and will be kept in accordance with the Records Retention and Disposition Schedule.
  2. Requests for T.A.P. will be entered into the Lawson Payroll system. Time will be reported in hours and/or tenths of hours.
- C. Compensation
  1. A sworn employee filling in at the next higher grade will receive compensation based on current years in rank. For example, a first year Lieutenant filling in for a Captain will receive the pay of a first year Captain. A second year Sergeant filling in for a Lieutenant will receive the pay of a second year Lieutenant.
  2. A sworn employee filling in at a level two civil service ranks above the individual's current rank will receive the starting pay for that rank.
  3. A sworn employee filling in for a rank on the executive pay schedule will receive compensation based on his/her current step within the Executive Salary Step Schedule. For example, a Deputy Chief/Step 1 filling in for an Assistant Chief will receive the pay of an Assistant Chief/Step 1.
  4. A sworn employee acting in a higher salaried non-sworn position will receive compensation of 5% above the sworn employee's current base salary. The non-sworn maximum salary must be greater than the maximum of the sworn rank in order for the sworn member to receive T.A.P.
  5. Overtime will be paid at the T.A.P. rate for duties resulting from the temporary assignment. No T.A.P. overtime will be earned for overtime duties that do not involve those of the T.A.P. position.

**206.14 Field Training Officer Pay**

- A. Field Training Officers (FTOs) will be eligible for FTO Assignment Pay if utilized as a primary field training officer and after successfully completing FTO School.
- B. Pay Status
  1. All Primary FTOs will receive \$100.00 per month Assignment Pay.
  2. All Primary or Relief Training Officers may earn a maximum of 0.6 hours overtime pay for each day they actually train a recruit, Reserve Officer, or when serving as class advisor to a recruit class. However, on the last day of training phase, FTOs may earn a maximum of one (1) hour of overtime pay in order to complete both the Daily Observation Report and End of Phase Evaluation Report. The overtime must be actually worked to be received, and must be related to some aspect of the training program. The work can occur prior to or after the shift assignment. A separate card must be completed for each day of overtime claimed. (The overtime pay for an FTO assigned to a 10-4 shift is 0.7 hours per day.)
  3. If a primary FTO requests to be removed from an FTO assignment, is dismissed from the assignment, or transfers to another assignment, FTO Assignment Pay will be discontinued.
  4. A Personnel Action Request will be completed and forwarded for approval to the Field Training Program Commander to initiate and terminate FTO Assignment Pay.
  5. Relief FTO's assigned to a training rotation to train a recruit for a period of 30 days or longer will receive assignment pay for that period. A Personnel Action Request will be completed by the FTO's supervisor and forwarded for approval to the Field Training Program Commander to initiate the assignment pay. The assignment pay will be discontinued as soon as the relief FTO is no longer assigned to the training rotation. A Personnel Action Request will be completed by the FTO's supervisor and forwarded immediately for approval to the Field Training Program Commander to terminate the assignment pay.
  6. Relief FTO's assigned to train a recruit in an intermittent basis when needed (less than 30 days) will not receive the assignment pay. They will receive 0.6 hours overtime for each day they actually train.
  7. All off-duty FTO's who attend quarterly meetings will earn overtime for the actual time spent in the meeting plus a maximum one (1) hour special compensation.

**206.15 Patrol Duty Assignment Pay**

- A. Patrol Duty Assignment Pay applies to sworn members with the rank of Police Officer or Police Corporal, having a minimum of six years of service, and assigned to any Patrol Division, Tactical Unit, Traffic Unit, Love Field Unit or the Gang Unit.
- B. Payment schedule is as follows:
  1. 6 years service - \$100 per month.
  2. 8 years service - \$125 per month.
  1. 10 years service - \$150 per month.
- C. Based upon Bureau Commander approval, officers on special assignment (away from their Patrol assignment), may be eligible or continue to receive Patrol Duty Pay if the special assignment duties/assignments are similar in nature or require patrol expertise.

**206.16 Detective Assignment Pay**

- A. Detective Assignment Pay applies to sworn members with the rank of Senior Corporal who are responsible for either of the following:
  1. The follow-up investigation of criminal offenses and for the filing and preparation of criminal cases for prosecution

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2. For conducting internal audit investigations, administrative investigations on prospective police employees or for alleged misconduct by employees.
- B. Eligible Senior Corporals must be actually assigned to perform the listed duties for more than thirty days to receive the \$100 per month Detective Assignment Pay.
- C. Based upon bureau commander approval, officers on special assignment (away from their detective assignment), may continue to receive Detective Assignment Pay if the special assignment duties/assignments are similar in nature or require detective expertise.

### **206.17 Shift Assignment Pay**

- A. All permanent, full time employees will receive Shift Assignment Pay if they work an eligible work schedule.
- B. A three and one half percent (3.5%) Shift Assignment Pay based on the employee's hourly base pay rate, as reflected in the City of Dallas Salary Schedules, will be paid to sworn personnel who work an eligible work schedule as defined in section C. A two percent (2%) Shift Assignment Pay based on the employee's hourly base pay rate will be paid to non-sworn employees who work an eligible work schedule as defined in section C below.
- C. An eligible work schedule is any pay period, or equivalent calendar period, in which fifty percent (50%) or more of the regularly scheduled work hours fall between 6:00 p.m. and 6:00 a.m. A flex work schedule does not qualify as an eligible work schedule except as outlined in section F.
- D. A six and one half percent (6.5%) Shift Assignment Pay based on the employee's hourly base pay rate, as reflected in the City of Dallas Salary Schedules, will be paid to sworn personnel who work an eligible work schedule as defined in section E. A flex work schedule does not qualify as an eligible work schedule except as outlined in section F.
- E. All sworn personnel will receive Shift Assignment Pay if they work in any pay period, or equivalent calendar period, in which fifty percent (50%) or more of the regularly scheduled work hours fall between 12:00 midnight and 8:00 a.m. A flex work schedule does not qualify as an eligible work schedule except as outlined in section F.
- F. Any employee on a flex work schedule or special/temporary assignment for which he/she is assigned to work for a period of more than five consecutive working days in which fifty percent (50%) or more of the scheduled daily work hours fall between 6:00 p.m. and 8:00 a.m. will be authorized to receive Shift Assignment Pay during the entire period of special assignment at the appropriate rates.
- G. A *Personnel Action Request (PAR)* will be completed and forwarded to the Personnel Services Unit stating the beginning and ending dates of the special assignments or flex work hour schedule. The exact hours worked and days off will be listed in the *Reassign To, Shift Parameters* section and the note section of the PAR. *Temporary Special Assignment* will be typed in the Note section of the PAR.
- H. Any employee who works a monthly rotating schedule will receive Shift Assignment Pay for the total calendar month if fifty percent (50%) or more of the scheduled work hours fall between 6:00 p.m. and 6:00 a.m.

### **206.18 Educational Incentive Pay**

- A. Educational Incentive Pay is an additional pay of \$4 per month for each three semester hours of approved college credit earned after the first 45 hours and to a maximum of 90 semester hours for officers. A maximum of \$60 per month will be paid to those who have not completed requirements for a Baccalaureate degree. A maximum of \$100 per month will be paid to those who earn a Baccalaureate degree.
- B. The Baccalaureate degree or college credit must be from an accredited college or university. Accreditation must be through an approved regional accrediting body. These accrediting bodies, listed in an annual publication entitled *Accredited Institutions of Postsecondary Education*, are the AABC, MSA, NASC, NCA, NEASC-CIHE, SACS-CC, WASC-Jr., and WASC-Sr.
- C. Developmental and remedial classes (entry level) are not college level classes and are not accepted. Repeat classes are not accepted. Orientation courses will be accepted only if the class is counted in grade points toward a degree.
- D. The following courses are accepted if on a transcript from an accredited institution:
  1. Approved courses and training received in the Armed Forces for college credit.
  2. Approved courses completed while attending a Police Academy. Credit is given only after completion of the prerequisites set forth by the accrediting institution.
  3. Credits for the College Level Examination Program (CLEP). CLEP consists of college level examinations that allow an individual to receive college credit after demonstrating proficiency in a specific subject.
  4. Technical courses, business skill classes, and other non-degree courses completed at other trade or technical schools.
  5. Only grades of A, B, C, or D are acceptable, unless the transcript indicates that the grade of S or P is equivalent to a grade of C or higher. A grade point average of 2.0 or higher must be maintained.
- E. All college level Physical Education classes will be accepted for computation of Educational Incentive Pay.
- F. Quarter hours earned will be converted to semester hours for computation of Educational Incentive Pay.
- G. Procedures for Application for Educational Incentive Pay
  1. A certified transcript must be personally submitted to the Human Resources Department, Uniform Payroll Team.
  2. The Uniform Payroll Team will verify institutional accreditation, semester hours earned, and that the courses were counted in grade points toward a degree.
  3. After verification of this information, the requesting officer will sign a statement that all information is correct as listed.
- H. For current officers, the Educational Incentive Pay becomes effective on the date for the close of the semester. Evidence must be submitted within 30 days of semester completion; otherwise, the effective day for pay becomes the date the transcript was submitted.

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- I. For new appointments, the Educational Incentive Pay becomes effective upon presentation of satisfactory evidence or the date of hire, whichever is later. Evidence must be submitted to the Human Resources Department, Uniform Payroll Team for approval.

**206.19 Language Skills Assignment Pay**

- A. Language Skills Assignment Pay applies to all permanent full time employees whose service to the department may be enhanced by the employee's use of Arabic, Cambodian, Cantonese, Chinese, Hindi, Khmer, Korean, Kurdish, Laotian, Spanish, Thai, Urdu, or Vietnamese in regular communications with the public.
- B. Each organizational level is responsible for identifying positions for which additional language skills would be beneficial. The organizational level will submit a memo and Language Skills Assignment Pay Questionnaire (P3-37A) to the Deputy Chief over the Personnel and Development Division requesting the positions be tested for Language Skills Assignment Pay. The Personnel Services Unit (PSU) will evaluate the request and, if justified, schedule the test.
- C. The PSU will review each department's request for Language Skills Assignment Pay to assess whether such skill would be applicable and beneficial in performing the position's responsibilities. An analysis will be made of the specific position in relation to whether:
  1. The position includes a high level of public contact requiring that one third or more of work activities involve communication with the public.
  2. The additional language skills are beneficial in the performance of job duties.
  3. The presence of the additional language skills will have a positive impact on the department's delivery of service.
- D. Employees and their respective division will be contacted regarding the scheduled date, time and location of the language test. If there is a schedule conflict, the employee must notify PSU immediately so that the test can be rescheduled. The employee should arrive at least 10 minutes early as the test must begin exactly on time. If the employee is late for the test or does not show up as scheduled, the request will be returned to the division and no test will be administered for a period of one year unless approved by the Administrative Bureau Commander.
- E. The amount of compensation for Language Skills Assignment Pay will be determined by the employee's proficiency level. Compensation is \$110 or \$150 per month. Language Pay will be retroactive to the date of the test, not to the date of the request memo or assignment date. If an employee's language proficiency does not qualify for Language Pay or the employee rates at the \$110 level, the employee may request a new test no sooner than one year from the previous test date.
- F. If an employee changes a position identification number, classification code, organization number, or the position requirements no longer require Language Skill Assignment Pay, the employee will no longer receive the additional pay.
- G. When an employee's Language Skills Assignment Pay is discontinued upon a reassignment or promotion to a new position, the new supervisor will submit a memo and Language Skills Assignment Pay Questionnaire (P3-37A) to the Deputy Chief of the Personnel and Development Division requesting that the new position be approved for Language Skills Assignment Pay and that the employee's language pay be reinstated. The employee will not be required to take a new test, and the Language Pay will be restarted retroactive the date the request memo was received by PSU, not the date of the request memo or assignment date.

**206.20 TCOLE Certification Pay**

TCOLE Certification Pay will be accrued as follows:

- A. \$200 per month for Intermediate Peace Officer Certification
- B. \$500 per month for Master Peace Officer Certification.

**206.21 Longevity Service Pay**

Longevity Service Pay will be accrued at a rate of \$4 per month per year of service to a maximum of \$100 for 25 years of service.

**206.22 Administrative Leave and Ineligibility for Assignment Pays**

- A. Certain authorized absences not provided for under regular leave policies, fall within the category of administrative discretion. This leave with pay is referred to as Administrative Leave and is recorded as such in payroll records.
- B. The Chief of Police, through his subordinate commanders, may administratively excuse an employee for the time necessary:
  1. To take a civil service examination;
  2. To take a physical examination required by the city;
  3. To make an oral appeal before the Civil Service board, accident review board, or any other board or committee (except the City Council) whose function may affect the employee's work status;
  4. To vote in a city, state, or national election;
  5. For urgent personal reasons;
  6. For other circumstances at the discretion of the Chief of Police; or
  7. While pending disciplinary action.
- C. Pending Disciplinary Action - An employee charged with a violation of a city, state, or federal law, rule, or policy, which if proven would justify formal disciplinary action, may be placed on Administrative Leave pending the outcome of any investigation to determine the exact nature and extent of the violation and pending the imposition of any

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- disciplinary action taken for the violation. Formal disciplinary action includes reprimand, suspension, demotion, or discharge.
- D. When employees are placed on Administrative Leave, their duty assignment will be changed to 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees may become ineligible for various assignment pays (Field Training, Patrol Duty, Shift, etc.) due to placement on Administrative Leave for a period of five days or longer.
  - E. If the Administrative Leave is for a period of five days or longer, the employee's immediate supervisor will complete a *Personnel Action Request (PAR)* in Intelligent Workforce Management (IWM). "Administrative Leave" shall be selected from the drop down menu in the Action Type heading. In the "Notes" section of the PAR, the immediate supervisor will enter "Begin Administrative Leave." The immediate supervisor will also deselect any assignment pay the employee is no longer eligible for due to placement on Administrative Leave. The Proposed Change Date is the date the Administrative Leave begins. The completed PAR will then be forwarded to the next level of supervision for approval. Once final approval is made by the officer's chain of command the PAR will be electronically forwarded to the Personnel and Development Division.
  - F. When the employee is released from Administrative Leave, the employee's immediate supervisor will complete a Personnel Action Request (PAR) in IWM . "Administrative Leave" shall be selected from the drop down menu in the Action Type heading. In the "Notes" section of the PAR, the immediate supervisor will enter "End Administrative Leave." The immediate supervisor will also reselect any assignment pay the employee is again eligible to receive. The Proposed Change Date is the date the Administrative Leave ends. The completed PAR will then be forwarded to the next level of supervision for approval. Once final approval is made by the officer's chain of command the PAR will be electronically forwarded to the Personnel and Development Division.

### **206.23 Requests for Business Leave**

- A. Sworn officers may take business leave for the purpose of attending to the business of an employee organization. An "employee organization" includes the Texas Peace Officers Association, Dallas Police Association, Dallas Fraternal Order of Police or the Latino Peace Officers Association.
- B. Business Leave Accounts and Donation of Time
  - 1. A sworn officer may donate up to two hours for each month of accumulated vacation or compensatory time, up to a maximum of 24 hours, during a calendar year to the business leave account of an employee organization. The City Controller's Office shall establish and maintain a business leave account for each employee organization.
  - 2. A sworn officer must authorize the donation by completing the "Business Leave Donation Request" form which is available on the "N:\ Drive" in the Forms Miscellaneous folder. This form must be submitted to and approved by the City Controller's Office. After receiving the signed authorization on an approved form, the City Controller's Office will transfer donated time to the account monthly until the City Controller's Office receives the sworn officer's written revocation of the authorization.
- C. Requesting and Using Business Leave
  - 1. Only a sworn officer who is a member of an employee organization may use, for business leave purposes, the time donated to an employee organization's business leave account. A sworn officer may use the time in that officer's employee organization's business leave account without receiving a reduction in salary and without reimbursing the department.
  - 2. An officer who wishes to access the time available in an employee organization's business leave account must complete the "Business Leave Time Request" form which is available on the "N:\ Drive" in the Forms Miscellaneous folder. This form must be submitted to the Bureau Commander through the officer's chain of command by the president, the equivalent officer of the employee organization, or by the officer's designee. Once approved the form must be forwarded to the City Controller's Office. If there are no available hours in an employee organization's business leave time account, then all costs associated with the business leave, including wages, pension and other costs must be reimbursed to the City of Dallas.
  - 3. A supervisor shall grant a request for business leave that complies with Section C2 unless:
    - a. Denial of the request is necessary because of an emergency, or
    - b. A grant of the request would result in having an insufficient number of police officers to carry out normal functions of the department.
- D. Accounting and Limits
  - 1. The City Controller's Office shall account for the time donated to an account and used from an account. The City Controller's Office shall credit and debit an employee organization's business leave time account on an hour-for-hour basis without regard to the cash value of the time donated or used.
  - 2. Business leave may be granted for a period of not less than one-half day up to the full amount needed. An employee organization may not use more than 4,000 hours from its business leave time account in one calendar year.
  - 3. The use of business leave by a sworn officer is not a break in service for any purpose and is treated as any other paid leave.

### **206.24 Mileage Reimbursement**

- A. Employees who use their personal vehicle for official City business are eligible for mileage reimbursement. The guidelines for seeking mileage reimbursement are provided in Administrative Directive 3-20 "Reimbursement For The Use Of Employee Owned Vehicles."
- B. Reimbursement miles for official City business include miles driven to work related training only if such training is held at a facility that is not owned or operated by the City of Dallas. Reimbursable miles for training are limited to those miles driven in excess of the distance traveled by the employee to their normal work site. For example, if the

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- employee normally drives ten miles each way to their regular assignment but must drive fifteen miles to a facility not owned or operated by the City of Dallas then the excess five miles (round trip total of ten) is reimbursable at the current rate specified in A.D. 3-20.
- C. Employees seeking mileage reimbursement must complete a "Mileage Reimbursement Request" form. This form is available on the N drive in the Forms folder under Purchasing. The employee must indicate on this form the total miles that are reimbursable (total miles driven less the miles the employee would normally travel to work). This form should be submitted to the employee's chain of command, through the Organizational Commander for approval, and forwarded to the Purchasing & Payables Unit for processing.

### 206.25 Restricted Duty and Ineligibility for Assignment Pays

- A. Restricted duty is defined as an employment status in which a sworn officer is assigned outside of the patrol and investigative functions, is not expected to perform enforcement duties, and contact with the public is minimized. Generally speaking, the officer will perform staff support duties.
- B. Work hours of Restricted Duty may be departmental administrative hours or the hours of any of the three watches used in patrol or investigative assignments. Determination of work hours will be made by the individual's Division Commander, with consideration being given to the officer's current duty hours and days off.
- C. Officers placed on Restricted Duty will continue to carry their badge, identification card, warrant of appointment, and duty weapon, but will wear civilian attire to and from work, and while on duty. If the duty weapon was taken for evidentiary purposes, the Firearms Training Center will provide a weapon in the interim.
- D. Officers will not be permitted to work at police-related off-duty employment jobs.
- E. Officers may become ineligible for various assignment pays (Field Training, Patrol Duty, Shift, etc.) due to placement on Restricted Duty for a period of five days or longer.

### 206.26 Trade Time Policy

- A. Trade Time allows an eligible sworn employee to work the shift of another sworn employee who has exhausted all paid leave or supplemental benefits and who is unable to work due to serious illness or injury to himself or certain family members. Pursuant to applicable law, the absent employee whose shift is being worked will be credited and paid as if he or she worked the covered shift.
- B. Eligibility of Absent Officer  
Trade Time will be considered for a sworn employee:
  1. Who has suffered a severe or life-threatening injury or illness that prevents the employee from performing any type of work, and after the employee has exhausted all accrued, paid leave including sick, vacation, compensatory, AIL, mandatory City leave and all workers compensation income benefits, if applicable.
  2. To care for a spouse, son, daughter, or parent who has suffered a severe or life-threatening injury or illness, and after the employee has exhausted all accrued, paid leave including sick, vacation, compensatory, AIL and mandatory City leave.
- C. Approval of Absent Officer
  1. The employee (or employee's supervisor if the employee is incapacitated) must complete a memo outlining the circumstances justifying the use and approval of Trade Time.
  2. The employee's memo will be forwarded through his or her chain of command to the Division Commander for approval by each level.
  3. The chain of command will review the memo to determine if all eligibility requirements have been met.
  4. If approved, a copy of the memo will be provided to the employee and his or her immediate supervisor, and the original will be forwarded to the Personnel and Development Division, Personnel Services Unit. A copy of the approved memo will be maintained at the Division level.
- D. Eligibility of Substituting Officer
  1. The substituting officer must work in the same capacity as the absent officer and have the ability to perform the absent officer's normally assigned duties (e.g. patrol officer for patrol officer, detective for detective).
  2. The substituting officer must have the approval of the absent officer's immediate supervisor, who will determine the substituting officer's suitability to perform the absent employee's duties.
  3. An employee is eligible to substitute for an officer of a different rank if the substituting officer is able to perform the absent employee's specific assigned duties, and if the substituting officer has the approval of the absent officer's Division Commander.
  4. A substituting officer must work for an absent employee on the substituting officer's normal off day and may not take leave in order to work for an absent officer. This does not prevent a substituting officer from working a shift different than their regularly assigned shift as long as all provisions of this order are met, including the limitation on maximum number of hours worked.
  5. Hours worked by the substituting officer will not be considered in determining whether the substituting officer is entitled to weekly overtime compensation.
  6. If an officer substitutes for an absent officer, each officer will be credited as if he or she worked his or her normal schedule for that shift. Though off of work, the absent officer is credited as if he or she actually worked his or her normal shift. Likewise, the substituting officer, though working, will still be shown as if he or she were on his or her normal day off.
  7. Substituting for an absent officer is a purely voluntary assignment. If a properly approved substituting officer fails to cover the absent officer's shift, the absent officer will not receive credit or pay for that shift.
  8. The maximum number of hours a substituting officer can work is governed by the off-duty job policy, G.O. 421.01 (D), which states:  
Total work hours are limited to 16 hours in a 24 hour period and not to exceed 112 hours in a given work week.

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- E. Approval of Substituting Officer
  - 1. Contact the immediate supervisor of the absent officer to determine:
    - a. If he or she is eligible to perform the absent officer's job,
    - b. What shift the substituting officer will work.
  - 2. Complete the online Special Duty Request after he or she is approved to work for the absent officer. The substituting officer will:
    - a. Select **DPD-Trade Time** from the Search Available Employer link,
    - b. Select "Trade Time" for duty type,
    - c. Add the date, start, and end times of the special duty, and
    - d. Will enter "BADGE" and then the absent officer's badge number in the request note box (i.e. BADGE XXXX).
  - 3. Contact the absent officer's immediate supervisor for approval of the Special Duty Request.
- F. Duties of Absent Officer's Supervisor
  - 1. Ensure that the absent officer has completed a memo outlining the circumstances that would justify the use of Trade Time (or complete the memo, if the employee is incapacitated).
  - 2. Forward the memo through the chain of command to the Division Commander.
  - 3. When notified of approval for Trade Time, the supervisor will ensure that the absent officer has exhausted all accrued leave time, including vacation, compensatory, sick, AIL, and mandatory City leave. If an absent officer has accrued at least 8 hours of time (or 10 if working a 10 hour shift) since being approved for Trade Time, the supervisor will ensure that the accrued time is taken before scheduling a substituting officer. A substituting officer must cover the entire shift and will not be allowed to work a partial shift.
  - 4. When contacted by an officer wanting to substitute for an eligible absent officer, the supervisor will ensure that the substituting officer is capable of performing the specific duties required of the absent officer's position. The supervisor will approve or deny the substituting officer's request. If the substituting officer is of a different rank than the absent officer, the supervisor will ensure that the request is forwarded to the absent officer's Division Commander for approval.
  - 5. If initial approval is given to a substituting officer, the supervisor will ensure that the substituting officer completes a Special Duty Request and will then approve it.
- G. Recordkeeping
  - 1. Lawson Payroll System
    - For the day a substitution is made for an absent officer:
      - a. No entry will be made for an absent officer in order to correctly credit the absent officer for a day worked.
      - b. No entry will be made for a substituting officer for the time worked for an absent officer.
  - 2. Time Cards
    - a. Time cards for an absent officer will continue to be maintained as required in G.O. 206.02.
    - b. For the day a substitution is made for an absent officer, the time card of an absent officer will be marked "R/T".
    - c. No entry will be entered for a substituting officer for the time worked for an absent officer.
  - 3. Detail Sheet
    - For the day a substituting officer works for an absent officer, the detail will reflect the absent officer's name with the substituting officer's name and badge number to the side in parentheses.



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### 207.00 Employees Injured and Workers Compensation

DAVID O. BROWN  
CHIEF OF POLICE

Revised 3/11/07

#### 207.00 EMPLOYEES INJURED AND WORKERS COMPENSATION

##### 207.01 Forms Used

- A. *City of Dallas Order for Medical Treatment* (S/N 753-034-055)
- B. *City of Dallas Supervisor's Injury Investigation Report* (PUR-03135 Rev. 7/93)
- C. *Dallas Police Department Supervisor's Investigation of Injury Report* (Revised 12/91 SU2)
- D. *Supervisor's Supplemental Report of Injury* (S/N 120-0036-2)
- E. *Physician's Limited Duty Recommendation* (pages 9 and 10 of A.D. 3-55)
- F. *City of Dallas Light Duty Report* (S/N 753-034-035)
- G. *Salary Continuation Extension Request Form* (p.16 of A.D. 3-53 Salary Continuation Plan)
- H. *Initiation of Salary Continuation*

##### 207.02 Hospitalization of Employees Injured On Duty

- A. Employees injured in the line of duty may be confined in any hospital and obtain the services of any physician of their choice.
- B. Whenever possible, the physician to be retained in treating the employee will be called immediately so that duplication of services will be eliminated.
- C. Unless the patient specifies otherwise, attending paramedics of the Dallas Fire Department's Emergency Medical Services Division will determine to which medical facility an ambulance patient will be transported.
- D. Police Reserve Officers will make claims through the Reserve Coordinator.

##### 207.03 Treatment and Billing

- A. Injuries Sustained Prior to July 1, 1974
  1. A written request must be sent through the Workers Compensation Team to the Director of Risk Management for approval, prior to any hospital or medical treatment for injuries sustained prior to July 1, 1974, except in an emergency.
  2. The City of Dallas, Human Resources Department, must be billed directly by all doctors, hospitals, and pharmacies for expenses incurred as a result of injuries sustained prior to July 1, 1974.
  3. Subsequent aggravation, relapse, or re-injury traceable to a specific time or event after July 1, 1974, is considered to be a new injury and will be handled as such.
- B. Injuries Sustained On or After July 1, 1974
  1. For injuries sustained by employees on or after July 1, 1974, that require treatment or hospitalization, a supervisor will complete the right side of a *City of Dallas Order for Medical Treatment* form. The form will be given by the supervisor or employee, as circumstances dictate, to the attending physician who will complete the left side of the form.
  2. The physician will retain the goldenrod copy for billing purposes. The remaining four copies will be returned to the department. The supervisor will place a photocopy in the employee's medical record folder. The white, green, canary, and pink copies will be forwarded to the Workers Compensation Team.
  3. The appropriate servicing agent for the City of Dallas must be billed directly by all doctors, hospitals, and pharmacies for expenses incurred by employees for on-duty injuries. The appropriate servicing agent will be listed on the *City of Dallas Order for Medical Treatment* form. Exceptions should be brought to the attention of the Workers Compensation Team.

##### 207.04 City of Dallas Supervisor's Injury Investigation Report

- A. The immediate supervisor of an injured employee will complete the proper injury reports and forward them to the Workers Compensation Team within 24 hours of the injury. See Administrative Directive 3-31 (On Job Injuries) for compliance.
- B. First-Aid Cases
  1. A first-aid report will be submitted by the immediate supervisor or acting supervisor on all employees who receive minor injuries that do not require medical treatment or lost time.
  2. First-aid reports will be completed in full, using the *City of Dallas Supervisor's Injury Investigation Report*. These will be utilized in case complications arise at a later date and the employee requires medical treatment and/or loses time from work.
- C. Medical and Lost Time Cases - In addition to preparing the *City of Dallas Order for Medical Treatment* form to secure the injured employee appropriate medical attention, the reporting supervisor will submit a *City of Dallas Supervisor's Injury Investigation Report*. Supervisors will utilize the *City of Dallas Order for Medical Treatment* form each time the injured employee returns to the treating physician. This form documents the physician's instructions to the injured employee and provides medical information to the supervisor.
- D. Death of an Employee Case - A *City of Dallas Supervisor's Injury Investigation Report* will also be submitted in instances of an employee's duty-related death.
- E. Exposure to Communicable Diseases
  1. When any employee reasonably believes he/she has been exposed to a communicable disease while on duty, the employee will notify the immediate supervisor as soon as possible. Exposure to flu or colds is not covered within the scope of this policy.

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2. Upon notification, the supervisor or acting supervisor will complete the *City of Dallas Supervisor's Injury Investigation Report* and forward it to the Workers Compensation Team within 24 hours.
3. If any employee suspects that he/she has been exposed to Acquired Immune Deficiency Syndrome (AIDS), the employee should notify the supervisor or acting supervisor for submission of the *City of Dallas Supervisor's Injury Investigation Report*. See Section 438.00 for further information on AIDS.

**207.05 Dallas Police Department Supervisor's Investigation of Injury Report**

- A. On all First Aid, Medical or Lost Time cases the supervisor or acting supervisor will complete the *Dallas Police Department Supervisor's Investigation of Injury Report*.
- B. This report will be forwarded through the chain-of-command to the Section/Division level (or to the Bureau level when no Section or Division exists).
- C. The final reviewing Commander will route the report to the Workers Compensation Team. The report bearing the final reviewing Commander's signature should arrive at the Workers Compensation Team office within two weeks of the date of the injury.

**207.06 Supervisor's Supplemental Report of Injury**

A *Supervisor's Supplemental Report of Injury* form and an *Order for Medical Treatment* form will be submitted by the immediate supervisor to the Workers Compensation Team within 24 hours, in the following instances:

- A. Each time an injured employee returns to work from a leave of absence caused by an on-duty injury.
- B. Each additional time an employee begins losing time from work as a result of the original reported injury.
- C. To correct a previously submitted supplemental report.

**207.07 Physician's Limited Duty Recommendation**

- A. Any employee placed on limited duty status will adhere to the following guidelines when returning to work in a limited duty capacity:
  1. An employee, after release to limited duty status by the treating physician, is required to contact the department's Workers' Compensation Coordinator no later than one (1) day following the notice of release. The purpose for contact is to schedule an appointment to obtain and review the bona fide offer of employment and receive temporary assignment.
  2. The employee must schedule the appointment time for a date prior to returning to work in a limited duty capacity.
  3. This requirement applies to an employee temporarily disabled due to any on or off-duty injury/illness.
  4. The employee must provide a completed *Physician's Limited Duty Recommendation* form (pages 9 and 10 of A.D. 3-55) from the treating physician to be eligible for the limited duty assignment.
- B. A written offer of employment must be given to an employee who is released to work in a limited duty status. The offer must contain the following information:
  1. the position offered;
  2. the duties of the position;
  3. the awareness of and willingness to abide by the physical limitation under which the employee or the treating physician have authorized the employee to return to work;
  4. the maximum physical requirements;
  5. the wage;
  6. the location of the employment;
  7. the time frame (length of assignment up to 16 weeks).
- C. The Commander of the Personnel and Development Division is the coordinator for all limited duty assignments. All requests for limited duty personnel will be forwarded to the Personnel and Development Division Commander by memorandum. The memo will include the need for the personnel, detailed job duties, working hours, days off, and contact person and telephone number.

**207.08 Positions Relating to Employees Not Available for Full Duty**

- A. The Dallas Police Department will maintain a minimum of 63 sworn positions or 2.05 percent of authorized sworn strength, which will be made available to officers who permanently cannot perform patrol functions.
- B. When an officer is placed in one of these positions, the officer will be required to retain the ability to perform the essential job functions of that position while assigned to it.
- C. The essential job functions of the identified 63 positions described:
  1. Does not include the ability to make a forcible arrest and/or;
  2. Does not include the ability to qualify with a pistol or shotgun, as long as the employee has a current exemption from said qualifications on file with the Dallas Police Department from TCOLE.
- D. The Department may assign officers to fill any of the 63 identified positions who can perform patrol functions as long as the position is not needed by the Department for availability into which to place an officer who permanently cannot perform patrol functions.
- E. The 63 specific positions identified may change based on the needs of the Department; however, the number of positions will be maintained.
- F. Job descriptions containing the specific job duties and the essential job functions will be maintained by the Payroll Team, Personnel and Development Division.
- G. Bureau Commanders will be required to provide updated job descriptions containing the specific job duties and the essential job functions when any position for sworn employees not available for full duty changes in either in job duty, function, or name.

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**207.00 Employees Injured and Workers Compensation**

Revised 03//11/07

- H. Sworn personnel, who **permanently** cannot perform patrol functions, are subject to the following:
1. Must maintain TCOLE certification from the State of Texas.
  2. May only wear their uniform if qualified to carry a pistol.
  3. They will not wear their uniform in public except where the essential function of the position they hold requires a uniform in public.
  4. Are not permitted to accept off-duty police related jobs.

**207.09 Progress Report**

- A. When an employee is absent from duty due to either sickness or injury received on or off duty, the Organizational Commander will ensure that a supervisor makes a personal call on such employee at least once every **fifteen (15)** calendar days during the first month. After the first month, the contacts may be made by telephone.
- B. The supervisor will offer assistance to the employee and determine any needs that can be supplied within the policy of the Department. The supervisor will counsel with the employee regarding any problems that may arise with reference to personnel policies and procedures.
- C. The Organizational Commander will submit a memorandum to the Personnel and Development Division regarding any sick or injured employee who has not returned to duty for a period of fifteen (15) calendar days. This report will reflect the date of visitation, the name of the visiting supervisor, any assistance rendered to the employee, a statement regarding the employee's general condition without specific reference to confidential medical information.

**207.10 Salary Continuation for An Injured Employee**

- A. The purpose of salary continuation is to ensure that workers who sustain bona fide on-the-job injuries receive approximately the same take-home pay. See Administrative Directive 3-53, (Salary Continuation Plan) for policy and procedures in administering salary continuation benefits.
- B. See Administrative Directive 3-54, (Salary Continuation and Workers Compensation Overpayments) for procedures established for the recovery of overpayments made either by the claims contractor or the City of Dallas, Payroll.

**207.11 Medical Records**

- A. Definitions
  1. The term *medical records* includes the following:
    - a. *City of Dallas Order for Medical Treatment*.
    - b. *City of Dallas Supervisor's Injury Investigation Report*.
    - c. *Dallas Police Department Supervisor's Investigation of Injury Report*.
    - d. *Supervisor's Supplemental Report of Injury Form*.
    - e. *Physician's Limited Duty Recommendation*.
    - f. Letters from physicians.
    - g. Copies of prescriptions for on-duty injuries.
    - h. Records of employment physicals.
    - i. Records of driver physicals.
  2. The term *secure area* means a location not normally accessible to the general public or employees in a room that can be locked during non-duty hours. Access to medical files should be limited to a *need to know* basis or when reasonable accommodation is requested.
- B. Medical records on personnel hired after January 26, 1992, must be kept separate and apart from personnel files. These medical files will be maintained in a secure area.
- C. Anytime a personnel file of an employee hired prior to January 26, 1992, is opened, all medical information must be removed and kept separate in a secure area.
- D. Each Organizational Commander will designate a specific person or persons to be the custodians of these medical files.



## Dallas Police Department General Order

### 208.00 Notary Commissions

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/29/10

#### 208.00 NOTARY COMMISSIONS

##### 208.01 Notary Allocations

- A. The Assistant Director, Financial and Contract Management Division, will determine the number of notary commissions allowed for the Department and the allocation for each organizational level with an individual ORG number.
- B. Requests to increase an organizational notary allocation must be approved by the Assistant Director, Administrative Services Bureau. The organizational commander will forward to that office a memorandum, through the Departmental Coordinator, justifying any new allocations.

##### 208.02 Notary Coordinators

- A. Organizational Commanders will appoint a Notary Coordinator to process notary applications, renewals, etc. within their own command. The Notary Coordinator of the Legal Services Section will also serve as the Departmental Notary Coordinator.
- B. The departmental Notary Coordinator will be responsible for maintaining an up-to-date list of departmental notaries and their current assignments.

##### 208.03 Application for Appointment

- A. New Applications
  1. When Organizational Commanders determine that a notary vacancy exists, they will advise their own Notary Coordinator to provide the applicant with an application. The applicant will return the completed application to the originating Notary Coordinator for review.
  2. Organizational Commanders will forward the completed application and a cover memorandum justifying the request to the Departmental Notary Coordinator in the Legal Services Section.
  3. The Departmental Notary Coordinator will determine the authorized number of notaries for the ORG number making the request and the current number of departmental commissions and:
    - a. If department maximum has not been reached, will forward the completed application, along with the cover memorandum, to Risk Management. The Legal Services Section Commander will endorse the cover memo by signature, title, and the word "approved."
    - b. If the request would cause the number of notaries to exceed the departmental maximum allowed, will forward all paperwork to the Assistant Director, Financial and Contract Management Division, for review.
  4. When an employee receives a notary bond, it should be taken immediately to the organizational Notary Coordinator to be signed and notarized. (A bond must be processed within ten days).
  5. The ORG-level Notary Coordinator will personally take the bond, a cover memorandum, and receipt memorandum to the Departmental Notary Coordinator, who will forward the packet to Risk Management.
  6. Employees are responsible for providing their Notary Coordinator with the following:
    - a. Date commission expires.
    - b. Change in home address (renewals cannot be forwarded).
    - c. Notification if employee is transferred.
  7. The ORG-level Notary Coordinators will notify the Departmental Coordinator when an employee having a notary commission transfers, resigns or retires.
- B. Renewals
  1. Employees will be notified by mail approximately three months prior to the expiration of their commissions.
  2. Employees must advise their Notary Coordinator when they receive notification that their commission is about to expire or if any name corrections are needed.
  3. Renewal requests will follow the same procedures as those used for new applications.

##### 208.04 Use of Bond

Each document that is notarized must be signed as the Notary Bond was signed. Any document that is signed otherwise is of no value. Notaries are allowed to notarize documents anywhere in the State of Texas but may not charge for the service if the City of Dallas sponsored the Notary Bond.



## Dallas Police Department General Order

# 209.00 Information Technology & Computer Related Services

DAVID O. BROWN  
CHIEF OF POLICE

Revised 2/27/08

### 209.00 INFORMATION TECHNOLOGY & COMPUTER RELATED SERVICES

#### 209.01 Requests for Data Processing Services

- A. The Manager of the Communication and Information Services/Technical Support (CIS) Unit is the departmental coordinator for all computer/data-processing matters. All related areas such as purchase and maintenance of micro, intermediate (mini), and personal (PC) computers must be coordinated with CIS. CIS will ensure that all data processing matters comply with guidelines established in the CIS Standard Operating Procedures.
- B. All requests for modifications or deletions to existing information systems will be made to the Manager of CIS. The Organizational Commander having responsibility for and control over the system to be modified will forward a memorandum requesting the changes through the chain-of-command to CIS.
- C. Personnel requesting data processing services, including but not limited to hardware, software, training and programming, will forward a memorandum through the chain-of-command to CIS.
- D. The CIS Manager will analyze all requests to determine how to best provide the services.
  1. Requests to change information systems will be addressed by CIS. Each change request will be carefully examined for system impact, system compatibility, developmental programming costs, and continuing operational costs.
  2. If a request is for on-line data or for services that are readily available to the Department, the project will be assigned to a member of CIS.
  3. If a request for data is not on-line or a service is not readily available to the Department, the project will be referred to CIS.

#### 209.02 Mainframe Access Security Control

- A. *Mainframe access* refers to the specifically authorized capability to access the city mainframe computer system disk files and operating systems. This authorization is determined by the Security Administrator, Department of Communications and Information Services. This does not apply to routine computer inquiries made daily by employees.
- B. A limited number of specific sworn and non-sworn personnel throughout the Police Department are authorized to have mainframe access. Organizational Commanders managing these personnel are responsible for complying with security control procedures outlined in the CIS Standard Operating Procedures.

#### 209.03 Software Usage

- A. Software will be purchased, maintained, and used in accordance with applicable federal, state, and local laws, software manufacturer licensing agreements, and departmental rules and regulations. For departmental information contact:
  1. CIS regarding proper software usage.
  2. Financial and Contract Management Division regarding software purchase.
- B. While on City of Dallas premises, employees will not:
  1. Copy for personal use, or otherwise reproduce, distribute, lend, or exchange copyrighted computer software.
  2. Place games upon City of Dallas computer equipment. Games embedded in software applications will be deleted unless removal interferes with software performance.
  3. Install or use any software in violation of a manufacturer's license agreement in the course of conducting Department business.
  4. Load personal software on City of Dallas computers without written approval from the Organizational Commander.
- C. Organizational Commanders will ensure that:
  1. Employees comply with all applicable statutes, software manufacturer license agreements, and Department procedures concerning the use of computer systems and software.
  2. If permitted by the software product license agreement, only a single back-up copy is made of licensed commercial software assigned to their organization.
    - a. The right to maintain an archive copy of software shall be a requirement of every software procurement specification.
    - b. The right to maintain an emergency back-up location of software shall be a requirement of every mission critical software procurement specification.
  3. All licensed software is tagged and accounted for in accordance with General Order Section 809.00 (Fixed Assets and Equipment), which requires an organizational level, to conduct an inventory annually or when there is a change-of-command.
  4. Documentation of software ownership is maintained in a readily accessible, secure location, with a copy sent to CIS.
  5. Donated and seized computer software ownership is documented and transferred in accordance with manufacturer's requirements.
  6. They are provided a password for any protected computer equipment or application.



## Dallas Police Department General Order

### 210.00 Offense Reporting System

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/03/2015

#### 210.00 OFFENSE REPORTING SYSTEM

##### Philosophy

The accurate reporting of crimes is one of the most important functions performed by members of the Dallas Police Department. Information obtained from crime reporting is relied upon for the allocation of manpower and by the courts to document and support prosecution of criminals. The public, the media, businesses, and other government entities depend upon the accuracy of reports completed by members of the department.

The Dallas Police Department is committed to accurately documenting all reported crimes in compliance with current Uniform Crime Reporting guidelines. The department recognizes that incentives exist for persons to erroneously report offenses and will work to ensure that each offense is diligently investigated. The department will continue to conduct training for offense reporting and has confidence in an officer's abilities to conduct preliminary and follow-up investigations into reported incidents and accurately document the circumstances of each case. The following guidelines will define responsibilities and protocols for reporting offenses.

#### 210.01 Reporting Officer Responsibilities

- A. Any report that is generated by a member of the Dallas Police Department is assumed to contain an accurate description of an offense, based on facts. It is imperative that any report of an offense contain those facts, gathered by the officer, that make up the elements of an offense as defined by the law. The community accepts as true, a report of a criminal offense made by a member of this department.
- B. When a sworn or non-sworn member of the Department investigates the occurrence of a criminal offense, the officer or civilian will first determine if an offense has occurred.
  1. If the responding officer or expeditor determines that an offense has occurred, an offense report will be made.
  2. The determination that an offense has occurred is the responsibility of the responding officer or expeditor. Officers and expeditors will use the standard of "Reasonable Belief" that an offense has occurred and a subsequent offense report made.
  3. Reasonable Belief means specific, articulable facts, which together with the officer's experience, general knowledge, and rational inferences, would justify the conclusion made by another officer if faced with those circumstances or facts.
- C. When a member of the Department is unable to determine the elements of an offense due to the lack of evidence, evidence contradicts the complainant's statement or the complainant or reporting person is deemed by the officer to lack credibility, the officer will make a preliminary report titled "**(offense stated) Preliminary Investigation**." This report will be made in the offense format and will be routed to the investigative unit that has investigative responsibility.
  1. The officer or expeditor will ensure that the following information is included in the preliminary report:
    - a. Information that would be included in an offense report to include MO, complainant name, address, and phone, suspect information, dates and time of the alleged offense, evidence that is observed, and a narrative of what the complainant states occurred.
    - b. After the "End of Elements XXXXXXXXXXXX", the narrative must include information in the report detailing the investigative findings, officer observations, or reasons why the complainant lacks credibility.
    - c. Use of surnames in the narrative will follow General Orders 210.08.
  2. Physical evidence will be handled according to the guidelines and procedures of the Department.
  3. Exceptions:
    - a. Allegations of family violence assaults or protective order violations will be handled as an offense only. Texas Code of Criminal Procedure Art. 5.04 directs officers to protect the complainant from potential violence.
    - b. Any crime of a sexual nature involving a child as a victim will only be made as an offense.
    - c. Attempted or actual Sexual Assault or Aggravated Sexual Assault may only be "Preliminary Investigation" if decided by the on call detective handling the case (following General Orders 304.05 C).

#### 210.02 Reporting Procedures

The Reporting Officer will:

- A. Conduct the initial investigation and make the report immediately after completing the initial investigation. *Exceptions to this requirement will be made only in the event of an emergency.*
  1. In the initial report, include all suspect or witness information discovered during the investigation. Place all suspect and witness names, addresses, etc., on the appropriate screens of the offense report or on a supplement report. Refer to Section 210.08 (Use of Surnames or Identifying Information in Reports) for additional guidelines.
  2. If a complainant is deemed by the responding officer to not be credible, (by intoxication, complainant's own statements, or if evidence or witness statements are contradictory), the officer will consider what additional evidence is available and will make only the report that is supported by that evidence. The statements of the complainant and any evidence that is contradictory must be included in a "Preliminary Investigation" report. No officer will end the tour of duty without ensuring that all calls to which he/she responded have had the proper documentation completed or the appropriate report completed on the service number.
- B. Complete Offense, Preliminary Investigation Offense, and Incident Reports:

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1. All offense, Preliminary Investigation offense, and incident reports will be completed on the MDC or on an MDC-enabled desktop workstation.
  2. Offense, Preliminary Investigation offense, or incident reports containing information that exceeds the screen limitations of the MDC (more than 16 property entries, 5 vehicles, 8 suspects or 8 witnesses) will be completed by calling the report into Direct Entry.
  3. Officers who do not have access to an MDC or an MDC-enabled desktop workstation may call their reports into Direct Entry. This is intended to apply to those officers who are working off-duty employment or are in an assignment where they have not been furnished an MDC or a network enabled PC.
  4. Officers will complete an incident report (*MIR*) when impounding a vehicle for any reason other than a confirmed stolen hit on NCIC/TCIC. *This includes 24 hour parking violations.*
  5. Officers will complete an Offense Report or Supplement Report for a confirmed stolen vehicle.
  6. Officers will complete an Incident Report if, during the initial investigation of a Missing Person or Want To Locate call, it is determined that the individual is not missing.
- C. Officers will complete any required crash reports by entry of the report into the Polaris Crash Report System. Crash reports are to be entered by the end of tour of duty. Handwritten crash reports are not accepted by the Records/Legal Services Section. The accompanying FLID and FSRA offense reports must be submitted on the MDC or an MDC-enabled desktop workstation.
- D. Follow these procedures when the Direct Entry (DE) system is not operational:
1. Call the DE clerk.
  2. Provide the clerk with the required offense information for the following reports.
    - a. Murder.
    - b. Rape.
    - c. Sexual Assault.
    - d. Robbery.
    - e. UUMV.
    - f. Critical Missing Persons.
    - g. Vehicle Recovery Supplements.
    - h. FSRA (Duty to Give Information and Render Aid).
  3. The DE clerk will write the report by hand and enter it into DEFIRS as soon as the system becomes operational.
- E. Supplement all offense reports which are on-line (i.e., open or suspended status less than 13 months) by either calling DE (patrol officers) or entering their report via computer (investigative personnel). Exceptions permitted are:
1. Handwritten add-loss inventory forms from a complainant may be submitted with a handwritten supplement as a cover sheet. A supplement should be entered explaining that a handwritten add-loss record has been received and forwarded.
  2. Physical Evidence Squad supplements may be entered on all on-line offense reports regardless of whether their status is "C", "E", or "U."
- F. Police Reports - When a member of the department responds to an allegation of criminal conduct, the officer or expeditor may document the incident in one of the following:
1. An **Offense Report** is:
    - a. A report made by a member of the department, which documents a criminal allegation from a person who alleges that a crime occurred in the city of Dallas. Offense reports must contain all the elements of the alleged crime and the officer must have reasonable belief that a criminal offense occurred. Offense reports are routed to investigative units for follow-up and may be supplemented with additional information.
    - b. A report that documents incidents that are not classified as crimes but may require investigative follow-up; examples are Runaways, Missing Persons, and Lost or Found Property.
  2. A '**Preliminary Investigation**' report is an alleged criminal complaint that an officer or expeditor creates after interviewing the complainant. The officer must have reasonable belief that a criminal allegation did not occur as the complainant stated. This report documents the incident and may be supplemented at a later time. 'Preliminary Investigation' reports are routed to investigative units for follow-up and may be supplemented with additional information. Circumstances that may generate an officer making a "Preliminary Investigation" report instead of an offense report include, but are not limited to:
    - a. Evidence does not support or contradicts the person's account.
    - b. The officer believes that a complainant is not credible. Examples of a lack of credibility include:
      - i. Complainant changes his account of the incident.
      - ii. Complainant is intoxicated by drugs or alcohol.
      - iii. Complainant gives evasive or incomplete answers.
      - iv. Complainant is known to be involved in a criminal enterprise at the time of the alleged offense.
      - v. Complainant exhibits behaviors that would lead an officer to believe that they may suffer from mental illness.
    - c. Lack of evidence, the officer's expert opinion of what occurred, or the complainant's lack of credibility must be included in the narrative of the report.
  3. An **Incident Report** is a report used to document non-criminal police incidents, citizen contacts, intelligence information, or any incident that requires documentation. Incident reports may be routed to investigative units for informational purposes and cannot be supplemented.

**210.03 Supervisor Responsibilities**

Supervisors will:

- A. Provide necessary guidance and training to improve all noted deficiencies in report writing, according to the standards of the Communications Section.
- B. Accurately reflect in performance evaluation ratings the ability of subordinates to consistently submit quality reports.

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## **210.00 Offense Reporting System**

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### **210.04 Communications Section Responsibilities**

The Communications Section will:

- A. Maintain a system to ensure that each service number issued is covered by the proper documentation.
- B. Cause Direct Entry personnel to enter all called in offense reports in the Direct Entry Reporting System (DEFRS).
- C. Cause Staff Review personnel to:
  1. Check the reports for elements of the reported offense, content, readability, and legibility. Any reports not meeting minimum standards will be returned to the Division Commander of the reporting officer for correction.
  2. Assign Uniform Crime Reporting Code and determine the status of the offense.
  3. Make distribution of reports to concerned divisions or sections.
  4. Assign incidents for investigation as outlined in Section 210.05.

### **210.05 Assignment of Offenses**

#### **GENERAL PROVISION FOR ASSIGNMENTS**

- A. The following preparatory offenses are assigned to the respective Operations Division that would have investigative jurisdiction over the offense if it had been completed:

Section 15.01	Criminal Attempt
Section 15.02	Criminal Conspiracy
Section 15.03	Criminal Solicitation
Section 16.01	Unlawful Use of Criminal Instrument

- B. The following offenses will be assigned to units having investigative responsibility for prior offenses. For any of the following sections of the Penal Code to be filed, a prior offense must have occurred. The unit having investigative responsibility for the filing of the prior offense will handle these offenses as the occasion arises. For example, if a complainant in an aggravated assault case was threatened, the Crimes Against Persons Division would also file the retaliation case. Reporting officers must include sufficient information regarding the prior offense so that the unit to which it is assigned can be identified. Those cases developed by the Internal Affairs Division involving Perjury, Aggravated Perjury, or False Report to a Peace Officer will be referred to the Assaults Unit of the Crimes Against Persons Division for filing.

Section 36.05	Tampering With a Witness
Section 36.06	Obstruction or Retaliation
Section 37.02	Perjury
Section 37.03	Aggravated Perjury
Section 37.08	False Report to Peace Officer
Section 37.09	Tampering with or Fabricating Physical Evidence
Section 38.05	Hindering Apprehension or Prosecution
Section 38.06	Escape
Section 38.07	Permitting or Facilitating Escape
Section 38.09	Implements for Escape
Section 38.10	Bail Jumping and Failure to Appear
Section 38.12	Barratry

#### **STRATEGIC DEPLOYMENT BUREAU**

- C. The following offenses are assigned to the CRIMINAL INTELLIGENCE UNIT:

Section 16.02	Unlawful Interception, Use, or Disclosure of Wire, Oral, or Electronic Communications
Section 16.03	Unlawful Use of a Pen Register or Trap and Trace Device
Section 16.04	Unlawful Access to Stored Communications
Section 16.05	Illegal Divulgence of Public Communications
Section 16.06	Unlawful Install Tracking Device
Section 34.02	Money Laundering
Section 36.02	Bribery (when the suspect is not a City employee)
Section 36.03	Coercion of Public Servant or Voter
Section 36.04	Improper Influence
	Acceptance of an Honorarium
**Section 36.07	
**Section 36.08	Gift to Public Servant by Person Subject to His Jurisdiction
Section 36.09	Offering Gift to Public Servant
Section 37.10	Tampering with Governmental Record (Except Forged or Counterfeit Drivers Licenses, License Plates, Validation Stickers, and Inspection Stickers)
**Section 39.02	Abuse of Official Capacity

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**Section 39.03	Official Oppression
**Section 39.04	Violations of the Rights of Person in Custody
**Section 39.06	Misuse of Official Information
Section 46.03	Places Weapons Prohibited (Polling Place)
Section 71.02	Engaging in Organized Criminal Activity
Section 71.022	Solicit Gang Member
Section 71.023	Direct Activities of Gang

\*\*These offenses assigned to the Criminal Intelligence Unit only when the Mayor, any City Council member, or any public servant other than a City employee is involved.

NOTE: The Criminal Intelligence Unit will coordinate the investigations of any criminal offense that is:

1. Committed on the premises of City Hall at 1500 Marilla Street.
2. Committed against the Mayor or any City Council member.
3. Filed against the Mayor or a City Council member.

The Bureau or Division Commander whose personnel conduct the on-the-scene investigation or the follow-up investigation resulting in a case filing will ensure that the Criminal Intelligence Unit Commander is notified. Primary investigation and case-filing responsibilities remain with the bureau, division, or section having investigative responsibility.

- D. The following offenses are assigned to the STRATEGIC DEPLOYMENT BUREAU, FIELD SERVICES DIVISION, TACTICAL SERVICES UNIT.

Section 22.07	Terroristic Threat (relating to explosives or incendiary devices)
Section 28.02	Arson
Section 28.03	Criminal Mischief (when explosives or incendiary devices are used)
Section 38.15	Interference with Police Animal
Section 42.02	Riot
Section 42.03	Obstructing Highway or Other Passageway
Section 42.05	Disrupting Meeting or Procession
Section 42.06	False Alarm or Report (bomb threat)
Sec. 46.05(a)(1)	Prohibited Weapons (an explosive weapon)
Section 46.08	Hoax Bombs
Section 46.09	Components of Explosives

Note: The Explosive Ordnance Squad will assist the Crimes Against Persons Division in bombings and bomb threats involving an injury, death, or robbery. The Explosive Ordnance Squad will conduct investigations in incidents of accidental explosions, bombings, bomb threats, found bombs, explosives, fire bombings, arson, and related incidents.

- E. The following offenses are assigned to the STRATEGIC DEPLOYMENT BUREAU, FIELD SERVICES DIVISION, TRAFFIC SECTION:

Section 19.04 – PC	Manslaughter (As a result of a Motor Vehicular Accident, occurring on property whether open or not to the public.) Not Family Violence
Section 19.05 – PC	Criminally Negligent Homicide (As a result of a Motor Vehicular Accident, occurring on property whether open or not open to the public.) Not Family Violence
Section 28.03	Criminal Mischief (Only offenses where a Motor Vehicle was used to Intentionally or Knowingly cause damage or destroy tangible property)
Section 28.04	Reckless Damage or Destruction (Only offenses where a Motor Vehicle was used to Recklessly damage or destroy property)
Section 38.04	Evading Arrest or Detention (Direct File) (Only offenses where the Evading occurs in a Motor Vehicle for Traffic offenses only)  (Vehicle Crimes DOES NOT handle the offense: When a person commits or attempts to commit a felony, other than manslaughter, and in the course of and in furtherance of the commission or attempt, or in immediate flight from the commission or attempt, he commits or attempts to commit an act clearly dangerous to human life that causes the death of an individual. This is Murder 19.02 (b)(3) PC and will be handled by Crimes Against Persons)
Section 49.04	Driving While Intoxicated (Direct File)
Section 49.05	Flying While Intoxicated (Direct File)
Section 49.06	Boating While Intoxicated (Direct File)
Section 49.065	Intox/Oper Amusement Ride

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Section 49.07	Intoxication Assault (As a result of a Motor Vehicular Accident, occurring on property whether open or not open to the public.) Not Family Violence
Section 49.08	Intoxication Manslaughter (As a result of a Motor Vehicular Accident, occurring on property whether open or not open to the public.) Not Family Violence
Section 545.421 TC	Fleeing or Attempting to Elude Police Officer; Offense.
Section 521.253	Occup License Violations
Section 545.420	Racing on Highway
Section 550.021 TC	Accident Involving Personal Injury or Death. (Replaced (FSRA) "Failure to Stop and Render Aid")
Section 550.022 TC	Accident Involving Damage to Vehicle (Replaced (FLID) "Failure to Leave Identification")
Section 550.024 TC	Duty on Striking Unattended Vehicle (Replaced (FLID) "Failure to Leave Identification")
Section 550.025 TC	Duty on Striking Fixture or Highway landscaping. (Replacing (FLID) "Failure to Leave Identification")

F. The following offenses are assigned to the NARCOTICS DIVISION:

Found Drugs
Violation of Health and Safety Code
Violation Dangerous Drug Act
Poss of, Attempting to, or Passing Forged Prescriptions
Section 38.11 Prohibited Substance/Item Correctional Facility

G. The following offenses are assigned to the VICE SECTION:

Section 21.06	Homosexual Conduct
Section 21.07	Public Lewdness
Section 21.08	Indecent Exposure
Section 25.01	Bigamy
Section 32.44	Rigging Publicly Exhibited Contest
Section 43.02	Prostitution
Section 43.03	Promotion of Prostitution
Section 43.04	Aggravated Promotion of Prostitution
Section 43.05	Compelling Prostitution
Section 43.22	Obscene Display or Distribution
Section 43.23	Obscenity
Section 47.02	Gambling
Section 47.03	Gambling Promotion
Section 47.04	Keeping a Gambling Place
Section 47.05	Communicating Gambling Information
Section 47.06	Possession of Gambling Device, Equipment, or Paraphernalia

**INVESTIGATIONS BUREAU**

H. The following offenses are assigned to the respective geographic Investigative Unit within the Property Crimes Division where the offense occurred:

CENTRAL OPERATIONS DIVISION  
 NORTHEAST OPERATIONS DIVISION  
 SOUTHEAST OPERATIONS DIVISION  
 SOUTHWEST OPERATIONS DIVISION  
 SOUTH CENTRAL OPERATION DIVISION  
 NORTHWEST OPERATIONS DIVISION  
 NORTH CENTRAL OPERATIONS DIVISION

All offenses involving lottery tickets and equipment.

The following violations of the Texas Penal Code:

Section 25.10	Interference with Guard Rights
Section 28.03	Criminal Mischief (except relating to explosives or incendiary devices)
Section 28.04	Reckless Damage or Destruction

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Section 28.07	Interference with Railroad Property
Section 28.08	Graffiti
Section 30.02	Burglary
Section 30.03	Burglary of a Coin Operated or Coin Collection Machine
Section 30.04	Burglary of Vehicles
Section 30.05	Criminal Trespass
Section 30.06	Criminal Trespass/Gun/CHL
Section 31.03	Theft (except UUMV, swindle theft, theft by worthless check and embezzlement theft.)
Section 31.03	Theft (from Person)
Section 31.03	Theft Military Grave Marker
Section 31.03e4	Theft from Corpse/Grave
Section 31.04	Theft of Service (except rental or lease vehicles)
Section 31.11	Tampering with Identification Number (Non vehicle)
Section 31.12	Tamp/MultiChannel Info
Section 31.14	Tamp/MultiChannel Device
Section 31.15	Pos/Man/Instr Comm Theft
Section 31.16	Theft Organs
Section 32.42	Deceptive Business Practices
Section 32.441	Illegal Recruitment of an Athlete
Section 32.47	Fraudulent Destruction, Removal, or Concealment of Writing
Section 37.08	False Report to Officer
Section 37.081	False Report/Missing Person/Child
Section 37.10	Tampering with Governmental Records (License plates, Validation stickers, and inspection stickers only.)
Section 38.15	Interference with Public Duties
Sec. 42.01(a)(1-10)	Disorderly Conduct
Section 42.055	Disrupt Funeral Service
Section 42.061	Silent or Abusive Calls to 9-1-1 Service
Section 42.062	Assist Animal Attack
Section 42.07	Harassment (except Stalking)
Section 42.09	Cruelty to Animals
Section 42.10	Dog Fighting
Section 42.105	Cockfight
Section 42.11	Destruction of Flag
Section 46.035	Handgun/CHL
Section 46.04	UPF/FV Conviction
Section 46.04	UPF/Protective Order in Effect
Section 46.041	Unlawful Poss Body Armor/Felon
Section 46.06	Unlawful Transfer Weapons
Section 46.06	Unlawful Transfer/Handgun/<18 yo
Section 46.10	Deadly Weapon/Penal Inst
Section 46.11	Carrying Weapon in Weapons-Free School Zone
Section 46.13	Firearms Access Child
Section 46.14	Firearms Smuggling
Section 48.015	Cig Tax Viol
Section 466.302	Sale Ticket Greater Price (Lottery) (Govt Code)
Section 466.303	Sale Ticket Unauth Person
Section 466.304	Sale Ticket Unauth Location
Section 466.305	Tamp w/Lottery Equipment

I. The following offenses are assigned to the CRIMES AGAINST PERSONS DIVISION:

Section 19.02	Murder
Section 19.03	Capital Murder
Section 19.04	Manslaughter
Section 19.05	Criminally Negligent Homicide
Section 20.02	False Imprisonment
Section 20.03	Kidnapping
Section 20.04	Aggravated Kidnapping
Section 20.05	Smuggling of Person
Section 21.15	Improper Photo/Record
Section 22.01	Assault
Section 22.011	Sexual Assault (17 yrs. of age and older)
Section 22.02	Aggravated Assault

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Section 22.021	Aggravated Sexual Assault (17 yrs. of age and older)
Section 22.04	Injury to an Elderly or Disabled Individual
Section 22.05	Deadly Conduct
Section 22.07	Terroristic Threat
Section 22.08	Aiding Suicide
Section 22.09	Tampering with Consumer Product
Section 22.11	Harass of Public Servant/Corr Fac Officer
Section 29.02	Robbery
Section 29.03	Aggravated Robbery
Section 31.07	Unauth Use of Vehicle (taken in Robbery)
Section 38.03	Resisting Arrest, Search, or Transportation (Direct File)
Section 38.14	Taking or Attempting to Take Weapon from Peace Officer
Section 38.171	Fail to Report Felony
Section 39.03	Official Oppression
Section 39.04	Sexual Assault/Prison
Section 39.05	Failure to Report Death of a Prisoner
Section 42.01 (a) (7,10,11)	Disorderly Conduct (Discharging a Firearm on or across a Public Road; or Exposure in a Public Place)
Section 42.07	Harassment ( <i>Stalking</i> )
Section 42.08	Abuse of Corpse
Section 48.02	Prohibition of the Purchase and Sale of Human Organs

NOTE: Investigative responsibility belongs to the Special Investigations Division, Youth Services Section, when the victim is a juvenile or the offense is classified as Family Violence.

J. The following offenses are assigned to the SPECIAL INVESTIGATIONS DIVISION:

All lost and found offenses except drugs.

Section 31.03	Theft (swindling, swindling by worthless check, and embezzlement)
Section 31.04	Theft of Service (rental or lease vehicles)
Section 31.05	Theft of Trade Secrets
Section 31.07	Unauthorized Use of a Vehicle
Section 31.11	Tampering with ID/Vehicle
Section 31.17	Unauth Acquisition or Trans Certain Financial Info
Section 32.21	Forgery (except forgery of prescription for drugs)
Section 32.22	Criminal Simulation
Section 32.23	Trademark Counterfeiting
Section 32.24	Theft/Receive Stolen Check
Section 32.31	Credit Card or Debit Card Abuse
Section 32.32	False Statement to Obtain Property or Credit
Section 32.33	Hindering Secured Creditors
Section 32.34	Fraudulent Transfer of a Motor Vehicle
Section 32.35	Credit Card Transaction Record Laundering
Section 32.41	Issuance of Bad Check
Section 32.43	Commercial Bribery
Section 32.45	Misapplication of Fiduciary Property or Property of Financial Institution
Section 32.46	Securing Execution of Document by Deception
Section 32.47	Fraud Dest Will/Deed
Section 32.48	Endless Chain Scheme
Section 32.49	Refuse to Release Fraud Lien
Section 32.51	Fraudulent Use of Identifying Information
Section 32.52	Fraud/Fict Degree
Section 32.54	Fraud/Fict Military Record
Section 33.02	Breach of Computer Security
Section 33.05	Tampering Direct Rec Vote Machine
Section 33.07	Online Impersonation
Section 37.10	Tampering with Governmental Record (Forged or Counterfeit Drivers Licenses only)
Section 37.11	Impersonating Public Servant
Section 37.12	False Identification as Peace Officer
Section 38.152	Interference w/Radio Freq
Section 466.306	Forge/Alter Ticket (Lottery)
Section 466.308	Claim Lottery/Fraud
Section 502.409	Wrong, Fictitious, Altered, or Obscurred Lic Plate
Section 502.475	Fictitious Registration/Insignia
Section 521.451	Fictitious DI/Cert

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Section 521.456	Counterfeit Instrument
Section 548.603	Display of Fictitious Inspection Cert(Auto Theft) /Insurance Doc (Forgery)
Section 641.054	Labeling (Business Code)

- K. The following offenses are assigned to the YOUTH SERVICES SECTION:

1. Those offenses classified as Family Violence.
2. Any unexplained death of a child under the age of 17 regardless of the circumstances (not to include suicide or traffic fatalities).
3. Any death of a child under the age of 17 if circumstances indicate that death may have been caused by a family member or someone who had legal responsibility to control the child. Otherwise, these deaths will continue to be investigated by the Crimes Against Persons Division.
4. All assault offenses committed against a person under 17 years of age (with specific age exceptions for homicides) as indicated in the following table:

Section 19.02	Murder (Child is under 10 and Parent is Suspect)
Section 19.03	Capital Murder (Child is under 10 and Parent is Suspect)
Section 19.04	Manslaughter (Child is under 10 and Parent is Suspect)
Section 19.05	Criminally Negligent Homicide (Child is under 10 and Parent is Suspect)
Section 20A.02	Trafficking Persons
Section 20.02	False Imprisonment/FV
Section 20.03	Kidnapping/Vic U 17/FV
Section 20.04	Aggravated Kidnapping/Vic U 17/FV
Section 20.05	Smuggling of Persons/Vic<17 yo/a/or FV
Section 21.02	Sex Abuse Continous
Section 21.11	Indecency With a Child
Section 21.12	Improper/Relationship/Educ/Student
Section 22.01	Assault/FV (straight file packet required)
Section 22.02	Aggravated Assault/FV
Section 22.011	Sexual Assault /Vic U 17
Section 22.021	Aggravated Sexual Assault/Vic U 17
Section 22.041	Abandoning or Endangering Child
Section 22.05	Deadly Conduct/Vic U 17/FV/FV Firearm
Section 22.07	Terroristic Threat/Vic U 17/FV
Section 22.08	Aiding Suicide
Section 22.09	Tampering with Consumer Product/Vic U 17/FV
Section 22.10	Leaving a Child in a Vehicle
Section 25.02	Prohibited Sexual Conduct
Section 25.03	Interference with Child Custody
Section 25.031	Agreement to Abduct from Custody
Section 25.04	Enticing a Child
Section 25.05	Criminal Nonsupport
Section 25.06	Harboring Runaway Child
Section 25.07	Violation of a Protective Order/FV
Section 25.08	Sale or Purchase of a Child
Section 25.09	Advertise/Place Child
Section 25.11	Cont Family Violence
Section 29.02	Robbery/FV
Section 29.03	Aggravated Robbery/FV
Section 31.03	Theft (from Person)/Vic U 17
Section 32.53	Exp/Child/Elderly
Section 33.021	Online Solicit of Minor
Section 42.07	Harassment (Stalking)/FV
Section 37.123	Disrupt School Activities
Section 38.12	Vio Prot Order/Sex Assault
Section 38.17	Fail to Stop/Agg Sex Assault Child
Section 39.04	Sex Assault Prison/Juv
Section 42.062	Inter w/Emer Ph Call/FV
Section 43.24	Sale, Distribution, or Display of Harmful Material to Minor
Section 43.25	Sexual Performance by a Child
Section 43.251	Employment Harmful to Children
Section 43.26	Possession or Promotion of Child Pornography
Section 43.261	Elec Format Minor,Poss
Section 46.13	Making a Firearm Accessible to a Child
Section 49.07	Intoxication Assault (Family Violence)
Section 49.08	Intoxication Manslaughter (Family Violence)
Section 62.102	Fail to Reg Sex Offender

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## 210.00 Offense Reporting System

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Note: Child Abuse Squad Notification

Officers will immediately notify the Child Abuse Squad to investigate:

1. All deaths of children under the age of 17 if the circumstances indicate that death may have been caused by a family member or someone who had legal responsibility or control of the child. Otherwise, these deaths will continue to be investigated by Crimes Against Persons Division.
2. All infant deaths, except traffic fatalities.
3. All child injury incidents that involve the charge of Making a Firearm Accessible to a Child (46.13).

When an on-duty Child Abuse detective is unavailable, contact the on-call Child Abuse detective by calling either the Youth and Family Support Division or Communications Section.

### **210.06 Investigative Units Case Management Procedures**

The Investigations Units will:

- A. Ensure appropriate follow-up on cases assigned to that unit. Cases will be assigned to detectives for investigative follow up by a supervisor or desk officer. The assignment will be entered into the offense reporting system. A written or electronic log will be maintained by each detective or unit that identifies cases assigned to detectives by date and case number.
- B. Develop guidelines on when open cases may be suspended.
  1. Open cases require the detective to complete an investigative supplement report at least every 30 days.
  2. Individual units may require more frequent supplement reports within the framework of the unit S.O.P.
  3. Part 1 Reports titled "Preliminary Investigation" will be reviewed by an investigative unit and supplemented to document actions taken by investigators to determine if an offense occurred. These actions would include phone calls or attempts to contact the complainant. Supplements to reclassify a 'Preliminary Investigation' report must include the elements of the offense and the information developed by the detective. "Part 1" reports are defined by Uniformed Crime Reporting guidelines as: Murder, Rape, Robbery, Aggravated Assault, Burglary, Theft, and Auto Theft.
- C. All Offense reports must be classified in one of the following manners: Cleared by Arrest, Cleared by Exceptional Arrest, Unfounded, Suspended pending further leads, Open, or Closed.
  1. **Cleared by Arrest.** (CBA) An offense is cleared by arrest, or solved, when at least one person is (1) arrested, (2) charged with the commission of the offense, and (3) turned over to the court for prosecution.
  2. **Cleared by Exceptional Arrest.** (CBEA) An offense cleared by exceptional arrest is used if a detective can answer all of the following questions in the affirmative.
    - a. Has the investigation definitely established the identity of the offender?
    - b. Is there enough information to determine that an offense occurred and the evidence supports that allegation?
    - c. Is the suspect's home address or exact location known?
    - d. Is there some reason outside the Department's control that precludes arresting, charging, and prosecuting the offender? This would include the complainant refusal to prosecute.
  3. **Unfounded Offenses.** (U). An offense is unfounded when an alleged offense is determined to be baseless or false. Detectives will unfound an offense if they have "reasonable belief" that the offense did not occur as the victim or complainant stated the incident occurred.
    - a. Reasonable Belief means specific, articulable facts, which together with the officers experience, general knowledge, and rational inferences, would justify the conclusion made by another officer if faced with those circumstances or facts.
    - b. A complainant's refusal to cooperate with the investigation may not be used as the reason for unfounding the offense.
  4. **Suspended Pending Further Leads.** (S) An offense that the detective has reasonable belief that the offense occurred and all investigative leads have been exhausted.
  5. **Open.** (O) An offense that is still under active investigation.
  6. **Closed** (C) A non-criminal action taken by police may be administratively closed (Want-to-Locate, Runaway, and Injured Persons).
- D. Detectives are responsible for maintaining their case files and ensuring accessibility to the file pursuant to open records requests, supervisory requests, and requests from other detectives and outside agencies. The investigative case file should include written statements, examinations results, photographic lineups and any other information pertinent to the case. The detective is responsible for updating investigative progress in a supplement report.
- E. Voluntary statements and Affidavit In Any Fact statements taken in a foreign language must be translated to English by an employee of the Dallas Police Department who is receiving language skills assignment pay prior to filing a case with Legal Services or the District Attorney.
- F. Case files will be maintained and archived according to the Texas State Records Retention Schedule (RRS).

### **210.07 Response Disposition System**

- A. The Response Disposition System consists of a series of codes used to document the final result of a call for service in the computer aided dispatch system.
- B. Upon completion of a call for service, every field element will do one of the following:
  1. Complete a Miscellaneous Incident Report (MIR) on the Mobile Digital Computer (MDC) under the following circumstances:
    - a. On any call that may develop criminal intelligence.
    - b. All calls that involve family violence.
  2. Complete a "Preliminary Investigation" report on the MDC as described in G.O. 210.01C.
  3. Complete an offense report on the MDC.
  4. Complete an alarm incident report (Alarm True or Alarm False).
  5. Submit a call disposition that reflects no report will be generated:

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1. C: Cover Only (when dispatched only to cover another element).
  2. M: Mark Out Only (when the incident was a mark out only, e.g. a traffic mark out).
  3. NC: No Complainant (no complainant was located).
  4. NP: No Police Action (the incident did not require police action).
  5. PARK: Park mark out (when the incident is a park mark out only).
- C. If a report is completed (Alarm, MIR, Preliminary Investigation, or Offense) the field element completing the report will submit a disposition reflecting the report made:
- a. AF: Alarm False (when an alarm report is made and the alarm is false).
  - b. AT: Alarm True (when an alarm report is made and the alarm was triggered by an offense)
  - c. R: Report (when an MIR, Preliminary Investigation, or Offense report is made)
- D. The following call dispositions are reserved for use by the Communications Division only:
- a. Closed by API (Adaptive Programming Interface)
  - b. D: Duplicate Call
  - c. S: Swap
  - d. DSO: DSO Transfer

### **210.08 Use of Surnames and Identifying Information in Reports**

- A. Offense/Incident Reports
  1. The following applies for all offenses with the exception of Sexual Assaults:
    - a. A complainant's surname may be used in the narrative (i.e., Comp [Complainant] *Complainant Jones*). When applicable, business names will be used in lieu of the word *Comp*. Additional complainant information such as addresses and telephone numbers may be entered in the narrative unless the information is restricted for the complainant's privacy (i.e., unlisted telephone number).
    - b. Do not use the surname, a description of a suspect or witness, or other identifying information in the narrative of any Offense/Incident Report. Refer to suspect or witness as Suspect #1, Suspect #2, etc., and Witness #1, Witness #2, etc. Place all suspect and witness names, addresses, etc., on the appropriate screens of the offense report or on a supplement report. Refer to Section 324.02 (Release of Information on the Offense/Incident Reports) for additional information.
    - c. Officer surnames will be used with the appropriate title: RO (Reporting Officer) *Reporting Officer Smith*, or AO (Arresting Officer) *Arresting Officer Smith*.
  2. Sexual Assault Offenses
    - a. Do not use the complainant's surname or place any other identifying complainant information in the offense report narrative. References will be to the *Comp* or *Complainant*.
    - b. Do not use the surname, a description of a suspect or witness, or other identifying information in the offense report narrative. Refer to the suspect or witness as Suspect #1/Suspect #2, etc., and Witness #1, Witness #2, etc. Place all suspect and witness names, addresses, etc., on the appropriate screens of the offense report or on a supplement report.
    - c. The use of officer surnames on a sexual assault offense is allowed but discouraged.
- B. Miscellaneous Incident Reports (MIRs) - Handwritten or MDC-generated - The restrictions outlined in 210.07A (Offense/Incident Reports) apply to MIRs.
- C. Arrest Reports (All)
  1. Refer to the complainant as *Complainant* or *Comp* plus surname (*Comp Jones*).
  2. Refer to suspect as *Suspect* plus surname (*Suspect Jones*), *Witness* plus surname (*Witness Jones*), *Reporting Person* plus surname (*Reporting Person Green*), etc. If two or more persons involved in the offense have the same surname, use the first initial of their given names.
  3. Officer surnames will be used with the appropriate title: RO (Reporting Officer) *Reporting Officer Smith*, or AO (Arresting Officer) *Arresting Officer Smith*.
  4. If an arrest involves more than one arrestee, the arrest report must clearly designate each arrestee's involvement in the arrest report. For example, arrest report one should state Arrestee Jones and Accomplice Smith and arrest report two should state Arrestee Smith and Accomplice Jones. This wording would be continued through both arrest reports.
- D. Supplement Reports - There are no restrictions on information that can be included. Any information restricted on the Offense/Incident Report will be placed in a supplement report, which is not considered an *Open Record*.
- E. A person's race/ethnicity will be referred to using the following reporting codes:

RACE/ETHNICITY	DIRECT ENTRY
White/Caucasian	W
Black/African American	B
Hispanic/Latin American	L
Asian/Pacific Islander	A
Middle Eastern/Indian	C
Native American	I
Unknown	U

### **210.09 Direct Filing**

- A. The following are Direct File offenses:
  1. D.W.I.
  2. B.W.I.

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3. F.W.I.
  4. D.W.L.I.
  5. UCW/CPW(except explosive weapons).
  6. Theft (Shoplift only, Class B and above).
  7. Prostitution.
  8. Public Lewdness.
  9. V.H.S.C. (Marijuana only).
  10. Criminal Trespass.
  11. Evading Arrest.
  12. Resisting Arrest/Search.
  13. Failure to Identify. (Class B and above)
  14. Hindering Proceedings by Disorderly Conduct.
  15. Discharging of Firearm in Certain Municipalities.
  16. Places Weapons Prohibited (Except Polling Places).
  17. Unlawful Carrying of Handgun by License Holder
  18. Unlawful Possession Firearm/Felon
- B. Direct File arrests do not ordinarily require follow-up investigation. The arresting officer is accountable for fully completing the Arrest Report from which the Probable Cause Affidavit, Warrant of Arrest, and Prosecution Report are automatically computer generated. The arresting officer is responsible for any needed corrections on these documents. If an investigation is required, the investigative unit given that responsibility in General Order 210.05 will conduct it.
- NOTE: An offense report is required for Evading Arrest in a vehicle even though it is a direct file offense.**
- C. Property Release Follow-up on Direct File Cases - After disposition of the case or upon notification by the Property Section that a change in property retention is needed, the officer originally filing a Direct File case has responsibility for any property release follow-up.



## Dallas Police Department General Order

### 211.00 Research By The Caruth Police Institute

DAVID O. BROWN  
CHIEF OF POLICE

Revised 2/1/11

#### 211.00 RESEARCH BY THE CARUTH POLICE INSTITUTE

The primary purpose of the Caruth Police Institute (CPI) is to serve the needs of the Dallas Police Department. Among CPI's objectives are to identify and train a new generation of DPD leaders, develop innovative strategies in crime fighting, and provide departmental members expertise in the area of law enforcement research. Any member of the Department that requests research assistance by CPI will adhere to the following guidelines:

- A. On a Dallas Police Department memorandum, the member will explain in full the nature of the request being made to CPI.
- B. The request must be made for the benefit of the Department and not used for external reasons.
- C. The request will be submitted to the Division Commander for approval. Once approved, the memorandum will then be forwarded to the Planning Unit for submission to the Chief of Police.
- D. The Chief of Police will have final approval or denial of the request to CPI.



## Dallas Police Department General Order

### 212.00 Application for License to Carry Handgun

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/01/2016

#### 212.00 APPLICATION FOR LICENSE TO CARRY HANDGUN BY RETIRED OR ACTIVE PEACE OFFICERS

- A. In accordance with the Texas License to Carry Handgun Laws, honorably retired, full time peace officers and active full time peace officers may make application to be issued a License to Carry Handgun.
- B. This order establishes departmental procedures for processing requests made by active or retired officer applicants in accordance with the requirements outlined in the Texas License to Carry Handgun Laws.

##### 212.01 Application for License to Carry Handgun by Retired Officers

- A. The Texas License to Carry Handgun Laws stipulate that a license may be issued to a retired full time peace officer if the applicant is honorably retired and physically and emotionally fit to possess a handgun. The Texas License to Carry Handgun Laws state *honorable retired* means the applicant:
  1. Did not retire in lieu of any disciplinary action.
  2. Is entitled to receive a pension or annuity for service as a law enforcement officer.
- B. In accordance with the requirements of the Texas License to Carry Handgun Laws, retirees wishing to make application must prepare a letter to the Chief of Police requesting that he provide a recommendation to the Director, Texas Department of Public Safety, as to the applicant retiree's suitability for being issued a License to Carry Handgun. Application may be made on the first day the individual is no longer employed by the Department. The applicant's letter will be sent to the Special Research Team of the Personnel and Development Division.
- C. The recommendation, which will be done by the Special Research Team and based upon information in the applicant's personnel file will contain:
  1. The name and retired rank of the applicant.
  2. The last date the applicant was a member of the Department.
  3. The total number of full years (not including partial years) that the applicant was a full-time peace officer of this Department.
  4. The status of the applicant at the time of retirement (i.e., whether the applicant was accused or charged with any disciplinary action).
  5. Whether the applicant was recommended as eligible for rehire (if not, the reason(s) the applicant was not eligible).
  6. Whether the applicant was physically sound and free from physical defects at the time of retirement.
  7. Whether the applicant appeared to be in satisfactory psychological and emotional health at the time of retirement.
  8. The type (revolver or semi-automatic pistol) and caliber of any weapons the applicant was qualified on at the time of retirement.
- D. Upon receipt of the applicant's letter and the recommendation letter from the Special Research Team, the Chief of Police will endorse a sworn statement recommending or not recommending the applicant be issued a License to Carry Handgun.
- E. The Personnel and Development Division will forward the sworn statement to the retiree for continuation of actions as required by law.
- F. The Department will permit retired officers who are issued a License To Carry Handgun within these provisions the opportunity to annually qualify at the Firearms Training Center for proficiency on the category of weapon licensed. The retired officer will furnish the ammunition needed for qualification. The Rangemaster will determine the scheduling and maintain a record of retired officer qualifications.

##### 212.02 Application for License to Carry Handgun by Active Officers

- A. In accordance with the requirements of the Texas License to Carry Handgun Laws, active officers wishing to make application must prepare a letter to the Chief of Police requesting that he provide a recommendation to the Director, Texas Department of Public Safety, as to the applicant officer's suitability for being issued a License to Carry Handgun. The applicant's letter will be sent to the Special Research Team of the Personnel and Development Division.
- B. Active officers will attach a copy of their Internal Affairs Division Resume to their request and provide the packet to the immediate supervisor.
- C. The immediate supervisor will make a written recommendation containing the following:
  1. The name and rank of the applicant.
  2. Note of any accusations of misconduct and their dispositions from the applicant's Internal Affairs Division Resume.
  3. Whether the applicant is physically sound and free from physical defects (to the best of the supervisor's knowledge).
  4. Whether the applicant appeared to be in satisfactory psychological and emotional health (to the best of the supervisor's knowledge).
  5. The type (revolver or semi-automatic pistol) and caliber of any weapons the applicant qualified on during the preceding year.
  6. Whether the applicant is presently the subject of an internal investigation.
- D. The chain-of-command will indicate their concurrence or non-concurrence with the recommendation.
- E. Upon receipt of the applicant's letter and the recommendation letter from the Special Research Team, the Chief of Police will endorse a sworn statement recommending or not recommending the officer be issued a License to Carry Handgun.

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- F. The Personnel and Development Division will forward the sworn statement to the applicant for continuation of actions as required by law.
- G. Active officers must comply with General Order 418.07 (Secondary Weapons) regarding secondary weapons, both off duty and back-up.

**212.03 Application for Certificate of Proficiency by Retired Peace Officers**

- A. In accordance with the Texas Penal Code Chapter 46, Texas Senate Bill No. 117, Section 1, Subchapter H, Occupations Code Section 1701.357, and H.R. 218 – The Law Enforcement Officer's Safety Act of 2004, an honorably retired peace officer with not less than twenty (20) years of service may make application for a certificate of proficiency to carry a handgun in the State of Texas or an honorably retired peace officer with not less than fifteen (15) years of service may make application for a certificate of proficiency to carry a concealed handgun in the United States of America.
- B. All application requests made by honorably retired applicants in accordance with the requirements should be directed to the Special Research Team and the Applicant Processing Team of the Personnel and Development Division for a new identification card. Only then will the applicant be directed to the Firearms Training Center to obtain a qualification date and time. The Police Department shall have final authority in the interpretation of the State of Texas Honorably Retired Peace Officer Statute and H.R. 218 – The Law Enforcement Officer's Safety Act of 2004.
- C. Upon time for renewal of the Weapon Proficiency Certificate, the retired officer must only contact the Firearms Training Center in order to set up a qualification date and time, and to receive a renewed certificate.
- D. A criminal history check will be completed on every retired officer each time a certificate is requested.



## Dallas Police Department General Order

### 213.00 Bulletin Boards

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 213.00 BULLETIN BOARDS

- A. Administrative Directive 3-43 Bulletin Boards gives the Chief of Police responsibility for:
  - 1. Identifying management bulletin boards and employee bulletin boards in the Police Department.
  - 2. Assigning responsibility for maintaining and regulating the material placed on management bulletin boards.
  - 3. Assigning responsibility for maintaining the condition of employee bulletin boards.
- B. Management bulletin boards are used to display:
  - 1. Directives and notices.
  - 2. Civil Service job openings or examination notices.
  - 3. Federal or state mandated notices.
  - 4. Other items constituting logical and proper extensions of management.
  - 5. Postings of current events and notices sanctioned and approved by management.
- C. Employee bulletin boards may contain the items mentioned in B.1-5 above but are also open for individual employee notices such as sale of items, cards of appreciation, birth and death notices, employee meetings, and notices of a similar nature. Bulletin boards owned by the various employee associations will be considered under this category.
- D. Organizational Commanders are responsible for the maintenance and regulation of materials placed on management bulletin boards and maintaining the condition of employee bulletin boards in their specified work areas. The supervisor of the Facilities Management Team is responsible for maintaining the condition of association and other bulletin boards in public access areas of the Jack Evans Police Headquarters Building.
- E. The following items may not be posted on either the employee or management bulletin boards:
  - 1. Material which in any way demeans or ridicules any individual or group.
  - 2. Obscene material.
  - 3. Material advocating illegal activity.
  - 4. Material supporting candidates for public political office.
  - 5. Commercial advertising by individuals other than city employees and by private organizations.
  - 6. Commentary on political or social issues that adversely affect the department's appropriate neutral position.



## Dallas Police Department General Order

# 214.00 Use of Social Networking Sites

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/03/2014

### 214.00 USE OF SOCIAL NETWORKING SITES

#### 214.01 Purpose

- A. This policy establishes the Department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, but rather social media in general, as advances in technology will occur and new tools will emerge.
- B. Employees should also reference AD 2-24, AD 2-33, AD 2-52 and General Orders 323.00 and 325.00 for more important information relevant to use of social media.

#### 214.02 Definitions

- A. **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- B. **Employee:** Any sworn or non-sworn employee, including reserve officers. For the purposes of this social media policy, volunteers of the Dallas Police Department will be held to the same standard of conduct as employees.
- C. **Inappropriate Content:** Any post that:
  1. defames, abuses, harasses, stalks, threatens or violates the legal rights, of others.
  2. includes racism, hatred, slander, threats, obscenity, violence, vulgarity.
  3. includes spam or advertisements.
  4. could harm the safety or well-being of one of our employees, including personal attacks.
  5. is off-topic.
  6. has personal information about another person or that violate a person's privacy.
  7. includes copyrighted material that belongs to another person.
  8. contains links to inappropriate websites.
- D. **Internet:** A worldwide network of interconnected computer networks on which end-user services, such as World Wide Web sites or data archives, are located, enabling data and other information to be exchanged. The internet includes commercial, educational, governmental, and other networks, all of which use the same set of communications protocols.
- E. **Profile:** Informational description that a user provides about himself or herself on a social networking site.
- F. **Post:** Content an individual publishes online on a social media page or site. Content can be in the form of spoken words, stories, photographs, videos, images, or related forms of communication.
- G. **Social Media:** A category of internet-based resources that integrate user-generated content with user participation. This includes, but is not limited to Facebook, SnapChat, MySpace, Twitter, Flickr, YouTube, Wikipedia, as well as web-blogs, bulletin boards/message boards, and news sites (i.e., Nixle, Google News, Yahoo Groups, Reddit). The absence of, or lack of explicit reference to a specific site, does not limit the extent of the application of this policy.
- H. **Social Networks:** Online platforms where a user can create a profile, post information, and communicate with others using a range of technologies.
- I. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- J. **World Wide Web:** A system of interlinked hypertext documents accessed via the internet. With a Web browser, one can view Web pages that may contain text, images, videos and other multimedia, and navigate between them via hyperlinks.
- K. **Website:** Published page(s) on the World Wide Web, usually containing hyperlinks and published by an individual, company, educational institution, government, or organization.
- L. **Uniform Resource Locator (URL):** A specific character string that constitutes a reference to an internet resource. A URL is also commonly called the "web address".

#### 214.03 Department-Authorized Use of Social Networks

- A. The Chief of Police or his designee may authorize an employee to use social networks or social media sites for the purpose of promoting the Department's mission and goals.
- B. Any unit or employee receiving authorization to use social media sites to represent the Department shall be granted a site profile by members of the Media Relations Unit.
- C. Departmental authorized social media sites shall, when practical:
  1. Indicate that they are maintained by the Department.
  2. List Department contact information prominently.
  3. Include a disclaimer that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Department and that the Department reserves the right to remove postings which violate federal, state, city or departmental rules, regulations, ordinances, policies or standards (e.g. obscenities, commercial postings, political statements or endorsements).
  4. Include the URL that links back to the Department's official website. Additionally, the Department official website shall include links to official Department social media sites.
- D. Employees shall adhere to the following guidelines when using social media:
  1. Employees authorized to use social media on behalf of the Department shall conduct themselves at all times as representatives of the Department.

# **Dallas Police Department General Order**

## **214.00 Use of Social Networking Sites**

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2. Employees should be aware that their speech becomes a published record on the World Wide Web and is archived according to the laws of the state of Texas. Departmental personnel shall adhere to all applicable policies, procedures and rules governing conduct when using social media.
  3. Information posted on Departmental authorized social media sites must be respectful, professional and truthful. Corrections must be issued when needed.
  4. Non-compliance with the City's and/or Department's policies, guidelines, or procedures regarding social networking sites may result in the revocation of e-mail and internet privileges and/or other appropriate disciplinary action, including reprimand, suspension, or termination of employment.
  5. This policy covers all usage of social networking sites regardless of the type of device used to access, including but not limited to mobile data computers, tablets, smart phones, etc.
  6. Any official Department social media account that profiles an employee or group shall remain under the control of the Department in the event an employee leaves service.
  7. All official Department social media sites shall adhere to style and content guidelines as determined by the Chief of Police or his designee.
  8. Employees who are authorized to represent the Dallas Police Department in social networking will be responsible for providing timely updates to the Department's social media sites by sending status updates of dispatched newsworthy calls and public events.
  9. Officers should not take photographs of an evidentiary nature. Officers will not photograph:
    - a. specific items of evidence.
    - b. witnesses to crimes.
    - c. suspects.
    - d. undercover officers.
    - e. anything that, if posted immediately to social media, would provide information that would compromise an ongoing investigation including, but not limited to the location of officers on the perimeter of a barricaded person, or notes or documents related to an ongoing case.
  10. All photos taken will be uploaded to the Crime Scene Response photographic database in accordance with current Crime Scene Response S.O.P.
- E. Employees are encouraged to limit the use of Department equipment to official Departmental business, regardless of device-type.
- F. Employees are encouraged to refrain from using personal equipment to conduct official business on behalf of the Dallas Police Department.

### **214.04 Precautions and Prohibitions on Employee Personal Use of Social Media**

Unless contrary to any federal law, state law, or city ordinance, employees shall abide by the following when using social media for personal use:

- A. Employees are free to express themselves as private citizens on social media sites to the degree that their speech and/or language does not impair working relationships of the Department, impede the performance of their duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Department.
- B. Employees shall not divulge information gained by reason of their authority; make any statements, speeches, appearances, or endorsements; or publish materials that appear to represent the views or positions of this Department without prior written authorization from the Chief of Police or his designee.
- C. Employees who are working in undercover operations, or who plan to in the future, shall not post any form of visual or personal identification to any social media network which would identify them as an employee of the Dallas Police Department, compromise Departmental objectives, or place themselves or another person in danger.
- D. Employees shall not post speech involving on-duty conduct of themselves or other employees that reflects behavior that would reasonably be considered reckless, irresponsible or would bring discredit to themselves or the Dallas Police Department or City of Dallas.
- E. Employees shall not post speech to social media networks that contain obscene or sexually explicit language, images, acts, statements, or other forms of speech that ridicule, malign, disparage, or otherwise express bias toward any individual or group.
- F. Employees shall not post speech involving themselves or other employees reflecting behavior that maligns, embarrasses, or causes disrepute to the Department.
- G. Employees shall not post department logos, banners, or similar identifying items on personal websites that would lead anyone to believe that website represents or has been approved by the Department without prior permission from the Chief of Police or his designee. In these matters, the Dallas Police Department will make the determination as to whether or not the content tends to represent the Department.
- H. Employees are encouraged to be mindful of their safety and the integrity of their careers, as well as the safety of their family and other officers, before posting any information on social media sites that identifies them as an employee of the Dallas Police Department.
- I. Employees are reminded that engaging in prohibited speech, as noted herein, may provide grounds for undermining or impeaching an employee's testimony in criminal and civil proceedings.
- J. 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.

### **214.05 Third – Party Involvement**

- A. Employees shall not authorize, facilitate, distribute, or request any third party to display or post any images or comments involving him or herself that would violate any provision in section 214.04.
- B. Employees should make reasonable efforts to remove any posts made by a third party on a social networking site under the employee's control which is not in accordance with Departmental policy. For example, if a third party were to post inappropriate content on an employee's social media site and that employee has held themselves out to be

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an employee of the Dallas Police Department or the City of Dallas, that employee is expected to remove the inappropriate content from their social media site immediately. (i.e.: Facebook "takedown" policy)



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DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/01/2016

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## Dallas Police Department General Order

### 301.00 Emergency Vehicle Operation

DAVID O. BROWN  
CHIEF OF POLICE

Revised 07/10/2015

#### 301.00 EMERGENCY VEHICLE OPERATION

##### 301.01 Purpose

- A. The purpose of this General Order is to describe the authority and to establish guidelines for operating emergency vehicles. It is intended as a broad guide to the application of these procedures during the operation of an emergency vehicle.
- B. Situations exist that require officers to respond quickly to life threatening emergencies and/or engage in pursuit of violators. In any situation, an officer must always base the decision to pursue on probable cause, known facts, and circumstances that can be articulated by the officer.

##### 301.02 Authorized Emergency Vehicles

- A. Vehicles equipped, at a minimum, with a siren and externally mounted red and blue emergency warning lights that have been installed in a manner approved by the Chief of Police will be authorized emergency vehicles.
  1. An exception to externally mounted red and blue lights will be made for designated SUV model vehicles equipped with interior red and blue lights mounted at the top, and extending across the width of the windshield. Additional emergency warning lights will be mounted on these vehicles in accordance with specifications approved by the Chief of Police to allow the vehicle to operate as an emergency vehicle.
  2. Public Service Officer trucks are not authorized emergency vehicles.
- B. Vehicles equipped with red and blue lights that are not externally mounted are also authorized emergency vehicles, but these vehicles will be used for traffic stops only and will not be used for any other type of emergency response.
- C. Vehicles not equipped with serviceable emergency equipment as provided in section A or B above will not be operated in an emergency manner.

##### 301.03 Levels of Response Defined

- A. Code 1 - The operation of an emergency vehicle in normal traffic without using emergency lights and siren. All departmental personnel operating emergency vehicles in this mode will comply with the posted speed limit and obey all traffic control devices and signals.
- B. Code 3 - The operation of an emergency vehicle using the emergency warning devices, as well as activating the emergency vehicle's headlights. This method of operation is authorized by the State Transportation Code and is outlined in General Order 301.05.
  1. The **general** guideline shall be that officers operating their vehicles in this manner shall not exceed the posted speed limit by more than 20 miles per hour on major streets and freeways and shall observe the posted speed limit in residential neighborhoods and school zones.
  2. Officers operating their vehicles in this manner shall come to a complete stop to ensure an intersection is clear prior to disregarding any stop signal or stop sign.
  3. While operating a vehicle Code 3, an officer is not bound by the requirements listed in 301.03 B. 1-2 above in the following situations:
    - a. When responding to cover another law enforcement officer where an imminent threat to the officer's safety is present.
    - b. When an officer is involved in an authorized pursuit.However, in all situations, an officer is not relieved of the duty to operate the vehicle with appropriate regard for the safety of all persons or the consequences of reckless disregard for the safety of others.

##### 301.04 Operation of Authorized Emergency Vehicles

- A. In all operations of emergency vehicles, situations will exist which, in the responding officer's opinion, need an immediate and effective response. In these situations, the responding officer may determine that a delay in response could jeopardize the safety of a citizen or officer and upgrade from a Code 1 to a Code 3 response. When upgrading a response, the responding officer will notify the dispatcher, and upon acknowledgment, immediately activate the emergency equipment and headlights.
- B. When operating Code 3, the operator of the emergency vehicle is responsible for the safe operation of the vehicle. The officer must be able to articulate the facts and circumstances justifying the Code 3 decision.
- C. The authority to drive contrary to regulatory codes when operating an authorized emergency vehicle Code 3 does not relieve the operator of the responsibility of exercising due care. When regulating their speed, officers should give consideration to such things as the nature and seriousness of the offense or suspected offense and be consciously aware of weather conditions, traffic control devices, character of the neighborhood (residential or business), traffic volume, and road and vehicle conditions.
- D. After providing necessary assistance at a Code 3 or Assist Officer incident, the initial responding element will notify the dispatcher when the need for emergency assistance is over.
  1. Dispatcher will immediately sound an alert tone that Code 3 response has ended.
  2. Authorization for all other responses utilizing emergency warning devices will end.
  3. Other officers may proceed to the scene, driving at the posted speed limit and obeying all traffic control devices.
  4. Except when driven Code 3 or to an Assist Officer, no emergency vehicle will be driven faster than the posted speed limit.
- E. Officers requesting a cover element (not an assist officer) will advise the dispatcher if the response needed is Code 1

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- or Code 3, and the number of elements required. No other terminology will be used.
1. A Code 3 response is appropriate when an officer reasonably believes that a delay in response could jeopardize the safety of a citizen or officer.
  2. Officers responding to a Code 3 cover request will notify the dispatcher, and upon acknowledgement, immediately activate the emergency equipment and headlights.
  - F. In all Assist Officer incidents, responding officers will be authorized an emergency response as indicated in 301.03 B.3 without the need to notify the dispatcher of their intent to respond.
  - G. Officers will hold Code 3 responses to the essential minimum and terminate a Code 3 response at the earliest possible time. When the emergency warning devices are deactivated, a Code 1 response is in effect.

### **301.05 Authority to Operate as an Emergency Vehicle**

- A. The State Transportation Code permits authorized emergency vehicles to be operated in an emergency manner in response to an emergency call and in immediate pursuit of an actual or suspected violator of the law.
- B. The following will be considered emergencies within the meaning of Section A above:
  1. Calls assigned by the radio dispatcher that are designated as emergencies and only when dispatched as emergencies by the designation *Code 3*.
  2. Calls or situations wherein the personal knowledge of an officer justifies the reclassification of a Code 1 assignment to an emergency level Code 3.
  3. Situations wherein a supervisor directs that response be made Code 3.
  4. Routine Traffic Stops-  
Pursuit of a violator when the use of both emergency warning lights and siren is necessary to alert other traffic and/or to command the attention of the vehicle operator so that the he/she can be directed to stop. Officers may clock speeding traffic violators without using emergency lights and siren when they can do so safely and only for short distances.
  5. Chase Pursuit- Pursuit of a violator wherein the violator refuses to stop and the continuing use of both emergency warning lights and siren is necessary in the interest of warning others. The authority to drive contrary to traffic regulations requires the emission of an audible signal and activation of emergency warning lights. At the conclusion of the chase pursuit, all visible emergency warning lights will remain on at the scene.
- C. Authorized Levels of Response - The only authorized levels of response are Code 1 and Code 3, which are defined in GO 301.03.
- D. Authorized Operators - No Police Department vehicle will be operated with emergency equipment activated unless operated by either:
  1. A sworn member of the Police Department.
  2. A Reserve Officer of the Police Department when on duty and operating under the immediate order of a sworn officer or sworn supervisor, and only when such operation is essential to the preservation of life.
- E. The law enforcement goal of protection of life may be better served if an in-the-act offender is not alerted to an officer's arrival. When the siren and emergency warning lights are deactivated, the Code 3 response will cease and a Code 1 response will be in effect, and the officer must begin considering a tactical approach.

### **301.06 Private Vehicle - Emergency Escort**

- A. When an officer in the field is requested to escort a private vehicle carrying an injured or ill person, the officer will determine the severity of the injury or illness. The officer should offer to call an ambulance and offer to administer first aid.
- B. If the driver and patient refuse the officer's offer and want to continue to the nearest hospital or medical facility, the officer may escort the vehicle Code 1. The dispatcher will be notified prior to the escort.
- C. If the situation is not of a life threatening nature, the officer will politely suggest that the driver proceed carefully and obey all traffic regulations, and if appropriate, suggest the quickest and safest route to the hospital. Should the driver not know the way to the hospital, the officer may furnish an escort Code 1.
- D. An officer will not escort a private vehicle Code 3.

### **301.07 Vehicle Pursuits**

- A. Purpose - The purpose of this policy is to establish guidelines for making decisions with regard to vehicular pursuits.
- B. Philosophy - General Order 906.01 B., states "Protection of human life is a primary goal of the Police Department; therefore, police officers have a responsibility to use only the degree of force necessary to protect and preserve life." Initiating or participating in a vehicular pursuit presents a danger to the officers involved, the suspect, and the general public. Accordingly, the decision to initiate a pursuit must be based on the pursuing officer's conclusion that the immediate danger to the officer, public and suspect created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
- C. Definition - A Pursuit is defined as an active attempt by an officer in an authorized emergency vehicle to apprehend a fleeing suspect in a motor vehicle who is attempting to elude the officer. 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. The term "Chase" will be considered synonymous with "Pursuit."
- D. Decision to Initiate Pursuit
  1. The decision to pursue must be based upon facts and circumstances known to the officer.
  2. In deciding whether to pursue, an officer must take the following pursuit risk factors under 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,

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- e. presence of other persons in the police vehicle,
  - f. age of offender,
  - g. whether or not the offender's identity is known, and
  - h. any circumstance under which the pursuing officer will be unable to maintain control of the emergency vehicle.
3. An officer may initiate a pursuit under the following circumstances:
    - a. when the officer has probable cause to believe that a felony involving the use or threat of physical force or violence has been, or is about to be, committed, or
    - b. to assist another law enforcement agency that has initiated a pursuit under the same circumstances, or
    - c. an outside agency has initiated a pursuit which has entered the City of Dallas and there is only one police vehicle involved, or
    - d. an officer on-views a suspect discharge a firearm in a public place or displays a firearm in a public place in a threatening manner, and
    - e. the officer reasonably believes that the immediate need to apprehend the offender outweighs the risk to any person of collision, injury or death.
    - f. all other pursuits are prohibited.
  4. Officers will not pursue a motorist whose only offense is driving while intoxicated if the actions of the driver escalate beyond merely failing to yield to the emergency vehicle.
- E. Manner of Operation While in Pursuit
1. The emergency warning lights, siren, and emergency vehicle headlights will be used at all times while operating Code 3.
  2. Only police vehicles equipped with operable emergency warning lights and sirens will participate in the pursuit of a fleeing vehicle.
  3. Unmarked vehicles without roof mounted emergency warning light systems will not become involved in a pursuit. Supervisors in unmarked vehicles will follow the chase using a Code 1 response.
  4. If a pursuit is initiated by a motorcycle, the motorcycle will abandon the pursuit when a four-wheel unit with roof mounted emergency warning light systems joins the pursuit.
  5. Vehicles with passengers (prisoners, witnesses, suspects, complainants or other non-police personnel who have not signed a waiver of liability) will not become engaged in pursuits.
  6. Paddy Wagons will not become engaged in pursuits.
- F. Pursuit Termination
1. Pursuing officers shall continually assess the pursuit risk factors and terminate the pursuit when the danger to the officer, public or suspect becomes greater than the immediate need to apprehend the suspect.
  2. If visual contact is lost other than momentarily, officers will discontinue the pursuit.
  3. Officers will terminate a pursuit when directed to do so by a supervisor.
  4. Once the decision has been made to terminate a pursuit, officers will immediately disengage emergency warning lights and siren and reduce to Code 1.
- G. Prohibited Practices
1. Setting up roadblocks to stop violators.
  2. Attempting to force the vehicle from the roadway by driving alongside or in front of the fleeing vehicle.
  3. Bumping or ramming the fleeing vehicle in an attempt to force it from the road.
  4. Discharging weapons at a moving vehicle unless an occupant of the vehicle is using or attempting to use deadly force on an officer or other persons.
  5. Pursuing violators the wrong way on any freeway, one-way service road, one-way street, or divided roadway. This order is not intended to prohibit pursuit on an adjacent roadway where the officer is driving with the traffic flow.
  6. Following so closely that adequate reaction and braking time is insufficient to prevent collision with any leading vehicle.
- H. Responsibilities of Pursuing Elements
1. Any element initiating a pursuit will immediately notify the police dispatcher of the following information:
    - a. Element number.
    - b. Direction of travel.
    - c. Reason for pursuit to include offense that has been, or is about to be, committed.
    - d. Description and number of occupants.
  2. No more than the following three vehicles will be involved in a pursuit - the pursuit element, one support element, and a supervisor (either the Controlling Supervisor or another supervisor). The officer in the primary vehicle or the supervisor engaged in the pursuit may request approval from the Controlling Supervisor to add additional elements to the pursuit. The Controlling Supervisor may grant this request and has the option to add additional elements based upon personal judgment. Factors to be considered before requesting or allowing additional elements to join the pursuit include, but are not limited to:
    - a. The nature of the offense.
    - b. The number of suspects.
    - c. Whether to add a third element to the pursuit if no supervisor is able to join it.
    - d. Whether the participating elements have more than one officer per vehicle.
    - e. Any factor that could reasonably cause an increased hazard.
  3. Other police vehicles will not enter a pursuit to assume the lead or secondary vehicle position unless these factors apply:
    - a. The lead or secondary vehicles have fallen far enough behind the suspect's vehicle that it may be reasonably assumed the lead or secondary vehicle cannot maintain contact with the suspect's vehicle.
    - b. The vehicle can enter the pursuit without causing other pursuing squad cars to take evasive action.
    - c. If a police vehicle assumes the lead or second vehicle position (after meeting the above conditions), the vehicle entering the pursuit will immediately inform the dispatcher of the action taken. The last or third police vehicle (unless it is a supervisor) will then leave the pursuit and notify the dispatcher of this action.

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4. Officers involved in a pursuit will immediately inform the dispatcher of any collision or other injury observed by the officer as a result of the pursuit.
  5. Vehicles trailing a chase at a distance and at legal speed limits will not follow the chase beyond their Operations Division geographical boundaries and will obey traffic control devices. Sufficient vehicles to provide this support will be available in the Operations Division in which the chase continues.
  6. Officers not directly involved in a pursuit will not respond Code 3 to catch up to a pursuit unless directed to do so by a supervisor.
- I. Responsibilities of the Controlling Supervisor
1. When an element becomes involved in a pursuit, the field supervisor of the responding element, if available, will be assigned by the dispatcher as the Controlling Supervisor. If this supervisor is not available, another first line supervisor will be assigned. If another first line supervisor is not available, the watch commander will be assigned.
  2. Command the pursuit from either a stationary position or while proceeding Code 1 toward the pursuit.
  3. Have the option of joining the pursuit, if another supervisor has not done so. If the supervisor joins the pursuit, another supervisor, if available, will become the controlling supervisor.
  4. Monitor all radio communications to ensure that only those elements authorized and designated by the dispatcher participate in high-speed pursuits.
  5. Consider the nature and seriousness of the offense for which the suspect is being pursued and assess the potential, if any, for identifying and arresting the fleeing offender at a later time.
  6. Order a pursuit discontinued when any of the following are applicable:
    - a. The known circumstances or facts do not justify continuing the pursuit.
    - b. The actions of other police agencies or individuals increase the danger to officers or the public. This includes actions of other police agencies that violate the Inter-Jurisdictional Pursuit Agreement, whether or not the violating agency is a signatory to that agreement.
    - c. Upon receiving a recommendation by the primary pursuit element, the supervisor involved in the pursuit, or a superior officer.
    - d. The risk to any person of injury, collision or death outweighs the immediate need to apprehend the offender.
  7. Police motor vehicle pursuits are only authorized in very limited circumstance. However, these circumstances involve potential violent offenders who in some cases may pose a substantial danger to pursuing officers at the conclusion of the pursuit. When these circumstances exist, a controlling supervisor is authorized to add additional elements to the pursuit. Factors to be considered before requesting or allowing additional elements to join the pursuit include, but are not limited to:
    - a. The nature of the offense.
    - b. The number of suspects.
    - c. Whether to add a third element to the pursuit if no supervisor is able to join it.
    - d. Whether the participating elements have more than one officer per vehicle.
    - e. Any factor that could reasonably cause an increased hazard.
  8. If a supervisor authorizes additional elements in a pursuit, either based on his or her own judgment or in response to a request by involved elements, the justification for the authorization must be documented in the Vehicle Pursuit form.
  9. Completion of the Vehicle Pursuit form located on the BlueTeam link under the Dallas Police Department intranet home page. Supervisors must attach the Evading Offense report and Chase report to the Vehicle Pursuit form. If available, supervisors must provide any DVR video, AVL reports, and arrest reports with the Vehicle Pursuit form through the chain-of-command to the Division Commander for review.
- J. Responsibilities of the Patrol Watch Commander or Acting Watch Commander
1. Monitor active pursuits to ensure a controlling supervisor has been assigned and pursuit polices are followed.
  2. Ensure the justification for the pursuit and decisions made regarding the pursuit are consistent with the Department's overall pursuit philosophy.
  3. Immediately terminate a pursuit which causes substantial danger to the officers or the public that outweighs the need to apprehend the offender.
  4. Evaluate all requests to add additional elements by the pursuing officers and authorization for additional elements by the controlling supervisor to ensure the additional elements do not create an unjustified risk to the involved officers and the public.
- K. Responsibilities of the Communications Division
1. Develop and maintain standard procedures for a Pursuit Management Team to include a Communications Supervisor, Dispatcher and Service Desk.
  2. The radio dispatcher will:
    - a. Transmit all information pertinent to the pursuit to other police elements.
    - b. Immediately designate the sector supervisor of the initiating element, if available, as the Controlling Supervisor.
    - c. Notify the helicopter duty officer.
    - d. Advise pursuit vehicles of any known or potential hazards in the path of the pursuit (accidents, street closures, repairs, etc.).
    - e. Attempt to determine the reason why a vehicle is fleeing (e.g., a robbery that may have occurred near the initiation point of the chase, etc.).
    - f. Sound the alert tone at the cessation of pursuit to audibly emphasize the requirement to reduce to Code 1 driving.
    - g. Ensure a patrol watch commander is made aware that a pursuit is occurring.
  3. When it becomes evident a pursuit may cross into another dispatch area with a different radio frequency, the originating dispatcher will notify the dispatcher responsible for the area into which the pursuit may continue. This dispatcher will activate the *Alert Tone* to warn elements in his/her dispatch area that emergency radio traffic will be forthcoming. Activation of the alert tone will include two short *beeps* of this signal followed by pertinent information regarding the pursuit.

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4. When a pursuit enters another Operations Division, that channel's dispatcher will keep the division officers informed of the location of the pursuit. No officer will join a pursuit without obtaining approval from the dispatcher and/or the Controlling Supervisor of the channel and/or division where the pursuit originated. Normally, all pursuits will be maintained and controlled on the radio channel where the pursuit originated and under the direction of the original Controlling Supervisor. The only exceptions to this policy will be:
    - a. If radio transmissions become weak or unreadable, a Communications Section supervisor will direct elements to a channel where transmissions are improved.
    - b. If a pursuit continues for an excessive length of time, the Communications Section Supervisor may direct elements to another channel so that operations on the primary channel may return to normal.
    - c. If the Controlling Supervisor advises that a pursuit should be broadcast on another channel for officer safety, the Communications Section supervisor will direct the elements to another channel.
  5. Notify Fusion with all available information so that intelligence can be developed while the pursuit is occurring.
- L. Responsibilities of the Station Sergeant
1. Ensure no element within the division is attempting to overtake the pursuit from an impractical distance or with excessive speed.
  2. Ensure officers are not trailing pursuit in violation of GO 301.07, H. 5.
  3. If the chase proceeds into another division, the station sergeant of that division will also begin monitoring the AVL in addition to the station sergeant from the division where the chase originated.
  4. Monitor all elements for violations of the general order.
  5. Ensure all elements observed to be violating or attempting to violate department emergency vehicle operation policy are immediately directed to cease the activity.
  6. Ensure all violations observed from monitoring the AVL are documented on the chase report.
- M. Helicopter Involvement
1. Whenever possible, the helicopter will join a pursuit after notification by the dispatcher. Upon joining the pursuit, the helicopter will:
    - a. Advise the dispatcher and Controlling Supervisor of the helicopter's presence, its ability to maintain contact while directing the pursuit, and the number of vehicles in the pursuit.
    - b. Direct ground units to the fleeing vehicle's termination point.
  2. If practical and safe, the helicopter will:
    - a. Maintain a position that allows the pilot and/or observer to see an area several blocks in front of and behind the suspect's vehicle.
    - b. Notify pursuing officers of any upcoming traffic hazards.
    - c. Be aware of the number of police vehicles in the pursuit and notify the Controlling Supervisor and/or the dispatcher of any changes in the number of vehicles involved in the pursuit.

### **301.08 Inter-Jurisdictional Pursuit Policy**

- A. If it becomes evident the pursuit might cross into another jurisdiction or if elements from another police agency become involved in the pursuit, the dispatcher will determine whether the jurisdiction being entered or agencies participating in the pursuit are signatories to the Inter-Jurisdictional Pursuit Agreement. This information will immediately be broadcast to the pursuit vehicles and Controlling Supervisor.
- B. Before a pursuit enters another jurisdiction, the dispatcher will notify the other agency with the following information:
  1. The pursuit is about to enter their jurisdiction.
  2. Reason for the pursuit and nature of violation.
  3. Location and direction of the pursuit.
  4. Complete description of occupants and vehicle.
  5. Number of elements involved in the pursuit.
  6. Whether or not assistance is needed.
  7. If applicable, notify that agency when the pursuit is leaving their jurisdictional boundaries or the location of termination.
- C. The initiating agency will have control and be responsible for the pursuit. Other agencies will not participate unless requested to assist.
- D. A total of no more than three vehicles from the combined jurisdictions will be involved in any pursuit - two elements and one supervisor.
- E. During a pursuit involving more than one agency, the following practices are prohibited:
  1. Roadblocks.
  2. Ramming.
  3. Forcing pursued vehicle off roadway.
  4. Shooting at pursued vehicle (except to protect against the use of unlawful deadly force).
- F. Responsibility of the initiating agency:
  1. Arraignment of arrested persons.
  2. Disposition of any passenger.
  3. Disposition of arrested person's vehicle.
  4. Coordination of all reports, citations, and criminal charges.
- G. Without unnecessary delay, the apprehending officer will take the arrestee or have him/her taken before one of the following:
  1. The magistrate who issued the warrant or the magistrate named in the warrant - if the magistrate is in the same county where the person is arrested.
  2. Some magistrate in the county in which he/she was arrested - if the issuing or named magistrate is in another county.
  3. A magistrate in a county bordering the county in which the arrest was made - if it is necessary to provide the required warnings more expeditiously to the arrestee.
- H. As a matter of professional courtesy, Dallas Police Department personnel will provide police personnel from the agency where the pursuit terminated pertinent information regarding the pursuit.

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**301.09 Pursuits - Reporting and Review**

- A. Offense Report
  - 1. At the conclusion of each vehicular pursuit, officers will obtain a service number and prepare a direct entry offense report titled *Evading Arrest*. This report will be prepared regardless of whether the suspect was arrested or escaped.
  - 2. Officers will prepare an offense report titled *Evading Arrest-No Pursuit* whenever a suspect fails to stop for an authorized emergency vehicle but a pursuit was prohibited by departmental policy.
  - 3. These offense reports will fully describe the particulars of the incident and actions taken by the officers involved.
  - 4. In instances where the suspect escapes, the offense report will contain as much information as available regarding suspect and vehicle descriptions and any other pertinent identifying data.
  - 5. Information contained in the offense report will be used by detectives to develop a case against an offender who may have escaped. This information may result in the suspect being arrested at a later time and in a safer manner.
- B. Vehicle Pursuit Form
  - 1. The Controlling Supervisor will complete a Vehicle Pursuit form prior to the end of their shift. If a Controlling Supervisor is not assigned, the primary pursuit element will advise their assigned supervisor of the details of the pursuit. If the assigned supervisor is not available, the primary pursuit element will then advise the sector relief supervisor or a late relief supervisor assigned to that watch. The supervisor will then be responsible for filling out the Vehicle Pursuit form before the end of their shift.
  - 2. The Vehicle Pursuit form, offense report, AVL report, any arrest reports, and any video recording of the pursuit will be reviewed by the initiating officer's chain of command through the Division Commander level.
  - 3. The Division Commander will:
    - a. Review all pursuits for adherence to departmental policy;
    - b. Ensure that any appropriate follow-up including commendation, correction or training is taken;
    - c. Notify the Departmental Safety Officer of any recommendations that may enhance officer or citizen safety.

**301.10 Moving Surveillance/Tactical Apprehension**

- A. This order establishes a mechanism for field personnel to effect an apprehension of suspects in a moving vehicle or under circumstances that do not meet the criteria for a pursuit per General Order 301.07.D(3). In this circumstance, the violation must be of a serious nature and the officer believes there is an immediate need to apprehend the suspects. (This will not include traffic or Class C offenses). As with all operations, the safety of police personnel and the community is the primary goal.
- B. Tactical Apprehension: a coordinated and supervised operation involving one or more departmental workgroups in the apprehension of a suspect (s) with vehicular mobility or other similar circumstance. An apprehension of this type may be conducted with the helicopter, covert elements and marked units along with a controlling supervisor. To initiate a Tactical Apprehension an officer must do the following:
  - 1. Determine probable cause exists that an offense has been or is about to be committed.
  - 2. Determine that a Code 3 operation is not authorized and no emergency warning lights or siren will be utilized.
  - 3. Notify the dispatcher and a controlling supervisor of the need to tactically apprehend a suspected violator. Ideally, the patrol deployment squad supervisor will control a Tactical Apprehension; but a patrol field supervisor may also assume control if a deployment supervisor is not available. Officers will give the controlling supervisor as much information as possible, including the suspected offense (burglary, auto theft, non-violent felony warrant etc.), element number, direction of travel, reason for request of Tactical Apprehension, description and number of occupants and any other available information.
  - 4. Request helicopter involvement immediately.
- C. Covert elements and the helicopter will respond to positions where they will be conducting the moving surveillance of the suspect vehicle, while marked elements will disengage and be directed to trail or perimeter positions by the controlling supervisor. All elements (covert and marked) will operate code 1.
- D. Helicopter Involvement – Whenever possible the helicopter will join the tactical apprehension. Upon joining, the helicopter will:
  - 1. Advise dispatcher and controlling supervisors of their presence.
  - 2. Be aware of the number of marked units and their positions. The helicopter may direct marked elements away from the suspect vehicle.
  - 3. Direct ground units to the vehicles termination point.
- E. The controlling supervisor will:
  - 1. Be involved in the tactical apprehension to the greatest extent possible and will determine how to coordinate the operation.
  - 2. Have the helicopter and/or covert elements follow the vehicle until the suspect(s) abandon the vehicle or direct marked patrol elements to initiate the stop as dictated by the individual circumstances.
  - 3. Coordinate information directing elements to a suspect's position for an arrest opportunity. Uniformed officers may be directed by covert elements or the helicopter to the suspect and will be provided with a physical and clothing description of the suspect. Uniformed officers will affect the arrest of the designated suspect (s) and provide transport for those suspects.
  - 4. **Ensure no pursuit will be initiated without circumstances that would authorize a pursuit under General Order 301.07.D (3).**
- F. For safety reasons covert officers will refrain from being part of the arrest and will only expose themselves in an emergency. If an emergency exists and covert officers deploy, they will wear a Dallas Police Identification Jacket or Vest with identifying marks and verbally identify themselves as Dallas Police Officers.
- G. A controlling supervisor may also decide that an extended moving surveillance is required prior to an arrest opportunity. This surveillance consists of: the covert and accurate observation of persons, places or things for the purpose of obtaining physical and visual evidence concerning identities or activities of subjects for evidentiary or

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- intelligence gathering purposes. At this point the supervisor will announce this decision on all affected radio channels to ensure involved personnel, field elements and the dispatcher are informed.
- H. The controlling supervisor will determine the number of marked patrol elements required for the tactical apprehension of the suspect(s). All other patrol elements shall stay out of the operating area unless requested by the controlling supervisor, or circumstances develop that would require an immediate police response.
  - I. In some cases the helicopter or divisional deployment assets will not be available in a timely manner. The controlling supervisor should check with dispatch and request assistance from another division. If these resources are not able to respond the supervisor will make the decision to initiate a traffic stop or felony stop. If the suspect vehicle then flees or evades, General Order 301.07 will apply and no pursuit will be initiated.



# Dallas Police Department General Order

## 302.00 Traffic Enforcement

DAVID O. BROWN  
CHIEF OF POLICE

Revised 3/24/2011

### 302.00 TRAFFIC ENFORCEMENT

#### 302.01 General Policy

- A. Age Limitations on Citations
  1. Traffic citations will not be issued to persons under twelve years of age or to persons over 65 years of age for pedestrian violations.
  2. Citations may be issued to persons over 65 for moving traffic violations.
- B. Officers should exercise discretion when taking enforcement action on out-of-town or out-of-state visitors. Traffic citations may be issued to out-of-town or out-of-state visitors. If the violation appears intentional or flagrant, the violator may be taken into custody and required to post bond. If unable to post bond, the individual may be placed in jail.
- C. Obtaining Arrested Person's Name and Address
  1. If a violator is unable to produce proper identification showing name and address, or satisfy the officer as to his/her identity, such person may be taken into custody and required to post bond. If the violator is unable to post bond, he/she may be placed in jail.
  2. After arrival at jail, if the violator is able to establish identity and proper address to the satisfaction of the jail supervisor, the jail supervisor will instruct the officer to issue the violator a citation and release the individual.
- D. If a violator refuses to sign a citation, he/she may be arrested and required to post bond.
- E. When an officer is in the process of having a parking violator's vehicle impounded and the driver returns to the scene before the wrecker leaves with it, a citation will be issued and the vehicle released to the driver. No wrecker fee will be charged.
- F. Officers will not take minor traffic enforcement action when transporting a citizen on a Signal 62 (Public Service), unless public safety would be adversely affected by lack of action.
- G. Warnings: Written warnings are not utilized by the Department. Verbal warnings may be used when there is a new enforcement program going into effect and the preliminary phase calls for a period of public education. Newly enacted laws or regulations may be enforced on their effective date. A verbal warning may be sufficient in certain minor violations.
- H. Officers responding to a vehicular accident incident with a disturbance between principals will:
  1. Determine if an assault has occurred at the scene
  2. Investigate the assault, request Dallas Fire Rescue for any injuries and prevent any further assaults prior to investigating the accident.
  3. Note in the narrative section of the state crash form the case or incident number used for any assault that might have occurred during the disturbance.
- I. Officers that come into contact with a licensed driver who demonstrates symptoms of a possible health condition that may interfere with the safe operation of a motor vehicle will:
  1. Determine if the driver is capable of continuing to operate a motor vehicle at the time of contact, if so record the full name, date of birth and Texas drivers license number of the driver and release them, if the officer determines that it is not safe to allow the driver to continue to operate a motor vehicle the officer will find a safe alternative to releasing the driver.
  2. Report the driver to the Texas Department of Public Safety Driver Improvement and Compliance Bureau by completing a memo with the driver's information and a description of the contact and the medical or other condition that the officer feels may interfere with the safe operation of a motor vehicle. The memo will be forwarded through the officer's chain of command to the commander of the Field Services Division.
  3. The Commander of the Field Services Division or their designee will forward the information to the Texas Department of Public Safety Driver Improvement and Compliance Bureau.
- J. When completing the race/ethnicity field on a citation, officers will use the Traffic Court System Code that most accurately reflects that individual's race/ethnicity. Officers will not ask an individual for their race, but will make that determination to the best of their ability.

RACE/ETHNICITY	Traffic Court System Code
Black	B
Asian	A
White	W
Hispanic	H
Middle Eastern/Indian	C
Native American	I

#### 302.02 Traffic Enforcement in Accident Investigations

- A. During the investigation of traffic accidents, any officer who on-viewed and witnessed an accident may issue a citation for any violation occurring in his/her presence.
- B. During the investigation of traffic accidents, the investigating officer, although not a witness to the accident, will issue citations for "No Operators License" and "No Liability Insurance", when these violations have been committed. If any

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- party wishes to file additional charges, he or she will be referred to the City Attorney's Office. Officers issuing "No Operators License" and "No Liability Insurance" citations will be guided by the following:
1. The officer must have a 'fact witness' who is willing to testify in City Court that the violator was, in fact, operating a motor vehicle on a public street, or the violator must admit to the investigating officer that he or she was the operator of the vehicle.
  2. The name of the witness, his/her address, zip code, and telephone number will be placed in the space provided on the court's copy of the citation.
  3. Any corroborating information, (such as statements of witnesses, direction of travel of vehicles, lane of traffic, block numbers) should be placed in the narrative portion of the court's copy of the citation.
- C. In all cases involving serious injury or death, the appropriate state law covering the incident will be used.
- D. Enforcement action will not be taken under the following circumstances:
1. When a motor vehicle overturns in the roadway or runs off the roadway without colliding with another vehicle or object and only the driver is injured and/or the overturned vehicle is damaged.
  2. When ice or snow is on the street and is the principal cause of an accident and no reckless disregard of safety is indicated.
  3. When an unforeseen hazard exists without forewarning and the hazard is the principal cause of the accident and no reckless disregard of safety is indicated (such as oil slicks, unusual mud deposits, unlighted barricades, piles of dirt or debris, objects left or fallen onto the street).
  4. Sections 2 and 3 above do not apply if persons other than the drivers are injured or killed. In this type of accident, the drivers at fault may be charged as appropriate under Chapters 19, 22, or 49 of the Penal Code. The officer conducting the accident investigation will make a reasonable attempt to ensure that the next-of-kin is notified when:
    - a. An adult or juvenile is killed.
    - b. An adult is injured or incapacitated to the point that he/she is unable to make his or her own notification.
    - c. A juvenile is injured.
- E. DART Bus Accidents
1. Non-injury and Non-fatality Accidents
    - a. The bus driver may continue on the route after exchanging all necessary information with the other driver and reporting the accident by telephone to a DART supervisor.
    - b. Any traffic ticket issued to a DART bus driver, out of the driver's presence, will be delivered to a DART supervisor. It will be noted on the Accident Report that the ticket was *Delivered to a DART supervisor*.
  2. Injury and/or Fatality Accidents
    - a. The DART driver will remain at the accident scene until released by the investigating officer.
    - b. A DART adjuster will be ordered through the police dispatcher.

### **302.03 Investigation of Minor Accidents**

- A. The investigating officer will complete an Accident Report Form ST-3 for any minor accident when:
  1. Any person involved in the accident is injured or claims injury.
  2. There is damage to public or private property other than the involved vehicles.
  3. An unattended vehicle is involved or damaged.
  4. Any criminal action, other than the issuance of citations for "No Operators License" and "No Liability Insurance", is involved. This will include, but is not limited to, FSRA, FLID, DWI, or when a stolen vehicle is involved. As a rule, officers will investigate FLID and FSRA accidents when either/or both parties have left the scene to:
    - a. Pursue the suspect;
    - b. Seek medical attention; and/or
    - c. Call the police from a telephone in close proximity.
  5. There is damage to City equipment. The accident investigator will determine the type of report to be made in accordance with state law and Traffic Section Standard Operating Procedure.
  6. A vehicle belonging to any governmental agency is involved.
- B. When an accident involves disabled or non-movable vehicles, a field element will be dispatched to the location. If necessary, the element may order a city contract wrecker. Unless the accident involves a situation outlined in 302.03A, an Accident Report is not required. A Miscellaneous Incident Report (MIR), outlining owner information and disposition of vehicle, will be completed instead. An MIR will be completed on any impounded vehicle.
- C. When the vehicles can be driven and none of the exceptions listed in 302.03A or B exist, the field element will notify the dispatcher to clear the call with an N-5 (non-police incident) designation.
- D. If the damage to the vehicle/property of any one person exceeds \$500 and the accident is not investigated by an officer, the responding field element will do one of the following:
  1. Provide state blue forms (ST-2) to the persons involved in the accident and advise them that in accordance with state law, they must complete and submit the form to the Statistical Services Bureau of the Texas Department of Public Safety.
  2. Direct the parties to any of the police substations where they may pick up a state blue form.
- E. When Fire Department 911/311 personnel receive a call reporting an accident, they will:
  1. Determine if either Section 302.03A or B is applicable.
  2. If the call does not meet the criteria established in Section 302.03A or B, advise the person that the Police Department does not investigate minor accidents.
  3. Advise the person that the damage to the property of any one person is \$500 or more, the accident must be reported to the state in accordance with 302.03D, and explain where the state blue forms may be obtained.

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### **302.04 FLID and FSRA Reporting Procedure**

- A. Officers will be required to complete an Offense/Incident Report in conjunction with the Accident Report on FLIDs (Duty to Give Information) or FSRA (Duty to Give Information and Render Aid). The Offense/Incident Report will be entered on a station RLN, an MDC, or called in to Direct Entry.
- B. State and Departmental Reporting Requirements
  1. Two service numbers are required: one for the Accident Report and another for the FLID or FSRA Offense Report. Each report must contain a complete narrative of what occurred and be cross-referenced to its related service number.
  2. A Polaris Report must be completed and submitted through the reporting officer's chain-of-command to the Traffic Section. The Accident Report must be completed according to the guidelines in ST-100 (*State of Texas Instructions [To Police] for Reporting Accidents on the Texas Peace Officer's Accident Report Form and Commercial Motor Vehicle Supplement Form*).
- C. Unless an exception is indicated, each FLID or FSRA Offense Report will contain the following:
  1. Property Page - Include a description of the damage done to the complainant's vehicle only.
  2. Vehicle Page - Complete one for each vehicle involved in the accident. If more than two vehicles are involved, the report must be called in to Direct Entry as there are only two vehicle pages available via the MDC.
  3. Suspect Page - Required only if suspect information is available.
  4. Witness Page - Required only if a witness is located.
  5. Narrative Page - The first sentence must be, "See Accident Report on Service #." (Use the service number of the accident). Include all other information related to the offense such as directions of travel, collision points, vehicle damage, injuries, etc. Do not include any identifying information on witnesses or suspects in the narrative.
- D. All other procedures pertaining to FLID offenses shall remain in effect.
- E. FLID-type accidents involving property damage that occur on private property (if defined as a non-reportable area in the Patrol Bureau S.O.P.), will be investigated as Reckless Damage or Criminal Mischief incidents, as appropriate.

### **302.05 Use of Police Vehicles to Protect Accident Scenes**

- A. Police elements arriving at the scene of an accident may use the police vehicle to block off or protect the scene to determine if there are injuries and what type of assistance is needed.
- B. The officer will determine if the police vehicle is needed to protect his/her safety and prevent further injuries. If not, flares will be set out to protect or block off the scene and then the police vehicle will be moved to the shoulder or center median of the roadway.
- C. When police vehicles are used to protect the scene of an accident, they will be parked with emergency lights operating in a position that will be clearly visible to oncoming traffic. If possible, flares should also be put out to further secure the area.
- D. All officers will ensure that the trunk lid of their squad car does not remain open at an accident scene. An open trunk lid will obstruct emergency lights and render them ineffective.

### **302.06 Accidents Involving City Owned Equipment**

- A. Employee Responsibilities
  1. A City employee driving a city-owned vehicle involved in an accident will ensure that a supervisor is called to the scene.
  2. The involved City employee will complete and submit an *Accident Report Involving City Equipment or Privately Owned Equipment Used on City Business* form (P-8 Rev.). All accidents involving privately owned vehicles used on City business (mileage reimbursed) will be handled as if city-owned equipment is involved.
- B. Property Damage Accidents
  1. Involving Only City-Owned Vehicle/Property - No Injuries
    - a. The investigating officer will complete and submit the following forms:
      - i. A computer-generated Miscellaneous Incident Report.
      - ii. Accident Investigator's Report Form 69-12R1 - as an Attachment.
    - b. The involved City employee is responsible for completing and submitting *Accident Report Involving City Equipment or Privately Owned Equipment Used on City Business* form (P-8 Rev.).
    - c. Drivers are not required to submit state blue forms ST-2 or SR-21.
  2. Involving Private Property or Private Vehicle - No Injuries
    - a. Damage Less Than \$500 Per Person
      - i. Unless a private citizen requests an Accident Report filed, the investigating officer will complete and submit the following forms:
        - (1) Miscellaneous Incident Report.
        - (2) Accident Investigator's Report Form 69-12R1 – as an Attachment.
      - ii. When a private citizen requests an accident report be filed, the investigating officer will complete and submit the following forms:
        - (1) Motor Vehicle Accident Report Form ST-3.
        - (2) An Accident Investigator's Report 69-12R1.
      - iii. The involved City employee will complete and submit *Accident Report Involving City Equipment or Privately Owned Equipment Used on City Business* form (P-8 Rev.).
    - b. Damage at Least \$500 Per Person
      - i. The investigating officer will complete and submit the following reports:
        - (1) Motor Vehicle Accident Report Form ST-3.
        - (2) Accident Investigator's Report Form 69-12R1 - as an Attachment.

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- ii. The involved City employee will complete and submit *Accident Report Involving City Equipment or Privately Owned Equipment Used on City Business Form* (P-8 Rev.).
- c. Drivers are not required to submit state blue forms ST-2 or SR-21 in the following situations:
  - i. Damage to property or vehicle is less than \$500 per person.
  - ii. The investigating officer submits Motor Vehicle Accident Report Form ST-3.
- C. Injury or Fatality Accidents
  - 1. The investigating officer will complete and submit the following reports:
    - a. Motor Vehicle Accident Report Form ST-3.
    - b. Accident Investigator's Report Form 69-12R1 - Attachment.
    - c. A computer-generated Miscellaneous Incident Report - (required only on a fatality).
  - 2. The City employee will complete and submit *Accident Report Involving City Equipment or Privately Owned Equipment Used on City Business form* (P-8 Rev.).
- D. When a DART vehicle is involved, it is not necessary for the investigating officer to complete an Accident Investigator's Report (Form 69-12 R1).
- E. Damage Estimates
  - 1. It is unnecessary to call a city mechanic to the scene of an accident involving city- owned vehicles or vehicles working under contract with the City of Dallas.
  - 2. Southeast Service Center body shop personnel will estimate vehicle damages at their office. The body shop will be open for estimates between the hours of 7:00 a.m. and 3:30 p.m., Monday - Friday. The following vehicles, however, will not be estimated at the Southeast Service Center body shop:
    - a. DART vehicles.
    - b. Privately owned equipment (including city contract wreckers) on city business.
    - c. Fire Department vehicles.
    - d. Park Department vehicles.
  - 3. City equipment vehicles that cannot be driven will be taken to the body shop.
  - 4. If the City vehicle sustained very minor damage and will remain in service, the City vehicle driver will:
    - a. Report to the body shop with the damaged vehicle if the accident occurred during body shop hours.
    - b. Report to the body shop with the damaged vehicle the next day if the accident occurred after business hours or on Monday if the accident occurs on the weekend. If the driver will not be on duty, they will advise a supervisor who will designate someone to deliver the damaged vehicle to the body shop.
- F. Supervisor's Report on City Equipment Accidents (SO2001-16)
  - 1. After reviewing the employee's P-8 form and the Accident Investigator's reports concerning the accident, the employee's immediate supervisor will complete a *Supervisor's Investigation of Accident/Injury Report*.
  - 2. The employee's immediate supervisor will assemble a collision packet according to the procedures outlined in General Order 419.06-Police Equipment Collision Guidelines.
- G. Damage to Certain Types of Property
  - 1. Fire Hydrant - The investigating officer will contact the dispatcher, who will then notify the Water Utilities Department.
  - 2. Light Pole - The investigating officer will include the light pole number on the Motor Vehicle Accident Report Form.

### **302.07 Police Jurisdiction on the Dallas North Tollway**

- A. The Department of Public Safety (DPS) will have primary responsibility for enforcement of traffic laws and investigation of traffic accidents on the Dallas North Tollway and President George Bush Turnpike. DPD officers may take traffic enforcement on the Dallas North Tollway and President George Bush Turnpike for those portions that lie within the Dallas City limits. DPD officers will not use fixed radar locations anywhere on President George Bush Turnpike, Dallas North Tollway or Parkway extension.
- B. Criminal offenses, except traffic-related offenses, will be investigated by the local law enforcement officers in whose jurisdiction the offense occurred.
- C. Should a vehicle pursued by DPD enter on to the Dallas North Tollway before it can be stopped, the officers may pursue the car. The dispatcher will call DPS and request their assistance in apprehending the driver of the wanted vehicle.
- D. Dallas North Tollway Procedure
  - 1. DPD officers who receive a call on the Dallas North Tollway will proceed to the call location. If the element receives an accident call on the Dallas North Tollway, the officers will request DPS officers to meet them at the scene. Immediately upon the arrival of the DPS officers, DPD officers will relinquish the investigation to the DPS officers and return to service.
  - 2. The North Texas Tollway Authority (NTTA) equips DPD with non-revenue toll tags for official police department vehicles through the DPD liaison, stationed at the quartermaster. The liaison is responsible for coordinating all DPD toll tags and communications with the NTTA.
  - 3. Fleet coordinators will be responsible for communications with the liaison regarding any toll tag inquiries, requests or changes (i.e. vehicles to be taken out of service). The liaison will be responsible for ensuring the DPD portion of the NTTA toll tag database is current.
  - 4. All toll tags have individual identification numbers that are entered into the DPD portion of the NTTA database. A toll tag is issued to a vehicle and must remain with the vehicle and be accounted for at all times. Lost, stolen or damaged toll tags must be reported immediately.
  - 5. Non-revenue Toll Tags are not accepted at:
    - a. Love Field
    - b. DFW Airport
    - c. The Harris County Toll Road Authority

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6. By agreement, DPS jurisdiction on the Dallas North Tollway begins at the point where a vehicle leaves the City of Dallas right-of-way and enters the Tollway ramp and cannot reverse its action without backing up. The vehicle is said to have reached the point of decision and is thereby committed.
7. The same formula is applied when a vehicle leaves the Tollway right-of-way and completely enters the City of Dallas right-of-way. The vehicle is said to be committed.

### **302.08 Juvenile Traffic Offenders**

- A. Under 10 Years of Age
  1. Upon detaining a traffic offender under ten years of age, the officer will take the youth home and release him/her to the parents, guardian, or other responsible adult. If no adult is at the location, the officer will take the child into *Protective Custody* and transport him/her to Child Protective Services at 2355 N. Stemmons Freeway.
  2. The officer will complete a Field Interrogation Report (FIR) on the incident in accordance with Section 314.02 and forward it to the Youth and Family Support Division.
  3. If the initial traffic contact is within reasonable distance from the child's home, the officer may allow the juvenile to push home any involved two-wheel, three-wheel, or four-wheel off-road vehicle/go-cart or impound the vehicle as circumstances warrant.
- B. Ages 10 - 16
  1. These juveniles detained as traffic violators will be issued a traffic citation that will be set in Municipal Court.
  2. After the citation has been issued, a FIR will be issued and the juvenile will be released.
  3. If the juvenile is issued a traffic citation for *No Operator's License* during the initial traffic contact and is within a reasonable distance from home, the officer may allow the juvenile to push home any involved two-wheel, three-wheel, or four-wheel off-road vehicle/go-cart or impound the vehicle as circumstances warrant.
- C. Juveniles Involved in Motor Vehicle Accidents
  1. Officer may issue a driver (Ages 10 - 16) involved in a vehicle accident a Municipal Court citation for any violations occurring in the officer's presence.
  2. If the officer did not observe the accident, he/she may issue citations for *No Operator's License* and/or *No Liability Insurance* if the officer has a fact witness. Officers will use the same guidelines established for adults in Section 302.02.
- D. Juvenile Driving While Intoxicated procedures are described in Section 314.08.

### **302.09 Driving While Intoxicated or Under the Influence of Drugs**

- A. General Provisions
  1. Intoxicated juveniles (10-16 years of age) will be processed according to Section 314.08. Juveniles who are not intoxicated, but have any detectable amount of alcohol on their breath will be processed according to General Order 315.18 (Underage Alcohol Consumption Laws).
  2. Adults (without obvious injury) will be taken to the Lew Sterrett Criminal Justice Center and processed according to the Detention Services Section Standard Operating Procedures, which will be available for reference. Adults processed at Lew Sterrett will be first offered a breath test. If they refuse the breath test, they will then be offered a blood test.
  3. Adult minors (17 - 20 years of age) who have a breath/blood test result below .08 or adult minors with any detectable amount of alcohol on their breath will be processed according to General Order 315.18 (Underage Alcohol Consumption Laws). Adult minors who refuse to take a breath/blood test will be processed according to the provisions outlined in the remainder of this General Order.
  4. Drivers involved in accidents may be charged with D.W.I. under either of these circumstances:
    - a. A fact witness, either an officer or another person, can identify that the suspect was the driver of the vehicle at the time of the accident.
    - b. The suspected driver admits to the investigating officer that he/she was driving when the accident occurred.
  5. The arresting officer is responsible for checking the arrested person's driving record for previous D.W.I. convictions. It will be noted in the *Officer's Comments* section who checked for previous conviction information, or if not checked, the reason why (i.e. computers down, etc.).
  6. D.W.I. Charges - If the arrested person has:
    - a. No previous D.W.I. conviction - charge will be *DWI M/B*.
    - b. Only one previous D.W.I. conviction - charge will be *DWI-Enhanced M/A*.
    - c. Two or more convictions for D.W.I., the charge will be *DWI-Enhanced F/3*.
  7. For enhancement purposes, the following information is required on prior D.W.I. convictions:
    - a. Date of conviction;
    - b. County of conviction;
    - c. Convicting court name;
    - d. Case or docket number; and
    - e. Sentence.
  8. A conviction prior to January 1, 1984 punished by probation, deferred adjudication, and suspended sentences cannot be used to enhance a D.W.I. case.
  9. A fact witness, either an officer or another person, must identify the suspect as the driver at the time of an accident.
- B. Procedures for Conducting a Drug Evaluation - This procedure will be used when a suspect is arrested for D.W.I. whether or not it was accident involved.
  1. The arresting officer will take the suspect to Lew Sterrett where the subject will be offered a breath test. If the breath test is refused, the subject will be offered a blood test. If the subject refuses to be tested or the test

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- result is .08 or higher, the suspect will be charged with D.W.I. and procedures from 302.09 A.4-7 will be followed.
2. Arresting officers may request a Drug Recognition Expert be called to evaluate a suspect who has a breath alcohol level below .08 and whose impairment is not consistent with the BAC.
    - a. The arresting officer will notify the Service Desk of a DWI/DRE arrest and request a signal 40 service number.
    - b. Service Desk personnel will generate a signal 40 DRE call using the address of the original arrest.
    - c. The signal 40 call sheet will be routed to the appropriate channel and dispatched to a DRE element.
    - d. Upon receiving the signal 40, the DRE will report to the Lew Sterrett Justice Center and conduct the evaluation.
  - C. Mandatory Blood or Breath Tests
    1. Officers will consult with an Accident Investigator or Vehicle Crime Detective before offering a mandatory (blood or breath) test of any intoxicated driver.
    2. Officers requesting a mandatory blood specimen will complete a *Statutory Authorization Mandatory Blood Specimen* form that will be available at Detention Services Section.
    3. Any mandatory blood testing of intoxicated juveniles (Ages 10-16) will be done at Parkland Memorial Hospital.
  - D. Public Intoxication in Car
    1. An intoxicated person involved in an accident may be charged with *Public Intoxication* if there is no fact witness and the person does not admit to driving the vehicle when the accident occurred.
    2. An intoxicated person found in a parked vehicle may be charged with *Public Intoxication* if the vehicle is in a public place.
    3. Drivers of motor vehicles will be charged with and placed under custodial arrest for *Public Intoxication*, whenever, in the officer's opinion, the driver does not meet the statutory .08 limit, but is too impaired to drive.
  - E. Arrests on Parking Areas - An intoxicated person operating a motor vehicle on a private parking lot (either public or private property) may be charged with *Driving While Intoxicated* if the parking lot is a *public place* as defined in Section 1.07, Texas Penal Code. (This normally includes parking lots of apartment complexes, restaurants, bars, and shopping centers where a substantial portion of the public has ready access to such areas).

### **302.10 Driving While License Suspended**

- A. Mandatory Suspension
  1. Definition: A D.W.I. charge is usually the cause of this type of suspension.
  2. Procedure
    - a. When a subject check is made and it is determined the operator is Driving While License is Suspended (DWLS) with a mandatory suspension, the Communications Section personnel will notify the officer of the following applicable information:
      - i. Reason suspended.
      - ii. Location (county) of suspension.
      - iii. Expiration date of suspension.
    - b. The subject will be arrested for the county charge of *Investigation of D.W.L.S.*, if driving with this type of suspension. The information provided in A.2.a above (reason, location, expiration) will be included in the Arrest Report.
  - B. Habitual Violator Suspension
    1. Definition: Repeated violations are the cause of this type of suspension.
    2. Procedure
      - a. When a subject check is made and it is determined the operator is D.W.L.S. with a habitual violator suspension, the Communications Section personnel will notify the officer of the following applicable information:
        - i. Location (county) of suspension.
        - ii. Expiration date.
      - b. The subject will be arrested for the county charge of *Investigation of D.W.L.S.* if driving with this type of suspension and the information provided in B.2.a above (location, expiration) will be included in the Arrest Report.
    - C. Safety Responsibility Suspension
      1. Definition: A liability problem with a motor vehicle accident is the cause of this type of suspension.
      2. Procedure
        - a. If a judgment number (i.e., a number containing a "J" that is listed after the SR Suspension on the printout) is present, a judgment has been rendered on the D.W.L.S. charge by the court. Regardless of the date given or the absence of one, the subject will be arrested on the county charge of *Investigation of D.W.L.S.*
        - b. If there is no "J" present in the number, the date of the suspension determines whether the subject may be arrested for the county charge of *Investigation of D.W.L.S.*
          - i. Prior to June 19, 1975, citizens did not have the opportunity to challenge a safety responsibility suspension. Therefore, it was ruled an illegal suspension and the subject cannot be arrested on the county charge of *Investigation of D.W.L.S.* if it is dated before June 19, 1975. However, the operator may be written a citation or arrested for *No Valid Texas Driver's License*.
          - ii. Since June 19, 1975, citizens have had the opportunity to challenge a safety responsibility suspension. Therefore, a subject who has had a license suspended since that date will be arrested on the county charge of *Investigation of D.W.L.S.*
        - c. When a check is made on a subject and it is determined the operator is D.W.L.S. with a safety responsibility suspension, the Communications Section personnel will notify the officer of the following applicable information:
          - i. Judgment number.

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- ii. Date the safety responsibility suspension was rendered if there is no judgment number.
- d. When a subject with a safety responsibility suspension is arrested for the county charge of *Investigation of D.W.L.S.*, the information provided in C.2.c above will be listed on the Arrest Report.
- D. Occupational Driver's License
  - 1. Definition
    - a. A restricted driver's license ordered by a court.
    - b. It specifies time and/or geographical conditions under which a person is permitted to operate a vehicle while the person's driver's license has a mandatory, habitual or safety responsibility suspension.
    - c. The fact that a subject has an occupational driver's license will not appear on the computer printout.
  - 2. Procedure
    - a. If a subject has violated the restriction of the occupational driver's license, the operator will be arrested for the charge of *Violation Code Restriction, Occupation License, M/B*.
    - b. The type of suspension given to the individual prior to receiving the occupational driver's license will be listed on the Arrest Report.
    - c. The restrictions on the occupational driver's license will be listed on the Arrest Report.
- E. Charging Suspects with Driving While License Suspended
  - 1. Suspects may be charged with D.W.L.S. based on witness observation that the suspect was operating a motor vehicle. The suspect must be under arrest for an offense other than D.W.L.S. before the D.W.L.S. charge can be added.
  - 2. The civilian witness may be used at the trial to testify that he/she observed the suspect driving the vehicle at the time in question. For that reason, the arresting officer must obtain the name and address of the civilian witness so that the witness can be contacted at a later date to testify, if needed.
  - 3. D.W.L.S. arrests based on witness observation of driving cannot be made in situations where that is the only charge.
- F. Revoked Driver's License
  - 1. Definition: Non-compliance with Administrative procedures outlined in the Texas Transportation Code is usually the reason for Driver's License Revocation.
  - 2. Procedure
    - a. When a Driver's License check is made and it is determined that the license has been revoked, the Communications Section personnel will notify the officer of the following applicable information:
      - i. That the Driver's License has been revoked.
      - ii. The reason for the revocation as defined in the Texas Transportation Code, Section 521.294
    - b. The Driver may be charged with No Valid Texas Operators License.

### **302.11 Strategic Targeting Against Aggressive Driving and Road Rage**

- A. The primary goal of this program is proactive traffic enforcement to reduce the number of traffic accidents at high accident locations using a mandated zero tolerance approach. Each Patrol Operations Division will be assigned an unmarked vehicle to handle traffic problems, such as reducing the number of accidents at specific intersections, as identified by Traffic Section accident analysis. The unmarked vehicles will also be used in responding to neighborhood concerns of speeding, traffic violations at red light or stop sign controlled intersections, aggressive driving, road rage, and other non-traffic neighborhood concerns. Officer safety will not be minimized.
- B. Definitions
  - 1. Aggressive Driving - Inconsiderate and other forms of negligent driving that may include following too closely, speeding, unsafe lane changes, or failure to signal, etc.
  - 2. Road Rage - That behavior that typically surfaces as an angry, frequently violent response to an aggressive driving incident.
- C. Unmarked vehicles used in this enforcement are for traffic stops only and will be operated only under the exceptions as described in Section 301.02. If involved in a self-initiated pursuit, the operator of the STARR vehicle will immediately abandon the pursuit and reduce to a Code 1 status once a marked element is able to take over the pursuit. STARR vehicles will not become involved in a pursuit initiated by any other element.
- D. When used for traffic enforcement, the unmarked vehicle may be staffed by one or two officers. If staffed by only one officer, that officer must have successfully completed a basic radar certification school. If staffed by two officers, one officer must have successfully completed a basic radar certification school.
- E. To avoid citizen confusion, assigned officers must be in full uniform and carry their departmental identification cards.
- F. Violators may be cautious when stopped by an unmarked vehicle; therefore, officers should not become offended or overly assertive if someone refuses to stop.

### **302.12 Multiple Violation Citations**

- A. The goal of this program is to reduce the amount of paper citations that an officer must write out in order to complete an enforcement action against a violator in the field.
- B. Officers will not place more than three violations on one citation.
- C. Officers will inform the violator of the number and types of charges they are issuing to the violator
- D. Officers will not add charges to the citation without providing the violator with documentation of the added charges at the time of contact.



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### 303.00 Alternative to Arrest Program

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 303.00 ALTERNATIVE TO ARREST PROGRAM (ALTAR)

##### 303.01 Purpose of the Program

- A. The purpose of the Alternative to Arrest Program is to allow the field officer the option of releasing, in the field, any person with a single Alias Warrant. It is designed to reduce jail activity, extend a courtesy to the citizens of Dallas, and create more street patrol time.
- B. The ALTAR Program is designed to be an option for the field officer. Its use is left solely to the discretion of the officer.

##### 303.02 Field Procedure

- A. Upon being notified by the Communications Section that a subject has a single misdemeanor warrant with the City of Dallas, an officer may opt to release the subject in the field.
  1. The officer will request the OCA Number from the Communications Section. That 6-digit number is also the Citation Number.
  2. The officer will then issue the subject a citation for Failure to Appear (F.T.A.). F.T.A., plus the OCA Number, will be written in the *Other Violation* area of the citation.
  3. It is not necessary to confirm the warrant if the officer chooses not to arrest and instead issues a citation. If the warrant is invalid, the F.T.A. citation will be dismissed by Court Services personnel.
  4. If the subject is to be placed in jail, then confirmation would be accomplished in the usual manner.
- B. Failure to Appear is a non-traffic violation. It will be considered a city arrest when posting daily activity.
- C. When issuing a citation for Failure to Appear under the ALTAR Program, the officer will inform the citizen that:
  1. If, within 21 days, he/she adjudicates or otherwise disposes of the citation for which a warrant was issued, the F.T.A. citation will automatically be dismissed.
  2. If the F.T.A. citation is ignored, he/she will be prosecuted for both offenses and specifically targeted for arrest by the Office of the City Marshal.



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# 304.00 Crime Investigation

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/03/2015

### 304.00 CRIME INVESTIGATION

- A. Uniformed Operations Division officers will be responsible for conducting preliminary investigations in most cases. Any officer may perform this function on a need basis. Officers will be responsible for the following when conducting preliminary investigations:
  1. Observing all conditions, events and remarks;
  2. Locating, identifying and interviewing the complainant, witnesses and suspects;
  3. Maintaining and protecting crime scene and contacting PES for collection of evidence.
- B. Detectives will be assigned cases per General Order 210.04 and will be responsible for conducting the follow-up investigation.
- C. Detectives from investigative units will attend shift briefings as needed; to share, obtain and disseminate intelligence information. Detectives from Property Crimes will attend and participate in shift briefings at their stations regularly, during working hours, as outlined in the Property Crimes SOP. Detective's attendance should be recorded on the patrol daily detail and reported to their supervisor.
- D. All crime scenes will be approached with caution to avoid damaging or destroying possible evidence. If a victim is involved, the officer's primary responsibility is protection of the victim and the scene until a search can be conducted.
- E. The first officer arriving at any crime scene will be responsible for protecting the scene. If the responding officer determines that the Crime Scene Response Section's Physical Evidence Squad (PES) is needed to process the crime scene, the officer will request PES through the dispatcher or by telephone. The officer will not leave the scene until relieved by other officers or released by detectives who have follow-up responsibility and PES personnel. Should the initial officer need to leave the scene, the relief officers will be briefed on the particulars of the crime so that they can relay this information to the PES personnel. In a medical emergency, the officer will, if at all possible, make a list of all Dallas Fire Department personnel entering the crime scene and provide a list to PES personnel on their arrival. This information will allow PES to eliminate fingerprints left at the scene by paramedics.
- F. No personnel other than medical personnel, or personnel needed to preserve the victim's life or to protect other officers or citizens will be allowed to enter the scene until the arrival of PES or the detectives who have follow-up responsibility. The immediate supervisor of the officers responsible for protecting the scene may enter the scene if it becomes necessary.
- G. No personnel shall take unauthorized photographs of crime scenes or other evidence.
- H. The crime scene will continue to be secured by the initial responding officers and no one, including non-authorized police personnel and members of the news media, will be allowed to enter without authorization of PES and detectives who have follow-up responsibility for conducting the crime scene search.
- I. The procedures outlined in sections D-F will be followed for all scenes in which the downtown PES is called. The exceptions will be theft, burglary, and criminal mischief offenses and in auto theft cases in which the vehicle is not taken to the pound, but PES is called.
- J. When seizing digital evidence it is important to consider the many and differing types of items and electronic storage devices available for use. When seizing a personal computer, if the computer is turned off, do not power it on. If the computer is turned on; a normal routine shut down may be used to power down the computer. When seizing a laptop and/or PDA, the power supply must also be seized. If the evidence is on a larger system with a server, the Financial Investigations Unit – Computer Crimes Squad will be contacted and a certified digital forensics examiner will be consulted with, prior to the seizure. The investigating detective will determine what evidence is transported to the North Texas Regional Computer Forensics Laboratory (NTRCFL).

### 304.01 EYEWITNESS IDENTIFICATION

#### Introduction

Eyewitness identification will always be a significant tool in the investigation and prosecution of criminal cases. Most agree that it can be the most important, powerful, and convincing evidence in a criminal trial. Recent developments with DNA evidence however has shown that innocent people have been convicted, many based on misidentifications by eyewitnesses. As a result of these documented cases of witness error, there has been an ongoing national discussion centered on law enforcement practices in the identification process. The Dallas Police Department has monitored both the research on this topic and implementation of new policies by other agencies. It is our belief that implementation of new policies requiring "blind" administration of line-ups using the "sequential" method will assist in eliminating errors and restoring confidence in the eyewitness identification process. To that end, the following policies are adopted for the administration of line-ups. Even with implementation of this policy, our goal of verifying all eyewitness identifications through independent evidence will remain.

#### Definitions

Blind – The person administering the line-up has no knowledge of which person in the photo line-up is the suspect.  
Sequential – A method of administration where photographs are shown to the witness one at a time, with an independent decision on each, before the next photo is shown.

#### A. Photographic Line-up Policy

1. All photographic line-ups will be conducted by line-up administrators who have been specifically trained in the "sequential" method of administration.
2. Line-up administrators must not know the identity of the suspect to be included in the line-up.

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3. The Investigations Bureau Commander will develop and administer appropriate training for all Line-up Administrators in the "sequential" line-up process, and will ensure that all trained administrators are promptly notified of any changes in protocols for "sequential" line-up administration.
- B. Preparation of Photographic Line-ups
  1. The detective assigned responsibility for investigative follow-up will remain the primary contact for all victims and witnesses to a criminal case. The detective will be responsible for identifying cases requiring a line-up and will assemble a line-up packet prior to contacting a trained line-up administrator.
  2. Prior to creating the line-up the investigating detective will contact the complainant/witness and complete the "Line-up Creation Form" this form is used to support the line-up in court and can be found on the n:drive in the Photo Line-up folder.
    - a. The sequential line-up packet will consist of a photograph of the suspect and 5 "filler" photos of persons unconnected to the incident under investigation.
    - b. The suspect and "filler" photographs should resemble the witness's description of the suspect in significant features, such as race, sex, age, facial features, profile, height, weight, build, specific items of clothing, etc. to the extent applicable to the photo being used of the suspect.
      - i. If multiple photographs of the suspect are available, detectives will select the photograph that most resembles the suspect description or appearance at the time of the incident.
      - ii. Attention should be paid to unusual identifying marks described by the witness that are visible on the suspect's photo. In these cases, photos containing a similar feature should be included, or the area of the feature may be covered on all photographs to be included.
      - iii. All photos should be the same size; no photo should unduly stand out from the others.
    - c. Once selected, all of the photographs will be copied individually onto the middle section of separate sheets of paper. The detective preparing the line-up packet will select one of the filler photos and will place the number "1" on the back of the photo in a manner that it can not be seen by the complainant or witness when viewing the photos. In the subsequent line-up, the administrator will place this photo in the first position. The investigating detective will not number the suspect or other filler photos, as the line-up administrator will later randomize and number them on the back of each photo, corresponding to their position in the line-up.
  3. If multiple suspects are involved, a separate Line-up Packet must be prepared for each suspect to be presented to the witness.
  4. In cases where one witness will view multiple line-ups containing different suspects, detectives will ensure that different "filler" photographs are used in each line-up packet.
  5. If multiple witnesses will be shown a line-up containing the same suspect, there also must be a separate line-up packet assembled for each witness. The detective may use the same "filler" photographs in each packet, (when there will be no time delay or opportunity for communication), color copies will be made and placed in a separate packet for each witness.
  6. In cases where there is a time delay between showing the line-ups or when there is an opportunity for witnesses to communicate after one has viewed the line-up, the "filler" photo labeled as number "1" should be changed by the investigating detective and the line-up administrator should randomize the remaining photos.
- C. Administration of Photographic Line-Ups
  1. A line-up should be scheduled at the convenience of the complainant/witness. The investigating detective can arrange transportation for the complainant/witness to be brought to headquarters or if necessary the line-up can be shown to the complainant/witness at their residence, place of employment, or other alternate location. Once a line-up is scheduled by the investigating detective, the line-up administration unit will be contacted and told of the time and place of the line-up. The Line-up Administration Unit will ensure that a trained administrator is at the location to administer the line-up. If a line-up needs to be shown after hours, the investigating detective can call the Fusion Center, Youth Operations, or Communications for an on call line-up administrator.
  2. No information on the identity of the suspect will be revealed to the line-up administrator.
  3. Detectives will attempt to schedule line-ups at facilities with video recording equipment if possible. Copies of video recordings will be obtained after completing the line-up and placed in the case file to be maintained for courtroom purposes.
  4. The line-up administrator will conduct the line-up following the protocols for "Sequential" administration established by the Investigations Bureau Commander.
  5. The assigned detective, or anyone with knowledge of the suspect, will not be allowed in the room at the time of the line-up administration.
  6. The line-up administrator will give instructions to the witness by verbally reading the admonishment form to the complainant/witness and determine if they understand. The complainant/witness will then be asked to sign and date the form.
  7. If the complainant/witness is a child and not capable of comprehending the instructions in the admonishment form, the Line-up Administrator does not have to read the form to the child. In these cases, the line-up must be conducted at a facility with video and audio recording capabilities.
  8. The Line-up Administrator will avoid any actions or comments that could be construed as an attempt to influence a complainant/witness to select a particular photo.
  9. If the complainant/witness identifies someone the Line-up Administrator will then ask the complainant/witness to describe in their own words how confident they are of the identification. Even if someone is identified all of the photographs in the series will be shown.
  10. Once the line-up is conducted, the Line-up Administrator will return the line-up packet to the investigating detective along with a copy of the results report.
  11. The Line-up Administrator is prohibited from providing any feedback about the line-up results to the complainant/witness.

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12. Once the sequential line-up process is complete, the line-up administrator will record the results of the sequential line-up, initial the back of each photograph for line-up verification in court and sign the Results Report.
  13. The investigating detective will return to the witness/complainant and answer any questions or conduct further interview with the witness/complainant.
  14. The investigating detective will maintain the line-up packet in the case file, or will place it in the property room to be maintained for review in subsequent court proceedings.
  15. These procedures do not apply in the following circumstances:
    - a. On-scene identifications immediately after the commission of an offense. See One Person Show Up Identifications, G.O. 304.01 E.
    - b. When an officer is notified by a complainant and/or witness that a specific individual who the complainant and/or witness knows by true name and face is the person who committed the offense. See One-Person Photographic Line-up, G.O. 304.01 D.
    - c. On rare occasions in which an alternate identification process is necessary for expediency and in the interest of public safety. This must be approved by a supervisor and justification must be documented in an investigative supplement. If the administration of a "Blind Line-up" is not possible the sequential method should still be utilized if possible.
    - d. Other specialized circumstances where alternative procedures are necessary and are reviewed by the District Attorney and approved by the Investigations Bureau Commander.
- D. One-Person Photographic Line-up
1. Introduction - Preliminary investigations conducted by responding officers are vital and are often a major contributor in determining the outcome of a criminal investigation.
  2. The identification of the unknown suspect in any crime can be determined by many factors such as:
    - a. Fingerprints
    - b. DNA Evidence
    - c. Eyewitness Identification
  3. Each technique used to identify the unknown suspect has certain protocols that need to be completed to insure that such evidence can withstand integrity tests/admissibility challenges in a future criminal trial.
  4. Presenting a single photograph of a subject to a complainant/witness to determine if the subject is the unknown offender in the case is improper and will not be done by any officer. This type of identification will not withstand the admissibility challenges in court and can negatively affect the outcome of an investigation and/or prosecution.
    - a. When an officer has information and/or knowledge that could assist in the identification of the unknown suspect, it should be provided to the investigative detective responsible for the investigation, (MIR, supplement, email, etc.).
    - b. It is the responsibility of the investigative detective to determine what technique(s) is to be used to identify the unknown suspect.
  5. In a criminal case where the complainant/witness knows the suspect by a true name and face, a presentation of a single photograph of the named person can be done. This procedure would be utilized to verify that the person depicted in the single photograph is the same person known by the complainant/witness and is the offender. This procedure is done for verification purposes only on known suspects.
  6. The above policies are applicable to offenses in which an officer or the city of Dallas is the complainant such as evading on foot or in a vehicle.
  7. Juvenile photographs, (JIS photos) can only be displayed if there is no identifying information or JIS criminal history information visible when showing the photo.
  8. When an officer has concerns regarding any identification technique(s) that should be utilized, the involved officer should contact the assigned investigator or the On-Call detective in the unit that will have investigative follow-up responsibility.
- E. One Person "Show-Up" Identification
- Philosophy - While allowing a crime victim or witness to view a potential suspect in a one person "show-up" identification may sometimes be necessary to establish probable cause for an arrest, it can be suggestive in nature and should only be used in very limited circumstances. Specifically, use of this process should be limited to those circumstances in which there is insufficient probable cause for an arrest or long term detention, and there are public safety concerns if the suspect were to be released without attempting the identification.
1. "Show-Up" identification is the presentation of one suspect to a victim or eyewitness within a short time frame after the commission of a crime. This process is allowed under the law if the following criteria are present:
    - a. If the suspect is apprehended within a short time period and the "show-up" is conducted within a short window of time.
    - b. If the suspect is apprehended at or near the crime scene.
  2. Policy - If probable cause exists to make an arrest for the offense in question, or for an unrelated charge or warrants that will result in detention at the Lew Sterrett jail, the one person "show-up" identification process will not be used. When the current investigation involves a felony offense, the on-call detective of the Division who has investigative responsibility will be contacted and consulted. This consultation will be regarding what action will be taken prior to the possible suspect being placed in jail. In misdemeanor cases where the subject is arrested on unrelated charges, the possible suspect information will be forwarded to the appropriate investigative unit that has follow up responsibility.
    - a. When there is insufficient probable cause to secure the arrest of a suspect and there are public safety concerns if the suspect were to be released without attempting identification, the "show-up" identification procedure may be used. In these cases, the following policy must be followed:
      - i. A Sergeant must respond to the scene and supervise the process.

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- ii. Officers will attempt to gain consent from the suspect to be transported to the investigative division with follow-up responsibility. The detective at the investigative unit will create a photo line-up and present the line-up to the witness or complainant for identification purposes.
- iii. If the offense occurs after business hours, and is an offense in which notification of an on-call detective is not required, the suspect will be transported to the Fusion Center where a photo line-up will be created and a Fusion Center detective will present the line-up to the witness or complainant for identification purposes.
- iv. If the suspect refuses to be transported, the supervisor will contact the Watch Commander to obtain approval to conduct a "show-up" identification.
- v. The supervisor will further direct the process to ensure:
  - (1) That the suspect was located near the crime scene and detained no more than 30 minutes before the "show-up" identification is conducted and no longer than 2 hours after the offense occurred.
  - (2) That the witness or victim has provided a detailed description of the suspect and that the person to be placed in the "show-up" identification fits the provided description.
  - (3) That whenever possible, the witness should be transported to the detained suspect's location rather than bringing the suspect to the witness location or crime scene. This procedure will limit the legal impact of the suspect's detention and eliminate the possibility of crime scene contamination.
  - (4) That when the witness requests, or is concerned about possible retaliation, officers should attempt to conceal the witness during the "show-up" identification procedure.
  - (5) That an attempt to obtain a verbal consent from the suspect is made. Consent from the suspect is not required but should be obtained if possible.
  - (6) That an admonishment is provided to the witness prior to the "show-up" identification that the person to be viewed may or may not be the offender and that the investigation will continue regardless of whether or not identification is obtained.
  - (7) That if there are multiple witnesses and one witness makes an identification during the "show-up" identification; further "show-up" identifications will not be done. (Other identification procedures will be used for the remaining witnesses)
  - (8) That the "show-up" identification is limited to one witness at a time and those witnesses have been separated and are not present when another witness is viewing the "show-up" identification.
  - (9) That the procedure is completed in such a manner to avoid suggestiveness, avoiding any statements suggesting that we have "apprehended the suspect" or have "who we think is responsible."
- b. Although it is not improper to have the potential suspect in a police vehicle and handcuffed if necessary for safety, it is preferred that the suspect is unhandcuffed and outside of any police vehicle during a "show-up" identification.
- c. If the complainant/witness identifies someone, the officer conducting the "show-up" will then ask the complainant/witness to describe in their own words how confident they are of the identification.
- d. The officer conducting the "show up" is prohibited from providing any feedback about the "show up" results to the complainant/witness.
- e. At the conclusion of the process, the supervisor will be responsible for completing a "show-up" identification documentation form on all uses of this process. A copy of the form must be faxed to the Investigations Bureau Commander and the original forwarded through the sergeant's chain of command to the Deputy Chief and then forwarded to the investigative unit with follow-up responsibility.

**304.02 Death or Serious Injury Cases**

- A. In incidents involving death or serious injury, the investigating section assigned to handle the incident is responsible for notifying the next of kin as soon as possible. This notification will be made in person by a DPD officer if the relative lives within the city limits of Dallas. If the nearest relative lives outside the City of Dallas, the law enforcement agency where the relative resides will be notified and requested to notify the relative. Notification by telephone will only be used when other methods are not feasible.
- B. A supervisor will be called to all scenes where a death occurs.
- C. The Medical Examiner will be notified as soon as possible by telephone in all death cases.
- D. The Traffic Section has responsibility for conducting preliminary investigations in cases of accidental death attributable directly or indirectly to the motion of a motor vehicle or its load, whether or not the death occurs on a roadway.

**304.03 Felony in Progress**

- A. Felony in progress calls demand three primary considerations:
  1. To ensure the greatest level of safety available to all officers and citizens concerned with the call.
  2. To contain the scene to prevent the escape of suspects.
  3. To preserve the scene and all evidence.
- B. The first element on the scene has responsibility for:
  1. Ascertaining if it is a legitimate call and if it is not, disregarding other elements.
  2. Advising the dispatcher what assistance is needed.
  3. Immediately broadcasting descriptions of suspects and/or vehicles if they have left the scene.
  4. Reporting on the DEFIS System.
- C. Other elements will not go to the scene after the first element advises that the situation is under control.

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**304.04 Bomb Threat**

- A. An Operations Division supervisor and field element will be dispatched to the location to contact the person in charge of the premises. It will be left to the discretion of the person in charge of the premises whether or not the building will be evacuated and/or searched.
- B. If the premises are to be searched, the patrol supervisor will ask for adequate elements to make a quick and thorough search. If explosives or anything resembling explosives are found, officers will evacuate all persons from the endangered area and stand by for a member of the Explosive Ordnance Squad.
- C. Explosives will not be brought into Operations Division stations or the City Hall complex. The Explosive Ordnance Squad will transport all explosives to the Firearms Training Center. The explosives will be destroyed by the Explosive Ordnance Squad at the Firearms Training Center or stored until released to the Military Explosive Ordnance Disposal.
- D. Ammunition that is .50 caliber and smaller will not be considered to be explosives and may be handled by the investigating officer.
- E. In all incidents involving explosives, the protection of human life will be the key point dictating the procedure to be followed. Police supervisors who are not familiar with explosive disposal procedures will not order or direct the disposal of an explosive item without full consideration of the Explosive Ordnance Squad's opinion.
- F. If a bomb threat involves a commercial airplane, the FBI will be in charge of the investigation. The Operations Division supervisor and elements assigned to the incident will offer assistance to the FBI representatives. The Operations Division supervisor and elements will not search the individual passengers' luggage. The airline will supply personnel for this purpose.

**304.05 Sexual Assault Offenses**

- A. After the officers answering the call determine that a sexual assault may have occurred and they have control of the situation, they will inform the female victim that a female police officer will conduct any further interviews if the victim so desires. The responding officer will notify the dispatcher if the female victim requests a female police officer.
  1. If no female police officer is available to interview the victim, a female officer from another division will be called in to conduct the interview.
  2. If the only available female police officer is inexperienced in interviewing complainants, she will be present while an experienced police officer conducts the interview.
- B. The responding officer will notify a supervisor and the Crime Scene Response Section.
  1. The officer will advise the victim that they may have their examination performed at Parkland Memorial Hospital (PMH), Texas Health Presbyterian Hospital Dallas, or any area hospital that has a SANE (Sexual Assault Nurse Examiner) program.
  2. The supervisor will arrange for transportation to and from the examination location for the victim if he/she so desires.
  3. The supervisor will also determine whether the transporting officers will remain with the victim at the hospital until the examination has been completed.
- C. The responding officer will notify the Crimes Against Persons Division under the following circumstances:
  1. All sexual assault offenses where a suspect is arrested.
  2. A stranger-on-stranger home invasion/sexual assault.
  3. Any serial case.
  4. Any abduction/sexual assault offense where the complainant is restrained, taken to a place and held, other than nearby the initial offense location.
  5. The facts and/or evidence do not corroborate the victim's account of the offense, or when there is insufficient information to establish the elements of a sexual assault. The detective and officers at the scene will discuss the case and determine what course of action should be taken. The detective will make the final determination if an offense, sexual assault preliminary investigation report, or a miscellaneous incident report is the most appropriate course of action to be taken.
  6. An offense is reported more than five days after it has occurred (beyond the time when a sexual assault offense examination can be performed). The responding officer will also advise the victim that a Sexual Assault Unit detective will contact her/him as soon as possible to make an appointment to discuss the case. The officer will make a preliminary investigation report, list all complainant contact information, and request that it be routed to the CAPERS' Sexual Assault Unit.
- D. If taken to PMH, the victim will be taken to the Emergency Admissions Desk regardless of whether the assault was of an oral, vaginal, or anal nature. After routine admission papers have been completed, female victims will be taken to the OB/GYN Section of the Emergency Room, while male victims will be taken to Medicine A or B.
- E. The patrol officers are responsible for identifying, obtaining, and properly submitting clothing or any other items of evidentiary value in sexual assault cases.
- F. The interviewing officer will make the report on the DEFIRS System.
- G. The transporting officer will furnish the examining physician with the service number of the offense.

**304.06 Recovered Stolen Vehicles**

- A. All recovered stolen vehicles that were reported stolen in Dallas will be canceled by the Records Section NCIC operator.
- B. The unit assigned to an offense has the final responsibility for canceling the stolen vehicle through an NCIC operator. When notified of the recovery of a stolen vehicle, the procedure is to:
  1. Notify the NCIC operator that the vehicle is recovered.
  2. Enter information on the Daily Clearance Log Form in the Auto Theft Unit and forward the original to the Records Section.

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- C. Any telephone calls regarding the recovery in another jurisdiction of a vehicle reported stolen in Dallas will be referred to the Auto Theft Unit during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The Communications Section will take calls during other hours and route the information to the Auto Theft Unit.
- D. The teletype operator will record all teletypes regarding stolen vehicles in the logbook and forward a copy of the teletype to the Auto Theft Unit. The entry number will be on both the original and copy of the teletype.
- E. When the Auto Theft Unit is not on duty, the Salvage Unit will send a list of impounded stolen vehicles to the Auto Theft Unit by fax.
- F. Notification of Owners
  - 1. The unit assigned to an offense is responsible for notifying the owner when a stolen vehicle is recovered.
  - 2. The person making notification will inform the Auto Pound Section that the owner has been contacted.
  - 3. The Auto Theft Unit will notify all initiating police agencies of any recovered stolen vehicle.
- G. Stolen Vehicles Recovered in Storage or on Paid Parking Lots
  - 1. Officers recovering a stolen vehicle in storage or on a paid parking lot will either:
    - a. Cause the recovered stolen vehicle to be impounded (particularly if it needs to be checked for prints or paint samples).
    - b. If the owner is at the location (except paid parking lots) and desires that the car not be impounded (i.e., left at the scene or released at the scene), request the owner or his representative to take immediate custody of the vehicle. If the car is not otherwise in violation of the law (and physical evidence, such as prints, is not needed) and the owner insists it be left in place, there is no legal basis to take further action. If a vehicle is released to the owner under these circumstances, it will be noted in the offense supplement.
  - 2. Under no circumstances should an officer remove a vehicle from a parking lot (requiring paid parking) without impounding the vehicle. Impounding the vehicle will ensure that the officer is not accused of being a party to a theft of service.
- H. Allowing Recovered Stolen Vehicles to Become Occupied
  - 1. Officers will not allow an unoccupied stolen vehicle to become occupied with the following exceptions (and then only with supervisory approval):
    - a. The vehicle was taken in the commission of a felony involving the use or threat of physical force or violence, or
    - b. The vehicle has been identified as the suspect vehicle in a felony involving the use or threat of physical force or violence, or
    - c. Approved surveillance by non-uniformed officers.
  - 2. Supervisors must weigh the likelihood of a pursuit and the risk to the public against the seriousness of the offense and the immediate need to apprehend a suspect prior to granting approval to allow an unoccupied stolen vehicle to become occupied.
- I. Additional information on the disposition of vehicles is in Section 313.11.

**304.07 Repossession of Automobiles**

- A. A repossession may legally repossess a vehicle as long as he does so peaceably and does not destroy any private property. A court order is not necessary. An example is when a repossession towing away a vehicle from private or public property without the owner's knowledge.
- B. If the owner catches the repossession and the Police Department is called, it is a civil matter unless the repossession has a court order.
  - 1. A repossession with a valid court order and who has obtained full physical possession of a vehicle will be permitted to retain possession of the vehicle.
  - 2. If the owner has full physical possession of the vehicle, the repossession will be directed to the Sheriff's Department or the appropriate Constable's office for service of the order.
  - 3. If neither the owner nor repossession has full physical possession of the vehicle, the repossession will also be directed to the Sheriff's Department or the appropriate Constable's office for service and the owner may retain possession of the vehicle.
- C. If the owner takes the vehicle back from the repossession, a theft charge will not be accepted unless the repossession had a court order.
- D. Dallas Police Department personnel will not be directly involved in the service or execution of a court order in civil cases.
- E. This order is not intended to prevent arrest if probable cause exists that a theft is taking place. Repossessors will normally have documents on the car (i.e., title, license receipt) and/or instructions on the lien holder's letterhead.

**304.08 Inspection of Salvage Vehicles**

Only officers assigned to the Auto Theft Unit will perform salvage inspections of vehicles.

**304.09 Missing and Distressed Persons**

- A. Missing or Wanted to Locate Reporting
  - 1. Reports from citizens will be accepted on all persons who become missing persons in, or who were last seen in, Dallas. The reportee need not be in Dallas.
  - 2. Reports will be accepted from other law enforcement agencies when notified officially whether by mail, teletype, telegram, or telephone. When taking reports directly, identify the reporting agency, the reporting officer, and the agency telephone number.
  - 3. Reports will be taken immediately. No arbitrary waiting period is required.
  - 4. Reports will not be taken from citizens when the person did not become missing in nor was the person last seen in Dallas, or where there is no reason to believe the person is in Dallas. Tactfully inform the citizen how to file

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the initial report in the city of jurisdiction with assurance that the Dallas Police Department will assist in any requested follow-up.

5. Reports will not be taken from Child Welfare workers when a child runs away from the Children's Shelter and that child is a resident of a Dallas suburb. Child Welfare will be advised to contact the jurisdiction where the runaway resides.
- B. Immediate and Continuing Investigations
  1. An immediate and continuing investigation will be conducted when the missing person is:
    - a. A child less than ten years of age.
    - b. An adult more than 70 years of age.
    - c. Mentally incompetent (for this purpose, competency will be measured by the subject's ability to provide for his or her safety, necessities, or medication, and ability to communicate).
    - d. The possible victim of some harm or criminal act.
  2. Exceptions may exist where a continuing investigation would not be warranted, such as:
    - a. Where a child less than ten years of age is mature beyond his chronological age and is a frequent runaway.
    - b. Where an adult more than 70 years of age is mentally and physically capable of managing his own affairs.
  3. Where a continuing investigation is required, the officer handling the call will:
    - a. Determine that a supervisor has been notified.
    - b. Request the helicopter and such other assistance as might be required.
    - c. Notify the Youth and Family Support Division desk officer.
    - d. Call the report in to the DEFRS operator.
    - e. Start a systematic search.
  4. While a continuing investigation is being conducted, the details will be reported on the involved Operations Division's 24-hour report for the Chief of Police by each reviewing watch. Reporting will continue until the person is located or the search is terminated. The last entry will clearly indicate the means by which the search was terminated.
  5. Ordinarily, searches will continue until the person is located. When the determination is made under B.2 above that a continuing search will not be conducted or to discontinue the search, it will be the responsibility of the Operations Division Watch Commander and the Youth and Family Support Division Watch Commander to reach the concurring opinion that there is no practical reason to continue. Their judgments will consider such factors as information learned, the absence of workable information, and the absence of some indication of harm or a criminal act against the victim.
- C. Elderly Senile Persons
  1. Officers contacting an elderly person who is lost will call the Youth and Family Support Division to determine if a Wanted to Locate Report has been made or if any information pertaining to the person is in the Youth and Family Support Division files. If no information is available in the Youth and Family Support Division files, the officer making the original contact will take the individual to the Salvation Army Welfare Center, 5302 Harry Hines, and furnish the Youth and Family Support Division with all information regarding the person.
  2. If such person is contacted in the field and can be returned home, the officer making the contact will notify the Youth and Family Support Division of the contact and disposition.
  3. Should an officer come in contact with an elderly senile person who is obviously a danger to self or others, the procedures outlined in General Order 315.11 will be followed.
  4. In all cases involving a found elderly senile person, a Youth and Family Support Division detective will be assigned to make a follow-up investigation.
  5. The Youth and Family Support Division will maintain a file on all elderly persons brought to their attention. The information in this file will be made available to all officers.

### **304.10 Hate Crimes**

- A. Philosophy - The Dallas Police Department will take a proactive role in promoting peace within the community and in ensuring that rights guaranteed by state laws and the U.S. Constitution are protected for all citizens regardless of race, color, sexual orientation, ethnicity, or religion. All acts of violence or threats of violence predicated on race, religion, ethnicity, or sexual orientation will be viewed as serious and the investigations will be given priority attention. It will be the policy of the Department to bring the investigative and enforcement elements of the Police Department into action following any and all reported or observed criminal offenses involving racial, religious, ethnic, or sexual orientation hatred. Special emphasis will be placed on victim assistance and community cooperation in order to reduce victim/community trauma or fear. It must be remembered that actions taken by the Department in dealing with *hate crimes* are visible signs of concern and commitment to the community.
- B. Definition - Hate crimes and crimes of prejudice are those offenses motivated by hatred or prejudice due to the race, religion, ethnicity, or sexual orientation of the victim. Further defined, a hate crime is an act or a threatened or an attempted act by any person or group of persons against a person or the property of an individual or group that constitutes an expression of racial, religious, ethnic, or sexual orientation hostility. This would include threatening telephone calls, hate mail, physical assaults, arson, vandalism, cross burning or destruction of other religious symbols. While this listing is not all-inclusive, some incidents may not clearly fit a specific definition. In such cases, a common sense approach must be used. Verification of motive should be determined during the investigation.
- C. Procedure for Handling Hate Crimes
  1. Patrol Operations personnel responding to the scene of a reported hate crime will:
    - a. Determine whether the offense fits the definition of a hate crime and should be handled as a crime of this type.
    - b. Prepare an offense report. Justification for the hate crime designation should be included in the narrative section.

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- c. Inform Direct Entry personnel that this offense report should be flagged as a hate crime/crime of prejudice. This will ensure that Criminal Intelligence Unit personnel, in addition to personnel with primary investigative jurisdiction, receive a copy of all offense reports and supplements.
2. Criminal Intelligence Unit - Protective Services Squad duties.
  - a. Verify that a flagged offense fits the requirements of a hate crime/crime of prejudice.
  - b. If it is determined that a crime should not be classified as a hate crime, prepare a supplement to change the classification.
  - c. If the hate crime classification is confirmed, the Protective Services Unit will notify the Patrol Operations Division Commander where the incident occurred. The Protective Services Squad will also notify the division, section, or unit having primary investigative responsibility to offer assistance as needed.
  - d. The Protective Services Unit supervisor will be responsible for facilitating follow-up investigations and notifying the appropriate personnel of the status of an investigation.
  - e. The Criminal Intelligence Unit will serve in a support role to the primary investigative division, section, or unit and provide assistance as requested by an affected Division Commander.
3. Patrol Operations Division responsibilities:
  - a. The Patrol Operations Division Commander or designee should ensure that personnel are aware of the incident, and initiate a contact (in person or by telephone depending on the circumstances) with the victim, if appropriate.
  - b. The Patrol Operations Division Commander should initiate necessary actions to prevent any escalation or counter violence at a hate crime location.
4. Patrol Operations Division/Investigative Unit duties:
  - a. The division, section, or unit having primary investigative responsibility for an offense will ensure that all related supplemental offense and arrest reports are routed to the Protective Services Squad for inclusion in the incident file.
  - b. Primary investigative and case filing responsibilities remain with the division, section, or unit having investigative responsibility.
  - c. It is the responsibility of the Division Commander whose personnel conduct the initial on-the-scene investigation or the follow-up investigation, which will result in case filing, to ensure that the Protective Services Squad supervisor is notified.

**304.11 Crime Victim Compensation**

- A. Eligibility for crime victim assistance:
  1. Must be an innocent victim, intervener, or dependent.
  2. The crime must have been reported to the police within a reasonable amount of time.
  3. The crime must have resulted in personal injury or death. (No payment for loss of property or damage unless medically necessary)
  4. The crime must have occurred after January 1, 1980.
  5. Police and Firefighters are eligible for Crime Victims compensation.
- B. Procedure:
  1. Crime Victim Information Notices will be kept at Operations Divisions.
  2. Duties of the officer making the preliminary report:
    - a. All officers will carry Crime Victim Information Notices.
    - b. Unless prohibited by either the physical or emotional condition of the crime victim, the officer making the preliminary offense report will deliver a Crime Victim Information Notice to the victim or the victim's next-of-kin.
    - c. The officer making the preliminary report will note in the report whether a Crime Victim Information Notice was delivered.
  3. Duties of the Victim Services Coordinator or Victim Advocate:
    - a. The Victim Services Coordinator or Victim Advocate will respond to all inquiries about the Crime Victim Compensation Act from victims of community referrals.
      - (1) The name, address, and any other pertinent information of all persons requesting crime victim assistance will be maintained in a permanent record.
      - (2) All requests for crime victim assistance will be reviewed by the Victim Services Coordinator or Victim Advocate. When the request meets the basic qualifications, a Crime Victim Compensation Application will be provided along with assistance to apply. A permanent record will be made to reflect whether a Crime Victim Compensation Application was provided and assistance and services provided will be documented.
    - b. The Victim Services Coordinator/Liaison and Victim Advocate will respond to all requests from the Attorney General for records associated with a Crime Victim Compensation Application.
    - c. The Victim Services Coordinator and Victim Advocate will complete all required reports and forward them to the Attorney General.

**304.12 Unlisted Telephone Numbers**

To obtain telephone subscriber information under non-emergency circumstances, officers will contact the Communications Section for instructions.

**Dallas Police Department General Order**  
**304.00 Crime Investigation**

Revised 11/03/2015

**304.13 Removing or Blocking a Pay Telephone's Ability to Receive In-Coming Calls**

- A. Upon determining that a pay telephone is being used to further illegal activities such as prostitutes receiving phone calls from customers or the relay of drug trafficking information, officers may request that the telephone be removed or blocked from receiving in-coming calls.
- B. If a pay telephone appears to be the only one available in the area for law abiding citizens to use, blocking incoming calls should be requested rather than removal of the telephone.
- C. An officer wishing to remove or block a pay telephone will document the request in a memorandum and send it through the Division Commander to the Communications Section.
- D. The Communications Section will make the request that Southwestern Bell Telephone Company remove or block the pay telephone.

**304.14 Metal Detectors and X-ray Machine Operation**

- A. No officer, either on-duty or off-duty, will operate or supervise the operation of a magnetometer (metal detector) or x-ray machine to screen persons or packages entering buildings or secured areas unless directed by a Division Commander or working security at the Jack Evans Police Headquarters Building.
- B. Officers will not conduct a search of a person or property based solely on the activation of a metal detector or x-ray machine unless directed by a Division Commander or working security at the Jack Evans Police Headquarters Building.
- C. Officers may remain nearby while a metal detector or x-ray machine is being operated. Officers may provide assistance if a disturbance occurs or after an authorized operator conducts a search and finds contraband items. Appropriate enforcement action may be taken by officers and will be based upon applicable laws of arrest and/or search and seizure.
- D. Notices posted in the Jack Evans Police Headquarters Building, and other locations designated by Division Commanders, will state that people and packages entering secured areas are subject to a search. People entering these secured areas are consenting to a search of their person and their property.

**304.15 Assistance for Victims/Witnesses who have been Threatened or Fear Further Victimization**

- A. The Dallas Police Department will provide appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of the agency, express specific, credible reasons for fearing intimidation or further victimization. As a rule the Dallas Police Department does not provide protection to crime victims/witnesses unless it is solicited from someone whose personal safety is put at risk because of their involvement in a criminal episode, or during the course of an investigation the Dallas Police Department discovers a real or valid threat to the victim or witness. An officer, detective or employee of the police department that either receives a request for protection or feels that protection is needed will draft a memo describing the solicitation for or the facts discovered during the investigation that warrants protection to the Commander of the effected workgroup. The Commander of the effected workgroup will make the determination if protection is warranted.
- B. This General Order does not relieve officers from immediately assisting victims and witnesses by providing protection while they collect their belongings or transportation to a safe environment.

**304.16 Citizen Contacts Requiring Interpreter**

- A. During the course of their duties, officers may come into contact with citizens who are unable to speak or otherwise communicate effectively, ie. Foreign language speaker only, a deaf person, a deaf/blind person, etc. These individuals may not recognize or be able to respond to officer's directions. This may lead the officer to improperly believe that these individuals are uncooperative. When encountering such a citizen, the officer will do the following:
  1. Speak clearly and slowly while facing the citizen tactfully safe.
  2. Attempt to communicate through written means if the person is hearing impaired prior to requesting a sign language interpreter.
  3. Utilize hand signals while trying to get the attention of a deaf person at a distance.
  4. It is important to clearly identify yourself and explain all processes for blind individuals.
  5. Avoid using a family member to translate if possible. Dependent on the type of possible offense, it is preferable to use an officer or independent interpreter, as the family member that is assisting in translating may be a potential suspect. Family members may also be emotionally involved which could lead to an improper interpretation.
  6. Contact the dispatcher and request an officer to translate. The dispatcher will attempt to locate an officer that can translate from the division first, and then citywide. If unable to locate an officer, the dispatcher will follow Communications SOP in contacting a translator and advise the officer. For foreign languages, the LANGUAGE LINE may be used to speak with an interpreter by phone. For citizens that are totally hearing and speech impaired (that communicate through sign language), an interpreter will come to the scene if written communication is not effective.
- B. An officer will contact a supervisor if advised that no interpreter is available or is uncertain if the circumstances require an interpreter.
- C. Document all actions taken to communicate in the offense report. This will enable the investigator to prepare any necessary resources.
- D. See G.O. 315.14 Interview and Arrest Procedure for Deaf and Hearing-Impaired Persons.

**Dallas Police Department General Order**  
**304.00 Crime Investigation**

Revised 11/03/2015

**304.17 Automated License Plate Recognition (ALPR)**

- A. **Purpose** – This policy provides guidelines on the proper use of Automated License Plate Recognition (ALPR) systems. ALPR camera systems, fixed and mobile, scan license plates and immediately compare them to databases for “hits” such as stolen/wanted vehicles. The historical data collected may also be used by officers in the investigation of offenses in attempting to find a vehicle. Operational Technology is the unit responsible for overseeing the ALPR program and related training.
- B. **Strategy** – The City of Dallas Police Department will deploy fixed and mobile automated license plate recognition cameras to identify wanted vehicles and suspects. They will be deployed at intelligence-driven locations throughout the city. Members will abide by the guidelines set forth herein when using ALPR systems.
- C. **Restrictions** – The use of ALPR systems is restricted to public safety-related missions of the Dallas Police Department.
  - 1. ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
  - 2. ALPR systems and ALPR data are the property of the Dallas Police Department and intended for use in conducting official business.
- D. **Administration** – The Dallas Police Department will designate employees with administrative oversight for the ALPR system deployment and operations that are responsible for:
  - 1. Establishing protocols to preserve and document ALPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions.
  - 2. Establishing protocols to establish and ensure the security and integrity of the data captured, stored, and/or retained by the ALPR system.
  - 3. Ensuring the proper training of personnel approved to operate the ALPR system.
  - 4. Maintaining records of approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage.
  - 5. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of the Dallas Police Department.
  - 6. Designated trained personnel in coordination with the vendor will check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be taken out of service and reported to the vendor for immediate repair.
    - a. ALPR system repairs, hardware or software, shall be made by authorized vendors.
- E. **Automated License Plate Recognition System Usage:**
  - 1. ALPR operations and access to ALPR collected data shall be for official Dallas Police Department purposes only.
  - 2. Only officers who have been given administrative access in the use and operational protocols of the ALPR systems shall be permitted to use it.
  - 3. ALPR Alerts/Hits: Prior to the initiation of the stop officers will:
    - a. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.
    - b. Verify the current status of the plate through dispatch or MDC query when circumstances allow.
  - 4. In each case in which an alert or a hit is triggered, the user will record the disposition of the alert and the hit into the ALPR system.
  - 5. Hot lists may be updated manually by entering a specific plate into the ALPR system. Manual entry of a plate into the system will be done by the Fusion Center and the reason documented.
  - 6. Special Details: ALPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the Division Commander of the Homeland Security & Tactical Intelligence Division.
- F. **ALPR Data Sharing and Dissemination** – ALPR data should be considered “For Official Use Only” and can be shared for legitimate law enforcement purposes:
  - 1. Information sharing among agencies will be dictated in accordance with MOUs (memoranda of understanding).
  - 2. All data dissemination outside the Dallas Police Department will be documented in a secondary dissemination log.
- G. **Retention Policy** – Automated License Plate Recognition system data will be retained for a period of three months from the date of the read.



## Dallas Police Department General Order

# 305.00 Non-criminal Special Investigations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

### 305.00 NON-CRIMINAL SPECIAL INVESTIGATIONS

#### 305.01 Method of Request

- A. All requests for special investigations of a non-criminal nature from personnel outside the Department will be addressed to the Chief of Police and forwarded through the chain-of-command to the Investigations Bureau for action.
- B. The request for investigation must be originated by the City Manager, one of the Assistant City Managers, or a Department Director.

#### 305.02 Criteria for an Investigation

- A. The appointee, employee, or prospective employee to be investigated must have a position of trust and/or of a highly sensitive nature. A brief explanation of the sensitivity of the position should be included in the request for investigation.
- B. The request should be accompanied by the following:
  1. A fact sheet or job application containing all available physical and numerical identifiers.
  2. A current photograph.
  3. A Waiver of Liability Form signed by the individual to be investigated.
- C. The results of the completed investigation will be forwarded through the Chief of Police to the originator of the request.



## Dallas Police Department General Order

### 306.00 Operations Outside Dallas City Limits

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 306.00 OPERATIONS OUTSIDE DALLAS CITY LIMITS

- A. As a general rule, officers should refrain from involving themselves in Class C matters occurring in other jurisdictions except in cases of a breach of the peace where there is a potential for injury to a citizen. In all cases involving other jurisdictions, whether on or off-duty, officers are expected to respond only to the extent that their ability and preparedness allow, keeping in mind the safety of the citizens and officer. In cases where an officer takes any enforcement action in another jurisdiction, he shall notify the other jurisdiction and a Dallas Police Supervisor, beforehand if possible, or as soon as he can safely do so.
- B. Anytime police personnel conduct preplanned operations, including warrants and surveillances, outside the City of Dallas, the involved jurisdiction will be notified of the nature and extent of the operation prior to the operation, unless such notification will jeopardize the safety or integrity of the operation. In such cases, a Division Commander shall be notified and the decision on when to notify the involved jurisdiction will be made. Routine covert vehicle surveillances, where a vehicle is simply being followed through an adjoining jurisdiction do not need to be reported, unless the vehicle stops and some enforcement action is taken in the other jurisdiction.



## Dallas Police Department General Order

### 307.00 Family Violence Prevention

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/03/2015

#### 307.00 FAMILY VIOLENCE PREVENTION

##### 307.01 Requirements of Officers

- A. Officers responding to calls involving family violence are required to protect any victims or potential victims of family violence, without regard to the relationship between the alleged offender and victim.
  1. An officer shall arrest a suspect when there is probable cause to believe that the suspect has committed or will commit an act of family violence as defined under the provisions of Section One, Chapter Five, or Section Two, Article 14.03 of the Code of Criminal Procedure.
  2. An officer shall make an arrest when there is probable cause to believe that the suspect has committed a violation of a protective order issued under provisions of Sections 3.581, 71.11 or 71.12 of the Family Code.
- B. Officers responding to family violence incidents will fully interview the complainant and witnesses and will make a reasonable effort to locate the suspect, if applicable.
- C. Officers will leave a *Notice to Adult Victims of Family Violence* card with adult victims and verbally advise them of their legal rights and remedies and of the availability of shelter or other community services for family violence victims.
- D. Officers having reason to believe that an offense involving family violence has occurred will submit an offense report and include the following information:
  1. A narrative of the incident.
  2. A description of the injuries.
  3. An indication of whether family violence has occurred or was alleged.
  4. A description of the suspect, when necessary.
  5. Witness information.
  6. Notations regarding other family violence reports, if the reporting officer has personal knowledge of such reports.
  7. In the narrative of the offense/incident report, the officer will note the issuance of the *Notice to Adult Victims of Family Violence* card and the verbal advisement of available legal remedies.
  8. A *Domestic Violence Supplement Packet* form will be completed by patrol officers when responding to all family violence assaultive offenses (Chapter 22, Texas Penal Code).
  9. Complete a Lethality Assessment Survey on all intimate partner offenses in which violence has occurred, regardless of the penalty group.
    - a. This will be completed in accordance with Roll Call Training Bulletin 2012-49.
    - b. Intimate Partner is defined as two consenting adults, regardless of their gender, engaged or having engaged in a dating relationship.
- E. Officers that respond to domestic violence calls involving Police Department employees will do the following:
  1. Immediately notify a supervisor to respond to the scene.
  2. The patrol supervisor will notify Communications Division who will contact the Domestic Violence Unit on call detective. A Domestic Violence Unit supervisor will respond to the scene.
  3. The involved employee's Chain of Command will defer any offense investigation to the Domestic Violence Unit.
- F. Employees, on or off-duty, that become aware of a potential family violence incident involving another employee will immediately notify a supervisor. Supervisors will defer all questions related to a family violence incident to the Domestic Violence Unit.

##### 307.02 Stocking of Notification Cards

Patrol Operations Division stations will secure and maintain an adequate supply of *Notice to Adult Victims of Family Violence* cards (POL-03484), which will be ordered through the Purchasing Department.



# Dallas Police Department General Order

## 308.00 Protective Orders

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/20/10

### 308.00 PROTECTIVE ORDERS

#### 308.01 Definition

A protective order is issued by a court that finds that family violence has occurred and is likely to occur again in the foreseeable future. It prohibits a party from doing specified acts or requires a party to do specified acts necessary or appropriate to prevent or reduce the likelihood of family violence. The order usually lists the names of persons involved. It also gives the length of time the order will remain in effect. The maximum length is two years.

#### 308.02 Legal Services Section Responsibilities

The Legal Services Section will:

- A. Receive the protective orders from the clerk of the District Courts.
- B. Enter into the computerized Protective Order File the names of the persons protected by the order, home and business addresses of the persons protected by the order, names of the persons to whom the protective order is directed, and the expiration date of the protective order (either specified or by operation of law).
- C. Forward the original protective order to the Youth Services Section.

#### 308.03 Youth Services Section

The Youth Services Section will maintain copies of enforceable protective orders that will be available for review on a 24-hour basis. The Youth Services Section is responsible for filing all cases where there exists probable cause to believe a protective order has been violated.

#### 308.04 Communications Section Responsibilities

The Communications Section will inform the officers dispatched to an address where a valid protective order has been issued of the existence of the order and, if available, give the names of the persons and relationships involved. Officers on the scene of an incident will, if necessary, request the Communications Section check for the existence of protective orders by name of protected person, name of the person to whom the order is directed, home address of the protected person, or business address of the protected person.

#### 308.05 Officer Responsibilities

- A. Officers will enforce valid protective orders and temporary ex parte orders that are issued under the provisions of Texas Penal Code 25.07 and Chapter 85, Chapter 86, Chapter 87, and Chapter 88 of the Family Code. Peace Bonds and restraining orders will not be enforced; however an MIR should be completed documenting the violation of the civil order.
- B. Officers will accept as valid a certified copy of a protective order, or a copy of a certified protective order that appears to be valid, for enforcement purposes. Officers should presume that the order is valid unless the termination date is past or two years have passed since the date of issuance.
- C. Field officers will notify their immediate supervisor when it comes to their attention that a protective order address needs to be removed from the Protective Order File.
- D. Patrol Operations Division supervisors will send a memo to the Legal Services Section when they learn that a protective order is no longer in existence at an address.

#### 308.06 Departmental Employees Protected by or Named in a Protective Order

- A. All employees will notify their chain of command as soon as they are aware that they are named in a Protective Order or they obtain a Protective Order. The employee will provide a complete copy of the Protective Order to their chain of command.
- B. The Division Commander will forward a copy of the protective order to the Youth Services Section (Domestic Violence Unit), which will be responsible for ensuring the order is entered into the protective order computer files and the statewide protective order registry. The Domestic Violence Unit supervisor will also maintain a current list of all employees currently affected by a protective order.
- C. These guidelines apply to both ex parte and permanent protective orders issued by any court in any jurisdiction.
- D. A sworn employee who is the respondent of a Protective Order, issued under Section 6.504 or Chapter 85, Texas Family Code, or under Article 17.292, Code of Criminal Procedure, or by another jurisdiction as provided by Chapter 88, Texas Family Code, will comply with the following stipulations in order to comply with Federal Law 18 U.S.C. section 922 (g) (8) and 922 (d) (8).
  1. The sworn employee will only be armed when on duty or actually working an approved off-duty job. At all other times, the sworn employee's duty weapon will be secured in their work locker. The weapon will be secured immediately after completing any police department assignment.
  2. An exception will be allowed for the employee to travel directly from his/her work place to the location of off-duty employment and to travel directly from off-duty employment to the work place.
  3. At no other time may be armed.
  4. At any time when the employee is not scheduled to be on duty or not working an off-duty job, a supervisor may check the location of the employee's weapon for compliance with this order. The affected employee must sign a statement that he/she has read and understands General Order 506.03 (A), search of lockers.



## Dallas Police Department General Order

### 309.00 Dallas Area Hospitals

DAVID O. BROWN  
CHIEF OF POLICE

Revised 02/24/09

#### 309.00 DALLAS AREA HOSPITALS

##### 309.01 Dallas Area Hospitals

- A. The following Dallas Area Hospitals have their own Police Department:
  1. Baylor University Medical Center (BUMC) – 3500 Gaston Avenue
    - a. BUMC Department of Public Safety Administrative office telephone number - (214) 820-2358
    - b. BUMC Department of Public Safety Emergency telephone number - (214) 820-4444
  2. St. Paul Medical Center (SPMC) – 5909 Harry Hines Boulevard
    - a. SPMC Department of Public Safety Administrative office telephone number - (214) 879-2670
    - b. SPMC Department of Public Safety Emergency telephone number - (214) 879-2671
  3. Methodist Dallas Medical Center (MDMC) – 1441 N. Beckley Avenue
    - a. MDMC Police Department Administrative office telephone number - (214) 947-8181
    - b. MDMC Police Department Emergency telephone number - (214) 947-8899
  4. Methodist Charleston Medical Center (MCMC) – 3500 W. Wheatland Road
    - a. MCMC Police Department Administrative office telephone number - (214) 947-7777
    - b. MCMC Police Department Emergency telephone number - (214) 947-7784
- B. The Dallas Police Department and the Dallas Area Hospitals listed in G.O. 309.01A (further referred to as "hospital") share concurrent jurisdiction in responding to calls for service on hospital property. The following guidelines apply for answering calls on hospital property:
  1. As a general rule, Hospital Police Departments mentioned in G.O. 309.01A will respond to all calls for service and have primary jurisdiction in all misdemeanor and felony property crimes, including Robbery and Aggravated Robbery.
  2. The Dallas Police Department will respond to all felony-in-progress calls and have primary jurisdiction on all felony crimes against persons (except those noted on 309.01 B.1.). These offenses include but are not limited to: homicide, suicide, unexplained deaths, officer-involved shooting incidents, felony motor vehicle offenses, hostage situations and the criminal attempt of these offenses. The Hospital Police Departments will also respond but will only control the situation, protect the crime scene, render first aid and detain suspects and witnesses until the Dallas Police Department arrives.
  3. All E-911 calls received by the Dallas Fire Department Communications Division occurring on hospital properties will be forwarded to the respective hospital. The Dallas Police Department will respond to all Priority I calls, except E-911 hang-ups, received by the DPD dispatcher on all hospital properties. If the caller insists on Dallas Police on any call, one will be dispatched. Dallas Police will not normally respond to Priority III calls on hospital properties.
  4. Hospital Police Departments will request assistance on offenses when it determines the expertise of the DPD will help in solving the case. The extent of involvement of DPD personnel will be determined by the DPD Bureau or Division Commander who has offense jurisdiction.
- C. Follow-up investigations will generally be handled and completed by the same department (DPD or Hospital Police Department) that handled the initial call for service. General rules for investigation include, but are not limited to the following:
  1. Each agency will keep the other informed of the progress of any investigation of an offense occurring on hospital property.
  2. The Dallas Police Department will conduct physical evidence investigations of all offenses in its area of responsibility occurring on hospital property. The Dallas Police Department will act only in an advisory capacity, if requested, for investigations conducted by Hospital Police Departments.
- D. If notified by Fire Department personnel that a caller requests a Dallas police Officer, Communications Section personnel will notify Hospital Police Departments any time a DPD element is dispatched to hospital property.



## Dallas Police Department General Order

### 310.00 Dallas County Hospital & Community College District

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/12/10

#### 310.00 DALLAS COUNTY HOSPITAL DISTRICT (DCHD) AND COMMUNITY COLLEGE DISTRICT

The Dallas County Hospital District (DCHD) Department of Security/Public Safety and Dallas County Community College District (DCCCD) Police Department are fully accredited police departments with authority and rights granted by the State of Texas. These rights include the authority to arrest, answer calls, and investigate offenses on DCHD and DCCCD property. The officers may also issue citations on streets inside and adjacent to DCHD and DCCCD property. The following sections include guidelines and procedures to be followed when answering calls for service on DCHD and DCCCD property. Also included are guidelines for investigation of offenses and lists of various responsibilities for individual divisions.

##### 310.01 Answering Calls For Service and Investigating Offenses on Dallas County Hospital District Property

- A. The Dallas Police Department and the DCHD share concurrent jurisdiction in responding to calls for service on DCHD property. The following guidelines for answering calls on DCHD property apply:
  1. As a general rule, DCHD will respond to all calls for service and have primary jurisdiction for simple assaults and property crimes, including Robbery and Aggravated Robbery.
  2. The Dallas Police Department will respond to all felony-in-progress calls and have primary jurisdiction on all felony crimes against persons. These offenses include, but are not limited to: homicide, suicide, unexplained deaths, sexual assaults, officer-involved shooting incidents, felony motor vehicle offenses, hostage situations and the criminal attempt of these offenses. DCHD will also respond but will only control the situation, protect the crime scene, render first aid, and detain suspects and witnesses until the Dallas Police Department arrives.
  3. All E-911 calls received by the Dallas Fire Department that occurred on DCHD properties will be forwarded to DCHD. The Dallas Police Department will respond to all Priority I and crimes against persons calls, except simple assaults on DCHD property. DCHD will handle all E-911 hang-ups on its property.
  4. DCHD will request assistance on offenses when it determines the expertise of the Dallas Police Department will help in solving the case. The extent of involvement of Dallas Police Department personnel will be determined by the Dallas Police Department Division Commander who has offense jurisdiction.
  5. DCHD will continue to enforce traffic regulations pertinent to their property, and transport any prisoners they arrest to the Lew Sterrett Criminal Justice Center.
- B. Follow-up investigations will generally be handled and completed by the same department (DPD or DCHD) that handled the initial call. However, where the interest of the Dallas Police Department and DCHD are best served, the Dallas Police Department will assist DCHD in the execution of search and arrest warrants at the request of DCHD. General rules for investigation include but are not limited to the following:
  1. When requested, each agency will keep the other informed of the progress of any investigation of an offense occurring on DCHD property if such action does not compromise the investigation/prosecution.
  2. The Dallas Police Department will conduct physical evidence investigations on all offenses in its area of responsibility occurring on DCHD property. The Department will act only in an advisory capacity, if requested, for investigations conducted by DCHD.
- C. The Communications Section will notify DCHD whenever a DPD element is dispatched to DCHD property on any type of call except routine report taking and follow-up of off-site incidents.

##### 310.02 Dallas County Community College District – Answering Calls for Service and Investigating Offenses

- A. The Dallas County Community College District has four campuses that are within the geographical boundaries of the city of Dallas.
  1. Richland College, 12800 Abrams Road, Dallas, TX 75243-2199
  2. Mountain View College, 4849 W. Illinois Ave. Dallas, TX 75211
  3. El Centro College, 801 Main Street Dallas, TX 75202-3605
  4. Eastfield College Extension, 802 S. Buckner Blvd., Dallas, TX 75217
- B. The Dallas Police Department and the Richland College Police Department, Mountain View College Police Department and the El Centro College Police Department share concurrent jurisdiction in responding to calls for service on the above listed three Dallas County Community College (DCCCD) properties. The following guidelines apply for answering calls on these DCCCD properties:
  1. As a general rule the DCCCD Campus Police Departments will respond to all calls for service and have primary jurisdiction in all misdemeanor and felony crimes.
  2. The Dallas Police Department will respond to all 911 calls received by the Dallas Police Department 911 center, but will allow the Campus Police Department to take the lead in all investigations unless otherwise requested by the Chief of the Campus Police. The Dallas Police Department will afford any assistance needed to help the Campus Police Department to safely handle all situations.
  3. The Dallas Police Department will respond to request for assistance from the appropriate DCCCD Campus Police Department on offenses when it determines the expertise of the DPD will help in solving the case. The extent of involvement of DPD personnel will be determined by the DPD Bureau or Division Commander who has offense jurisdiction.
  4. Each of the independent DCCCD Campus Police Departments have their own phone numbers:
    - a. Richland College Police Department, 972-238-6911
    - b. El Centro College Police Department, 214-860-2232
    - c. Mountain View College Police Department, 214-860-8758
    - d. Eastfield College Extension (Main DCCCD Dispatch), 972-860-4290

**Dallas Police Department General Order  
310.00 Dallas County Hospital & Community College District**

Revised 05/12/10

- C. Follow-up investigations will generally be handled and completed by the same department (DPD or appropriate DCCCD Campus Police Department) that handled the initial call for service. General rules for investigation include, but are not limited to the following:
  - 1. The Dallas Police Department will act only in an advisory capacity, if requested, for investigations conducted by DCCCD Campus Police Department.
  - 2. The Dallas Police Department will update the appropriate DCCCD Police Department regarding any investigation in their jurisdiction when requested to do so by the DCCCD Police Department.
- D. If notified by a 911 operator that a caller requests a Dallas police Officer, Communications Section personnel will notify the appropriate DCCCD Campus Police Department any time a DPD element is dispatched to a DCCCD Campus that lies within the geographical boundaries of the City of Dallas. If a DPD element arrives at the scene of a call and determines that the call for service is within a DCCCD Police Departments jurisdiction they will notify the Communications Section and ask them to contact the appropriate DCCCD Police Department.



# Dallas Police Department General Order

## 311.00 Foot Pursuits

DAVID O. BROWN  
CHIEF OF POLICE

Revised 4/3/2015

### 311.00 FOOT PURSUITS

#### 311.01 Purpose

- A. The purpose of this General Order is to provide guidance and serve as a training tool for foot pursuits and establish guidelines for foot pursuits. Foot pursuits are rapidly evolving incidents that occur with little or no warning to the officer. As such, this order is intended as general guidance for officers in determining whether to initiate a foot pursuit and establishes criteria for termination of a foot pursuit. These guidelines are also intended to provide officers tactical considerations to avoid foot pursuits, alternatives to foot pursuits and safety considerations during a foot pursuit.
- B. Philosophy - Situations exist that may require officers to pursue a suspect who is evading capture on foot. It is the policy of the Dallas Police Department that the safety of our officers and the public shall be the determining factor for initiating and/or terminating a foot pursuit. Accordingly, the decision to initiate a foot pursuit must be based on the pursuing officer's belief that the immediate danger to the public created by the failure to apprehend the suspect outweighs the potential risk in pursuing the suspect on foot.

#### 311.02 Definitions

- A. **Foot Pursuit** is defined as an active attempt by an officer to pursue a suspect or potential suspect who is evading detention or arrest by fleeing from the officer on foot.
- B. **Evading Arrest or Detention** (Texas Penal Code § 38.04)(a) A person commits an offense if he intentionally flees from a person he knows is a peace officer attempting lawfully to arrest or detain him.
- C. **Unprovoked Flight** is the physical act of running from or in the presence of a police officer uninitiated by any readily ascertainable reason other than the presence of the police officer.

#### Differentiating Unprovoked Flight from Evading Detention or Arrest

An officer has the authority to stop any person with or without a warrant when there is reasonable suspicion to believe that the person has committed or is about to commit a criminal offense or the officer has established lawful grounds to detain or arrest the suspect.

- A. **Terry Stops.** The United States Supreme Court has ruled that an officer who has reasonable, articulable suspicion that criminal activity is afoot may conduct a brief, investigatory stop, *Terry v. Ohio*, 392 US 1 (1968). It is also well settled that officers may detain (but not arrest) a person if they are aware of facts constituting "reasonable suspicion" to believe the person was committing a crime. See *Alabama v. White*, 496 US 325 (1990).
- B. **It is important to note that flight alone does not constitute sufficient legal justification to detain or arrest an individual.** The Supreme Court, in *Illinois v. Wardlow*, 529 US 119 (2000), while acknowledging that unprovoked flight is suggestive of wrongdoing, rejected the argument that a detention is always justifiable when a suspect flees upon "seeing a clearly identifiable police officer." Flight must be accompanied by one or more factors that together provide sufficient justification to support a temporary investigatory stop.

#### 311.03 Preventing Foot Pursuits

- A. Based on the inherent dangers associated with foot pursuits, officers should take precautions when confronting suspects in order to prevent the suspect an opportunity to flee on foot.
- B. Officers should take preventative measures when approaching a suspect to reduce the opportunity for flight by the suspect.
- C. Utilize the Contact/Cover Principle
  1. Tactical positioning by officer during initial contact with suspect to cut off suspect's escape routes
  2. Officers should place suspects in positions of advantage to the officer, example: sitting, kneeling etc.
  3. Calm the suspect by tone of voice and choice of words. Talking with suspect keeps his mind focused on what the officer is saying
  4. Command presence / officer presence - Take control of the suspect and situation
- D. Be aware of suspect's body language
  1. Telegraphing signs they might run
  2. Pulling pants up getting ready to run
  3. Looking for escape routes

#### 311.04 Initiating Foot Pursuits – Considerations

Although it is an officer's decision to initiate a stop, it is the suspect or violator who decides to precipitate a foot pursuit by fleeing. If the officer has sufficient legal justification to detain or arrest and the individual flees to evade detention, arrest or escape from custody, an officer's decision to pursue on foot shall be made with an awareness of the risk to which the officer and others will be exposed.

- A. In deciding whether or not to initiate a pursuit, an officer shall consider the following alternatives to foot pursuit:
  1. Aerial support
  2. Utilizing police vehicle
  3. Containment of the area

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4. Canine search
  5. Saturation of the area with patrol personnel
  6. Apprehension at another time and place when the officer knows the identity of the subject or has other information that would likely allow for later apprehension
- B. In deciding whether to initiate or continue a foot pursuit, officers should consider the following risk factors:
1. Whether the officer is acting alone
  2. Familiarity with the area or an area that is hostile
  3. The ability or inability to obtain backup in a timely manner
  4. The dangers of pursuing in inclement weather, darkness, or reduced visibility conditions
  5. Whether the officer is in adequate physical condition to conduct a foot pursuit
  6. Geographic and physical hazards that could endanger the officer

### **311.05 Initiating Foot Pursuits – Accountability and Responsibility**

#### **Responsibility of Pursuing Officer(s)**

Officers initiating foot pursuits shall be responsible for the foot pursuit unless circumstances dictate otherwise or until relieved by a supervisor. In any situation, an officer must always base the decision to engage in a foot pursuit on known facts, and circumstances that can be articulated by the officer. To engage in a foot pursuit the officer must have a reasonable suspicion that the person has committed or is about to commit a criminal offense. **It is important to note that flight alone does not constitute sufficient legal justification to detain or arrest an individual.**

#### **Pursuit Procedures**

- A. One officer should not attempt to pursue more than one suspect at a time. Attempting to pursue and capture two or more suspects simultaneously creates significant risk to the pursuing officer and should not occur.
- B. If two officers engage two or more suspects and the suspects flee in different directions, the two officers should not separate and should pursue a single suspect.
- C. If two or more officers have multiple suspects detained and one suspect flees, an officer should not pursue the fleeing suspect if that leaves his/her partner or fellow officers in a situation in which the number of detained suspects cannot be safely controlled by the remaining officers.
- D. An officer shall not initiate and/or continue a foot pursuit if the officer knowingly loses possession of his/her firearm.
- E. An officer should not initiate and/or continue a foot pursuit if the officer loses his ability to communicate with dispatch.
- F. Once an officer decides to initiate a pursuit the initiating officer should:
  1. Identify his/her element number over the radio and advise the dispatcher of the foot pursuit
  2. Provide location and direction of travel
  3. Give description of the suspect and his/her clothing description
  4. Advise whether the suspect is armed
  5. Advise the dispatcher and responding elements if sight of the suspect is lost and last location
  6. Advise the dispatcher if responding elements can reduce to code 1
  7. Advise the dispatcher once suspect is taken into custody

#### **Supervisor Responsibilities**

- A. Upon becoming aware of a foot pursuit, the supervisor shall monitor the pursuit and decide as soon as possible whether the foot pursuit should continue. The supervisor should allow the pursuit to continue if:
  1. There is a reasonable belief that the suspect has committed an act that would permit the officers to detain the suspect
  2. There is a reasonable belief that the suspect poses an immediate threat to the safety of the public or other police officers
- B. The supervisor shall terminate a foot pursuit at any time he or she concludes that the danger to pursuing officers or the public outweighs the necessity for immediate apprehension.
- C. The patrol supervisor monitoring the foot pursuit should command, control, and coordinate the situation as soon as possible, appropriately directing resources to safely apprehend the suspect.
- D. The monitoring patrol supervisor shall respond to the culmination point of a pursuit if an arrest is made.
- E. The patrol supervisor monitoring and controlling the foot pursuit will be responsible for ensuring a Blue Team entry is completed and forwarded through the appropriate chain of command. The entry will be made even in those instances when the suspect escapes.

#### **Communications Division Responsibilities**

- A. Receive, record, and immediately report incoming information from the officer(s) involved in the pursuit to other officers regarding the suspect; and ensure cover officers are immediately assigned.
- B. Alert a patrol supervisor from the division of the foot pursuit.
- C. Alert the helicopter.

### **311.06 Discontinuing a Foot Pursuit**

An officer should not continue a pursuit under the following conditions:

- A. An officer or a third party is injured during the pursuit and requires immediate assistance, and there are no other police or medical personnel able to render assistance.

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- B. The suspect flees into buildings, structures, confined spaces, or into wooded or otherwise isolated areas and the officer does not have sufficient backup. In this instance the primary officer shall stand by, radio his or her location, and await the arrival of other officers to establish a perimeter. At this point, the incident may be considered a barricaded person.
- C. The pursuing officer loses more than momentary visual contact with the suspect and becomes unsure of the suspect(s) whereabouts or continued direction of travel.
- D. The pursuing officer is unsure of his or her own location or direction of travel.
- E. Anytime the danger to the pursuing officer(s) or public outweighs the necessity for immediate apprehension of the suspect.

**311.07 Training**

This General Order is intended to be used as a training tool for officers when they engage in a foot pursuit and as ongoing guidance about the potentially dangerous nature of foot pursuits and as such no discipline will be associated with violations.



## Dallas Police Department General Order

### 312.00 Dallas Area Rapid Transit (DART)

DAVID O. BROWN  
CHIEF OF POLICE

Revised 02/23/09

#### 312.00 DALLAS AREA RAPID TRANSIT - ANSWERING CALLS FOR SERVICE AND INVESTIGATING OFFENSES

- A. The Dallas Police Department and the Dallas Area Rapid Transit Police Department (DART) share concurrent jurisdiction in responding to calls for service on DART property. The following guidelines apply for answering calls on DART property:
  1. As a general rule, DART Police will respond to all calls for service and have primary jurisdiction in all misdemeanor and felony crimes.
  2. DART Police can request assistance on offenses when it determines the expertise of the DPD will help in solving the case. The extent of involvement of DPD personnel will be determined by the DPD Bureau or Division Commander who has offense jurisdiction.
  3. The DART Police Headquarters is located at 2111 S. Corinth St. Road Dallas, TX 75203, Emergency Only Number 214-928-6300 and the Non-Emergency number is 214-749-5900.
- B. Follow-up investigations will generally be handled and completed by the same department (DPD or DART) that handled the initial call for service. General rules for investigation include, but are not limited to the following:
  1. The Dallas Police Department will update the DART Police Department on any investigation, where the offense occurred on DART property, when requested to do so.
  2. The Department will act only in an advisory capacity, if requested, for investigations conducted by DART Police Department.
- C. If notified by a 911 operator that a caller requests a Dallas Police Officer, Communications Section personnel will notify the Dart Police Department any time a DPD element is dispatched to a DART location that lies within the geographical boundaries of the City of Dallas. If a DPD element arrives at the scene of a call and determines that the call for service is at a DART location or within the DART Police Departments jurisdiction they will notify the Communications Section and ask them to contact the DART Police Department.



## Dallas Police Department General Order

### 313.00 Arrest Policies - Adults

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

#### 313.00 ARREST POLICIES (ADULTS)

##### 313.01 Responsibility at the Scene of Police Incidents

- A. The senior officer or ranking supervisor at the scene of any police incident will be responsible for the proper disposition of that incident.
- B. The senior officer or ranking supervisor will remain at the scene until such time as the incident is under control, until the incident is being properly handled in accordance with existing policies, until sufficient instruction has been issued to result in the proper disposition of that incident, or until relieved.
- C. Exceptions to this policy are listed in General Order sections 600.00 thru 620.00.

##### 313.02 Authority to Arrest

- A. Arrests will be made in the following instances:
  1. When a warrant of arrest has been issued by a magistrate or court of law.
  2. When arrest without a warrant is authorized under the laws of the United States, laws of the State of Texas, or the ordinances of the City of Dallas.
- B. Discretion should be used, however, when the warrant of arrest is for a Class C Misdemeanor and extreme hardship or inconvenience may result from an immediate arrest. In most instances, the arresting officer may issue the offender a Failure to Appear citation under the ALTAR Program (General Order Section 303.00) in lieu of making a full custody arrest. Additionally, the person should be advised of the warrant and the procedures for posting bond or paying the fine.

##### 313.03 Misdemeanor Citations

- A. Generally, the misdemeanor citation will be used in every case of violations of the traffic code or non-traffic City Ordinances wherein the officer is authorized to release the person charged on the individual's own recognizance at the scene of the arrest.
- B. A prisoner arrested for a Class C Misdemeanor only who requires medical treatment will be taken directly to Parkland Memorial Hospital. The prisoner will be issued a citation (traffic or non-traffic), and/or any necessary offense/incident report will be prepared. No prisoner under these circumstances will be booked into jail unless an unusual situation exists and with supervisory approval. The arresting officer must include in the Arrest Report the justification for placing the person in jail.
- C. The Class C misdemeanor citation may also be used in any other instance of charging an individual with a violation of a non-traffic City Ordinance as currently authorized by accepted procedures or as may be authorized in the future. These violations include, but are not limited to, the following:
  1. Unauthorized collection of trash.
  2. Fireworks violations.
  3. Anti-litter ordinance.
  4. Animals running at large.
  5. Advertising by holding show cards on public property.
  6. Loud speaker violations.
  7. Abandonment of refrigerators.
  8. Sleeping in public places.
  9. Operating motor vehicles in unauthorized area of public parks.
  10. Disorderly conduct.
  11. Theft, when the value of the item (including shoplifts) is less than \$50.
  12. Theft, when the value of the item is less than \$20 and the suspect obtained the property by issuing/passing a check.
  13. Theft of Service, when the theft of service is less than \$20.
  14. Reckless Damage or Destruction.
  15. Criminal Mischief when the damage is less than \$20.
- D. In lieu of a jail arrest, officers may issue a non-traffic citation for Municipal Court to the suspect in the above offenses after:
  1. Establishing positive identification.
  2. Checking the suspect for outstanding warrants (in all cases) and prior arrests (in the case of all thefts).
- E. When a citation is issued for M/C Theft, Theft of Service, or Reckless Damage (or Destruction), the below information must be entered on the back of the citation in the area provided for non-traffic violation information. The same elements must be provided in an Arrest Report if a custody arrest is effected:
  1. Name, address, and phone number of complainant. If the complainant is a business concern, the name, address and phone number of the business.
  2. Name, address, and phone number of the person in charge of the property if the complainant is a business concern. This person can be any of the following: the store manager, the department manager, or the buyer for the store.
  3. Name, address, and phone number of the witness to the offense. (In most cases this will be the store security guard).

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4. Complete description of the property taken or damaged.
  5. Value of the property taken or damaged.
- F. When issuing citations for Disorderly Conduct or Class C Family Violence to persons licensed to carry a handgun, officers will include the handgun license number on the back of the citation in the area provided for non-traffic violation information.

**313.04 Citations Requiring Special Handling**

- A. Purpose
  1. In order to maintain the integrity of the Department, it is important that all individuals who are issued citations are made aware of the citation's existence. In addition, the Department must be able to ensure any citation issued without the acknowledgment of the recipient is within Departmental policies and procedures.
  2. The purpose of this general order is to establish guidelines for issuing either traffic or non-traffic citations when the individual is unable or refuses to sign the citation. This order also establishes a procedure for the capture and periodic review of citations issued without an acknowledgement.
- B. General Guidelines
  1. In all cases when the individual receiving a citation is present and has the capacity to acknowledge receipt, officers will request the individual to sign the acknowledgement section on the citation.
  2. Traffic and non-traffic citations, except for speeding violations, should not be issued to individuals who are placed in Lew Sterrett Justice Center. Instead these charges will normally be added to the arrest report. Officers are authorized to count each traffic charge on their daily activity in these circumstances. Exceptions may be made with prior field supervisor approval. The issuing officer will record the supervisor's name and badge number in the "Notes" section on the back of the citation.
  3. Individuals who are arrested for outstanding warrants and transported to another detention facility may be issued traffic and non-traffic citations with field supervisor approval. The issuing officer will record the supervisor's name and badge number in the "Notes" section on the back of the citation.
  4. Officers must notify an on-duty supervisor as soon as possible after issuing a citation where the individual refused to sign the citation or is unable to sign the citation due to physical or mental condition. In all cases this notification must be made prior to the end of the issuing officer's shift. The issuing officer will record the supervisor's name and badge number in the "Notes" section on the back of the citation. Officers must receive supervisory approval before issuing a "Filed at Large" citation.
- C. Individual Refuses to Sign Citation
  1. Traffic Citations
    - a. Individuals who can be positively identified at the scene and refuse to sign the acknowledgement section of the citation may be issued the citation(s) without his or her signature. Officers will print "REFUSED" in the acknowledgement section of the citations and along the top of the citation. An arrest may be authorized in this circumstance as outlined in General Order 302.01D.
    - b. Individuals whose identity cannot be positively identified at the scene and refuse to sign the acknowledgement section of the citation may be arrested as authorized by General Order 302.01C.
  2. Non-Traffic Citations M/C
    - a. Individuals whose identity can be positively determined at the scene and refuse to sign the acknowledgement section of the citation may be issued the citation(s) without his or her signature. Officers will print "REFUSED" in the acknowledgement section of the citations and along the top of the citation. An arrest may be authorized by an on-duty supervisor in this circumstance in lieu of a citation being issued.
    - b. Individuals, who cannot be positively identified, regardless of their willingness to sign the acknowledgement section, will be handled as outlined in General Order 313.03.
- D. Individual Unable to Sign M/C Citation
  1. Citations may be issued to individuals who are unable to sign the acknowledgement section of the citation due to medical reasons or intoxication and are not taken into a full custodial arrest.
  2. The individual's copies of the citation will be placed with his/her personal property. Officers will document the following information in the "Notes" section of the citation:
    - a. The location the individual was released such as Parkland Hospital or the violator's home. Exact addresses should be used when the location is not a commonly known public facility.
    - b. The name or identifier of the person or group to whom the individual was released. Example entries are DFD717, Parkland Emergency Room Staff or the name of individual taking responsibility for the violator.
    - c. The location where copies of the citations were placed.
  3. Officers will print "RELEASED TO APPEAR" in the acknowledgement section of the citations and along the top of the citation.
- E. M/C Citations Issued to Individuals No Longer at the Location
  1. "Filed At Large" citations can only be issued under the following circumstances:
    - a. The violator is no longer at the location.
    - b. The name, race, sex, date of birth and home address of the violator is known by the issuing officer.
    - c. The approximate time and location of the offense is known.
    - d. The violation is a class C misdemeanor and no other charges with a higher penalty classification are being filed.
  2. Officers will print "FILED AT LARGE" in the acknowledgement section of the citations and along the top of the citation.
  3. "Filed At Large" citations will not be issued when the violator has no home address.
  4. Officers must notify an on-duty supervisor prior to issuing a "Filed At Large" citation. The issuing officer will record the approving supervisor's name and badge number in the "Notes" section on the back of the citation.

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5. A citation issued for a Handicapped Parking Violation will not require the violator's race, sex, and date of birth when the violator is not present at the location. Officers will list the registered owner's name and address in the operator's section of the citation and place two copies of the citation and instruction sheet on the vehicle.
- F. Reporting Requirements
1. Each division will maintain a database of all citations issued without a violator's signature. The database will contain the following information:
    - a. Name and badge number of issuing officer.
    - b. Name and badge number of approving field supervisor.
    - c. Race, sex and date of birth of violator.
    - d. Citation number.
    - e. Date and Time of Issuance.
    - f. Charge on citation.
    - g. Location of offense.
    - h. Justification in acknowledgement section – "Refused", "Released to Appear" or "Filed at Large."
  2. All citations without a violator's signature will be reviewed by an administrative supervisor to confirm they are complete and were approved by a field supervisor. The reviewing supervisor will initial the lower left corner of these citations after review. The administrative supervisor will ensure each of these citations is entered into the division database.
  3. A copy of each citation will be made and forwarded to the issuing officer's direct supervisor. The officer's supervisor will review related offense, arrest or other reports to ensure all information is consistent with charges filed.
  4. Field supervisors are responsible for reviewing their assigned personnel in the divisional citation database on a monthly basis to identify trends or indications of possible abuse. Supervisors will notify the division commander by memo if any trends or possible abuse are identified.
  5. The Division Commander will provide a monthly report to the Bureau Commander on all "Filed At Large" citations. This report is not required for divisions who are not assigned field operations.

**313.05 Public Inebriate Program**

- A. General Information
  1. The facility is located at 1600 Chestnut.
  2. Prisoners will be received on a 24-hour basis.
  3. Prisoners will be held a minimum of four hours before any type of release is allowed.
  4. Checks will be made on all prisoners that are to be taken to the Public Inebriate Detention Center (PIDC). The check may be made over the radio if necessary.
- B. Admission Policy - The processing of persons at PIDC will be in accordance with the procedures established by the City Marshal's Office and approved by the Chief of Police. These procedures will be posted at the Center and available for reference. Any questions will be referred to an on-duty Patrol supervisor.
- C. When an arrest is rejected by a PIDC supervisor, a police supervisor from the arresting officer's division will be notified. The police supervisor will determine what should be done with the arrested person (i.e., released to relative, mental evaluation) and the facts documented in an offense/incident report.

**313.06 Drug Evaluation and Classification Process**

- A. Only officers with current Drug Recognition Expert (D.R.E.) certification will conduct D.R.E. post-arrest evaluations on suspects.
- B. All D.R.E. evaluations will be conducted according to the current Drug Evaluation and Classification S.O.P., which will be available for review at the jail.
- C. D.R.E. officers may be requested to conduct drug evaluations at Lew Sterrett. Drug evaluations may be conducted at other bureaus throughout the department, if the D.R.E. approves of the testing area.
- D. In general, a drug evaluation will not be conducted on suspects with a breath alcohol concentration of 0.08 or above or when blood tests are given and alcohol is the only suspected cause of impairment.
- E. A D.R.E. officer may request a urine specimen from a suspect who has been evaluated, in addition to any other specimen which would be prudent to request, depending on the crime. All Dallas police officers may request a urine specimen, in addition to a blood specimen in D.W.I. cases, when no D.R.E. evaluation is performed and the officer believes the impairment is caused by substances other than alcohol.

**313.07 Stake-outs and High Risk Apprehension Operations**

- A. Definitions
  1. Stake-out: an operation in which officers assume concealed or covert positions in anticipation of a criminal act for the purpose of apprehending the persons involved.
  2. Surveillance: the continuous observation of persons, places and things for the purpose of gathering information.
  3. High Risk Apprehension: any planned arrest in which there is good reason to believe that the person to be arrested may be armed and intent upon resistance.
- B. Objectives
  1. To apprehend the suspect with a minimum risk to persons and property.
  2. To obtain information concerning the activities and identities of individuals.
  3. To protect any informant who may be involved.
- C. Procedures
  1. All surveillance, stakeouts, and high-risk apprehensions must have prior approval of a supervisor.

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2. The supervisor in charge will develop a plan for the operation. This plan will include but not be restricted to the following:
  - a. Staffing with sufficient personnel to ensure safety of all persons involved and successful completion of the objective.
  - b. Briefing of all personnel as to the objectives, and fully informing them of the nature of their assignment and their individual responsibilities.
  - c. Ensuring that all personnel are familiar with any specialized equipment to be used.
  - d. Ensuring, when necessary, that all personnel have distinctive and/or protective clothing available if an arrest/confrontation is necessary.
  - e. Arranging for uniformed police officers to be available if an arrest or pursuit is anticipated.
  - f. Providing for adequate communication capabilities for all units and personnel involved.
  - g. Providing relief for personnel if the operation is prolonged.
  - h. Remaining aware of and providing for the safety of all persons involved.
3. Unless there is a clear possibility of compromising the operation, the following organizations will be notified:
  - a. Communications Section.
  - b. Patrol Operations Division where the operation is to take place.
  - c. Any other departmental unit which may be involved/affected by the operation.
4. This notification should include the nature of the operation, number of personnel involved, supervisor in charge, vehicles involved (if possible), dress of officers involved, and any other information necessary for the safety of the officers involved and any other officers who may respond as back-up in an emergency situation.
- D. Requests for Tactical Division Assistance during Stake-Out and High-Risk Apprehension of Suspects
  1. Officers receiving information that a violent crime is likely to occur will notify their supervisor who will notify the Tactical Division.
  2. Examples of the types of offense situations to which the Tactical Division will respond and have primary command responsibility are armed robbery, hostage situations, barricaded persons, kidnapping or any other violent crime involving an armed suspect. Routine stakeouts, surveillance, drug raids, and Fugitive Squad apprehensions, for example, do not require that the Tactical Division be called.
  3. Any supervisor may request the presence of Tactical Division personnel in situations other than the extreme instances of D.2. Supervisors may request assistance in conducting routine stakeouts and surveillance. In these instances, the requesting bureau/ division/section will retain command responsibility.
  4. Consideration of such factors as type of information, the time element involved, risk of persons involved, anticipated length of operation, etc., will be made by the requesting supervisor to determine if a situation warrants requesting Tactical Division assistance.
- E. Procedure
  1. If the Tactical Division is needed, a supervisor in that division will be notified.
  2. When the Tactical Division responds to a request, it will be the responsibility of the Tactical Division to coordinate the efforts of the operation.
    - a. The requesting division will be in charge of the scene until the Tactical Division arrives.
    - b. Upon their arrival, Tactical Division personnel will take charge of the scene, except in those instances in D.3 where command responsibility remains with the requesting unit.
  3. Informants
    - a. Sole responsibility for dealing with any informants involved rests with the requesting unit personnel who originally developed the information.
    - b. Tactical Division personnel will be provided information about informants only on a need-to-know basis. The identity of an informant does not necessarily have to be revealed.
- F. Where applicable these procedures will be incorporated into division Standard Operating Procedures, along with any additional special considerations unique to a particular division.

**313.08 Felony Arrest Warrant Service**

This General Order does not apply to misdemeanor arrest warrants, but these procedures may be used at the discretion of the supervisor in charge. This General Order does not preclude any officer or detective from knocking on a door and attempting to arrest a wanted person, however, should the wanted person not voluntarily come to the door and surrender, officers/detectives will not enter the location in order to search for the suspect without following the procedures specified in this general order.

- A. Definitions
  1. Felony Arrest Warrant Service: a planned execution of a felony arrest warrant in which officers intend to enter a location and search for a suspect.
  2. Arrest Warrant Service Class: the Dallas Police Department's arrest warrant service training program.
- B. Objective
  1. Apprehend the suspect with minimum risk to officers, suspects, and citizens.
- C. Procedures and Requirements
  1. Confirm all arrest warrants before attempting service.
  2. A planning session, conducted by a warrant trained supervisor, will be conducted before any warrant is served. All personnel serving the warrant will attend the planning session. This may take place in the field if necessary.
  3. Handheld police radios must be carried by all personnel participating in the warrant execution. The supervisor will ensure that all personnel have their radio set to the designated operating channel.
  4. The controlling supervisor will ensure a deconfliction is completed through the North Texas HIDTA (High Intensity Drug Trafficking Area). A deconfliction is an intelligence sharing system that promotes the highest level of public safety and to prevent law enforcement officers from confronting blue – on – blue situations in the field.

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HIDTA 24 hour Watch Center contact number is 972-621-2213. Event deconfliction forms can be retrieved on the Dallas Police Department intranet under the *Forms* icon.

5. The Communications Services Section and the affected Patrol Division will be notified prior to the execution of the warrant.
  6. All personnel will wear body armor.
  7. All personnel will wear clothing which clearly identifies them as Dallas Police officers. This includes the Dallas Police uniform as well as identification jackets or vests issued by the Department. The vests and/or jackets must have the badge or the badge insignia and "Dallas Police" markings.
  8. Officers will use available means (including, but not limited to, surveillance, telephone calls, or credible information from CIs (Confidential Informants) or witnesses (as defined in Narcotics SOP) to confirm that the suspect is at a location before attempting to execute an arrest warrant, but a lack of such information will not preclude an attempt to serve a warrant.
  9. Personnel requirements: A **minimum** of 6 (six) officers will be required to serve a felony warrant. This includes a trained supervisor, a trained three officer search team, and two perimeter officers. Perimeter officers do not have to be warrant trained, but must attend the planning session.
  10. Calls for service regarding a wanted person at a location require that the above procedures be followed, unless the wanted person is at another government facility such as a parole office, etc.
- D. Third Party Residence
1. If the arrest warrant for the felony suspect is taking place at the residence of a third party, then officers must obtain a search warrant in order to enter the location.
  2. The search warrant requirement may be waived if:
    - a. Exigent circumstance exist (i.e. hot pursuit, screams for help, etc).
    - b. Written consent to search is given by a third party who has standing to give such consent.
    - c. The officers can articulate facts and circumstances that give rise to the belief that the suspect actually resides in the residence owned by a third party.
- F. Forced Entry
1. Definition: **Any** entry into a residence without the consent of the owner or legal representative, regardless of whether physical force is used.
  2. Forced entry is allowed when serving a felony arrest warrant.
  3. Forced entry is **not** allowed when serving a misdemeanor arrest warrant.
  4. A search warrant is not required to execute a forced entry at the current residence of the wanted person, however; officers and the controlling supervisor must be able to articulate **reasonable grounds** to believe that:
    - a. The address is the residence of the wanted person.
    - b. The wanted person is actually inside the residence at the time.
  5. The use of forced entry will be at the discretion of the controlling supervisor.
  6. Mechanical breaching equipment is authorized. This equipment reduces the risk of injury to officers and should be utilized at the discretion of the controlling supervisor.
  7. Officers will only use handheld rams, pry bars, etc. for forced entry. Officers will not use vehicles to pull/push open doors or bars.
  8. Diversions, such as breaking windows, etc. are authorized. These tactics reduce the risk of injury to officers and should be utilized at the discretion of the controlling supervisor.
  9. Forced entry will not be authorized at locations where drug sales routinely occur, whether fortified or not.
  10. No officers may use explosive or incendiary diversion devices such as "flash bangs", or any type of explosive entry, unless assigned to the SWAT or Narcotics Divisions.
- F. SWAT Requirement
1. The felony arrest warrant should be considered a high risk apprehension and deferred to the SWAT Unit (as noted in General Order 313.07), if credible intelligence indicates any of the following are present:
    - a. Fortified location: Fortified is defined as preparing a location in a manner to impede the entry of police. Examples include, but are not limited to, door blocks or stops, burglar bar cages (both exterior and interior), surveillance cameras, or a combination of any such items. Burglar bars alone do not constitute a fortified location.
    - b. Automatic weapons, explosives, or booby traps.
    - c. Body armor was worn during the commission of the original offense.
    - d. The suspect or others at the location are actively taking measures to violently resist or repel any law enforcement effort to arrest.
- G. Outside Agency/ Jurisdiction Considerations
1. Officers may execute Dallas PD arrest warrants in other jurisdictions.
  2. The arrest warrant must have been issued for a Dallas PD offense or the wanted person may be a suspect in an unrelated Dallas PD offense.
  3. Officers will notify the law enforcement agency having jurisdiction before serving a warrant outside of the city limits of Dallas, unless this would compromise the safety and integrity of the warrant service.
  4. Officers may execute arrest warrants for other agencies within the city limits of Dallas.
  5. Entry teams will be comprised of Dallas officers ONLY. Outside agencies' officers will be allowed to perform perimeter duties if they have attended the warrant briefing. Dallas officers may perform perimeter duties for other agencies entry teams, if those agencies choose to execute the arrest warrant. Everyone that will participate in the warrant execution (entry, perimeter) must attend the briefing.
- H. Exceptions
1. The planned arrest execution takes place during a vehicle stop. If this tactic is used, Officers should perform a felony stop.
  2. When the wanted person is located in a public place.
  3. When a wanted person voluntarily surrenders.

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4. Prisoner transfers.
- I. Ongoing training
  1. All officers and supervisors that complete the Felony Arrest Warrant class will be required to participate in and pass quarterly training. One remedial training session will be allowed if an officer or supervisor is unable to complete this training at an acceptable level.
  2. Any officer, senior corporal, or supervisor that is unable to satisfactorily complete the Felony Arrest Warrant class or the quarterly training will not be authorized to serve felony arrest warrants, and may be removed from any position where warrant service is an integral part of that Unit's function at the discretion of his/her Chain of Command
- J. Search Warrants - Any Unit authorized to execute Felony arrest warrants is also authorized to serve search warrants, with the exception of Narcotics search warrants. Narcotics search warrants will only be served by the Narcotics Division and SWAT Division. Factors that require the SWAT Division to execute an arrest warrant also apply to search warrants.

**313.09 Field Warning Procedure**

- A. Arresting officers are not required to provide *Miranda* rights to persons in custody unless they are going to interrogate them. If it becomes necessary to interrogate an arrested subject, the officer must provide the *Miranda* rights before any questioning occurs.
- B. If the subject invokes any of the *Miranda* rights, the officer will note it in the arrest report and provide specific information on the rights invoked, such as the right to remain silent, right to have an attorney present, etc.
- C. Field warnings are not required under the following circumstances:
  1. When no questioning or interrogation will occur.
  2. During general questioning of persons present at a criminal offense scene, and the investigation has not centered upon the individual as a suspect in the case.
  3. Ordinary City Ordinance violations.
  4. Class C misdemeanors.
  5. Ordinary traffic violations.
- D. Arresting officers should refrain from questioning arrested persons in offense incidents where immediate follow-up will be conducted by a detective. In these circumstances, the detective will warn the arrested person of his/her rights at the appropriate time.

**313.10 Field Release of Handcuffed Subjects**

- A. Handcuffed subjects will be field released in the following instances when sworn police personnel determine that:
  1. An arrest made (on or off-duty) is erroneous, improper, or otherwise inappropriate prior to book-in at the Jail or Public Inebriate Detention Center (PIDC).
  2. A subject who has been handcuffed for officer safety is not going to be arrested and charged with an offense.
  3. A subject who has been handcuffed and charged with a Class C Misdemeanor (traffic or non-traffic), but meets the guidelines as described in General Order 313.03, Misdemeanor Citations.
- B. The releasing officer will:
  1. Field release the subject at the original arrest location or contact site.
  2. Document the facts and circumstances necessitating and justifying the release in an M.I.R or related offense report. (MDC-generated or handwritten).
  3. List the subject as the complainant on the M.I.R. and include the subject's telephone number and address.
  4. Notify a supervisor and document the notification in the M.I.R.
  5. Forward a copy of the M.I.R. through the chain-of-command to his/her Organizational Commander.
- C. In situations where more than one individual is detained and released only one M.I.R. needs to be generated. The releasing officer will document the name, address, and telephone number of the additional subjects on the witness pages of the M.I.R. and the facts and circumstances of the incident in the narrative.

**313.11 Searching of Prisoners**

- A. All prisoners will be searched at the time of arrest, or as soon as possible after the arrest, and before being transported.
- B. Officers will not perform any strip or body cavity searches of any prisoner. These searches will be conducted at Lew Sterrett Justice Center by a Dallas County deputy or detention officer.
- C. Purses, luggage, belt packs, hats, gloves, and coat pockets of female prisoners will be searched by the arresting officer at the time of arrest.
- D. Bodily searches of female prisoners will be conducted only by female Dallas Police officers. If a female officer is not available in the arresting officer's division, the arresting officer will contact Communications to request a female officer from another division or law enforcement agency.
- E. Officers transporting prisoners for other officers will search all prisoners before accepting custody. Transporting officers will be present during the search of a female prisoner by a female officer before accepting custody.
- F. The transporting officer will be held accountable for any prisoner arriving at any jail, detention or police facility with a weapon or contraband.

**313.12 Transportation and Handling of Prisoners**

- A. General Guidelines for Transporting Prisoners

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1. The following definitions apply to this section:
    - a. Police vehicle: Refers to any city owned vehicle used to transport prisoners.
    - b. Officer: Refers to any sworn member of the Department.
  2. Officers will search their issued police vehicles before beginning their tour of duty. This will include prior to and after transporting prisoners to ensure that the vehicles are free of any weapons and contraband.
  3. Motorcycles will not be used for transporting prisoners.
  4. Unless otherwise approved by a supervisor, all prisoners will be handcuffed, and the handcuffs double locked.
  5. Prisoners will be secured in their seat with a seat belt.
  6. Once the prisoner is secured the officer will immediately disable the vehicle's door locks and windows by utilizing the lockout buttons on the driver's door control panel. Officers will engage the child safety locks on the back doors of the patrol vehicle by using the end of the ignition key and move the plastic key/lock device to engage the child safety locks.
  7. The feet of violent or potentially violent prisoners should be secured with flex-cuffs or leg restraints or both if their actions indicate they may pose a threat to the transporting officer or to the police vehicle or equipment.
  8. The *hog-tie* method of maximum restraint will not be used. This method of restraint, which positions the prisoner stomach-side down with hands and feet joined in the back, places the prisoner in a physical position that restricts breathing capability and places the subject at risk for positional asphyxia.
  9. Persons arrested by DPD officers or placed in their custody will not be left unsupervised at anytime.
  10. If an arrested person experiences a medical emergency the officers will immediately request a Dallas Fire Rescue ambulance be called to the scene to evaluate the prisoner prior to being transported to a jail facility. (*Emergency* means any circumstance that calls for immediate action and in which the element of time in transporting the sick, wounded, or injured for medical treatment is essential to the health or life of the person.)
  11. Prisoners exhibiting symptoms of excited delirium, drug-induced psychosis, or a psychotic episode are to be immediately transported to a medical facility by Dallas Fire Rescue ambulance. An officer will accompany the prisoner in the rear of the ambulance. Additional procedures are outlined in General Order Section 905.00.
  12. Placement of Prisoners in Police Vehicles
    - a. One Officer Transport - One officer can only transport one prisoner. In police vehicles that are not equipped with a prisoner partition the prisoner will be placed in the front passenger seat. At no time will a prisoner ride alone in the back seat of a police vehicle that does not have a prisoner partition system. In police vehicles equipped with a prisoner partition the prisoner will be positioned in the back right seat. The access panel of the partition between the front and rear seats, if equipped, will be secured and locked.
    - b. Two Officer Transport - Two officers can transport a maximum of three prisoners. In police vehicles that are not equipped with a prisoner partition the second officer will be seated behind the driver with the prisoner(s) seated according to the following configuration:
      - i. Prisoner #1 - rear passenger seat.
      - ii. Prisoner #2 - front passenger seat.
      - iii. Prisoner #3 - rear passenger seat.In police vehicles equipped with a prisoner partition up to three prisoners may be transported in the rear seat if all three rear seat belts are accessible. Both officers will ride in the front seats of the police vehicle. The access panel of the partition between the front and rear seats, if equipped, will be secured and locked.
    - c. If more than three persons are arrested or if there is insufficient room in a police vehicle, an additional police vehicle or a paddy wagon will be used.
  13. At the time of departure, transporting officers will furnish the dispatcher with the odometer reading and the departure location address. Upon arrival at their destination, they will furnish the dispatcher with the odometer reading and the arrival location address.
  14. Transporting officers may be instructed to pick up additional prisoners while en route to the jail. If any of the following are applicable, the officer(s) will notify the dispatcher and will not pick up additional prisoners in the following situations:
    - a. If the transporting officer is alone.
    - b. If they are already transporting the maximum allowable prisoners, a female or juvenile, or an unruly prisoner.
  15. Officers will not handle another police incident while transporting a prisoner unless it is of such magnitude as to place life or property in jeopardy.
- B. Transporting Female Prisoners - In addition to the general guidelines regarding prisoner transport, the following provisions apply for female prisoners:
1. If it can be done safely and if all standard safety measures are observed, a lone female officer may transport one female prisoner. A lone male officer will not transport a female prisoner. The seating configuration outlined in 313.11, A12 must be used.
  2. Two officers (regardless of their gender) may transport one to three female prisoners. In police vehicles equipped with a prisoner partition both officers will ride in the front seats. The seating configuration outlined in 313.11, A12 must be used.
  3. Incidents Involving the Arrests of Both Female and Male Prisoners or Multiple Female Prisoners
    - a. Female prisoners may be transported with male prisoners only when their arrests result from the same incident. Refer to the seating configuration outlined in 313.11, A12.
    - b. Use of Paddy Wagon
      - i. If the paddy wagon is equipped with a solid rear partition, female prisoners may be transported in the rear of the paddy wagon. At no time will female and male prisoners be transported sharing the same partitioned section.
      - ii. If the paddy wagon is not equipped with a solid rear partition but is driven by a female, one female prisoner may be transported in the front seat. If the driver is a male or if there are multiple female

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- prisoners, an additional paddy wagon or police vehicle will be used.
- C. Transporting Juvenile Prisoners - Additional restrictions apply for juvenile prisoner transport. (Refer to General Order Section 314.16)
  - D. Procedure for Handling Escape of Detainee/Prisoner during Transportation
    - 1. Notify the dispatcher of current location.
    - 2. Broadcast a description of the escapee (race, sex, height, weight, clothing description, any other identifying features).
    - 3. Broadcast reason for detention or arrest.
    - 4. Immediately notify a supervisor.
    - 5. Set up a perimeter utilizing additional elements.
    - 6. Notify helicopter unit and K-9.
    - 7. If the escapee is captured, the arresting officer will document and prepare the proper offense and arrest reports detailing the facts surrounding the incident.
    - 8. If the escapee is not captured, the transporting officer will prepare an offense report titled "Escape" and document the facts surrounding the incident in this report. Additionally, the officer will prepare a "Lost Equipment Report" as outlined in G.O. 805.00 with the loss of any city property during the incident.
    - 9. If the escape occurs while traveling though another jurisdiction, the transporting officer will notify the appropriate jurisdiction providing all relevant information to that jurisdiction.

**313.13 Disposition of Vehicles**

- A. Authority and Service Numbers
  - 1. Officers have the authority to impound vehicles under the following circumstances:
    - a. Vehicle involved in an accident and is immobile - Use the Accident Report service number.
    - b. Stolen vehicle - Use the original Dallas PD service number or make a service number if the vehicle was reported by another agency.
    - c. Vehicle is evidence of a crime - Use service number assigned the crime.
    - d. Protective custody (e.g. death of the driver and no one available to take custody) - Use service number assigned the death offense report.
    - e. When a driver is arrested and no alternative to impoundment exists - Use Arrest Report service number, unless it is Class C arrest, then obtain N-9 number.
    - f. Parking violations - Obtain N-9 number (Service number not required for parking ban).
    - g. Street blockage - Obtain N-9 number.
    - h. Abandoned vehicle - Obtain N-9 number.
    - i. Vehicle so mechanically defective as to be dangerous - Obtain N-9 number.
    - j. Driver or owner gives consent - Obtain N-9 number.
  - 2. All impounded vehicles must have a service number entered on the wrecker book. Officers must obtain an N-9 number if no number is assigned.
    - a. In all cases where a vehicle is impounded, an inventory search of the vehicle will be conducted. The search will be made by the impounding officer, at the scene of the impoundment whenever possible. It is the impounding officer's responsibility to maintain any evidence found and to maintain the chain of evidence. Money (\$5.00 or over), firearms, and valuables will not be left in a vehicle to be impounded. The impounding officer will remove the items from the vehicle and place them in the property room in accordance with the Property/Auto Pound Standard Operating Procedures.
    - b. When inventorying a vehicle, the vehicle and its container are to be inspected and inventoried. A locked container may be inspected only if the officer can do so without damaging the container or breaking a lock. Container shall mean any object capable of holding other objects, including but not limited to: vehicle trunk, glove compartments, consoles, luggage, briefcases, boxes, bags, purses or clothing. If the container cannot be opened and inspected, it should be so noted on the wrecker book.
  - 3. Officers will call in a *Found Property Vehicle* report for the following impounded vehicles. This report would serve to alert an investigative unit to a potential stolen or suspect vehicle:
    - a. An unattended vehicle that appears to be stolen but not reported (broken ignition, etc.).
    - b. A vehicle is evidence of a crime.
    - c. When a driver is arrested and the vehicle appears to be stolen but not reported (broken ignition, etc.).
  - 4. The Auto Pound is located at 1955 Vilbig.
- B. An officer will release a prisoner's vehicle, regardless of the offense committed, to a passenger or third party under the following circumstances:
  - 1. The vehicle is mechanically safe, not stolen or evidence in a crime, and has proof of financial responsibility.
  - 2. The prisoner wishes to release the vehicle to a passenger or third party that is at the scene who is not under arrest, has a valid driver's license, and is not intoxicated.
- C. An officer may, at his/her discretion, give an arrested person the option of leaving the arrestee's vehicle at the scene of the arrest or other location.
  - 1. The option will be given only to prisoners being charged with Class C Misdemeanors.
  - 2. Before offering a prisoner the option, the officer should consider the security of the vehicle, parking regulations in that area, and the possibility of complaints from citizens concerning the vehicle being left there.
  - 3. A vehicle cannot be inventoried if it is not taken to the pound.
  - 4. When a vehicle is left at the scene, the arresting officer will ensure that the vehicle is legally parked and secured.
  - 5. A *Release and Hold Harmless Agreement* form will be completed in duplicate. It will contain the service number and arrest number, and will be signed by both the officer and prisoner.

The original *Release* form will be routed to the Records Section for permanent retention. A copy of the *Release* form

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- will be given to the arrested person.
- D. This order will not prohibit officers from releasing a vehicle to a third party upon receiving a verbal request from the arrested person. Officers will use the *Release and Hold Harmless Agreement* form only when the vehicle is not released to another person.
- E. Disposition of Vehicles when an Arrest is Made
  1. The vehicle may be released at the scene in accordance with the above listed guidelines.
  2. If not released as described above, the vehicle will be transported to the appropriate pound facility.
- F. Status of Juvenile Passengers in Prisoner's Vehicle
  1. When juveniles are passengers in a prisoner's vehicle and are under the immediate control of the prisoner, the arresting officer will ask the prisoner if he/she wishes to release the juvenile into the custody of another responsible person. If the responsible person is at the scene of arrest or the juvenile can reasonably be taken to the location of the responsible person, the arresting officer will arrange this and specifically document the incident. Under no circumstances will a juvenile be left either at the arrest scene or at another location without responsible supervision.
  2. If the above conditions cannot be met, officers who have a *Protective Custody* child (newborn through age 16) will call Child Welfare investigators to determine what should be done with the child. Officers not having access to a telephone should contact a Youth Services Section supervisor via radio for assistance.
- G. Status of Adult Passengers in Prisoner's Vehicle - Adult passengers stranded at the arrest scene will be offered transportation to a nearby public facility where a telephone is available and their reasonable safety can be assured.

**313.14 Writ of Habeas Corpus**

- A. Investigating Officer - In order that a judge may set an appropriate amount of bond for a Writ of Habeas Corpus When a high bond is requested, the investigating officer will be prepared to justify the requested bond if required by a judge.
- B. Investigating Division or Section
  1. The investigating division or section commander will maintain a file of *Writ of Habeas Corpus* information so that it can be determined when, how, or if the writ was met.
  2. The assigned investigating officer will be responsible for response to and follow-up on writs.
  3. When a writ for the release of a prisoner is served, the prisoner will be immediately released. If an investigating officer desires an extension, the officer will immediately contact the judge who issued the writ, make such request, and then abide by the judge's order.
  4. When a writ calls for a prisoner in custody to be brought before a court for a hearing at a specific time and date, the investigating officer will produce the prisoner at the proper time and place for the hearing.
  5. If the prisoner is filed on or released prior to the return date on the writ, the court will be notified by the investigating officer.

**313.15 Magistrate Procedures for Adults**

- A. Magistrating Responsibilities
  1. Any police officer, detective, or supervisory officer may take a prisoner immediately before the first available magistrate in any case where such action would be in the best interest of the departmental investigation of a criminal case.
  2. The Dallas County Sheriff's Office has agreed to ensure that all prisoners incarcerated in the Lew Sterrett facility are magistrated without unnecessary delay.
  3. The investigating officer having responsibility for the prisoner, however, will assure the magistrate process is accomplished.
- B. Persons arrested on charges over which the Municipal Courts have jurisdiction will be processed in accordance with the Detention Services Section SOP, which will be available for reference.
- C. Prisoners eligible for immediate release need not be taken before a magistrate.



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### 314.00 Arrest Policies - Juveniles

DAVID O. BROWN  
CHIEF OF POLICE

Revised 5/12/10

#### 314.00 ARREST POLICIES (JUVENILES)

##### 314.01 Authority to Take Juveniles into Custody

- A. Officers may take juveniles into custody pursuant to an order of the Juvenile Court, pursuant to the laws of arrest, or when there is probable cause to believe the child has engaged in delinquent conduct or Conduct Indicating a Need for Supervision (CINS).
- B. Generally, a juvenile will be taken into custody when he/she has committed a felony or a Class A or Class B misdemeanor (delinquent conduct). The juvenile will be transported to the Youth Operations Unit for processing. In accordance with the Family Code, a juvenile may not be detained in a Juvenile Processing Office for longer than six hours.
- C. On rare occasions involving exceptional circumstances, juvenile delinquent conduct offenders may be released in the field when the release is in the best interest of the Department, the child, and/or the State, but only when approved by a Youth Operations Unit supervisor. Before granting approval to release a juvenile, the Youth Operations Unit supervisor will determine if the juvenile has any outstanding warrants. If an outstanding warrant exists, the juvenile will be taken into custody and handled as an arrest.
- D. When an officer has detained a juvenile Class C misdemeanor offender, the officer will check with the Youth Operations Unit to determine if a warrant exists. If no warrant exists, the juvenile will be field released as described in General Order Section 314.02, except:
  1. In cases of truancy and runaway, the juvenile will not be field released.
  2. In the case of public intoxication, the juvenile will be released to a parent or guardian. If no parent or guardian can be found the juvenile will be taken to Parkland Memorial Hospital to obtain a medical release and then transported to Letot at 10505 Denton Drive.

##### 314.02 Field Release

- A. Once an officer has detained a juvenile Class C misdemeanor offender for an offense other than truancy, runaway, or public intoxication, the officer will determine whether to issue:
  1. A non-traffic citation, or
  2. A Field Interrogation Report (FIR)
- B. Non-traffic Citation
  1. Juveniles who are 10-16 years of age may be issued a non-traffic citation. (Issuing traffic citations to juveniles is described in General Order Section 302.08.)
  2. Depending on the offense, an offense report may be required.
- C. Field Interrogation Report (FIR)
  1. An FIR is used in lieu of, not in addition to, a non-traffic citation, with the exception of a curfew citation where both will be used.
  2. It effectively serves as a "warning citation" to a juvenile for a Class C misdemeanor, and allows appropriate authorities to track the individual's conduct within the Juvenile Information System (JIS).
  3. Juveniles who are 7-9 years of age may only be issued an FIR since they are below the age in which a non-traffic citation can be issued.
  4. An FIR will not be issued for a contact in which the juvenile did not commit a criminal act. If the officer did not have the initial authority to issue a non-traffic citation, he/she will not issue a FIR as an alternative. In those instances wherein an officer wishes to document non-custodial juvenile contacts under unusual or suspicious circumstances not amounting to criminal conduct, he/she may use a Miscellaneous Incident Report.
- D. Completion and Distribution of the FIR
  1. The Juvenile Field Interrogation Report (DPD-04579 Rev 6/94) is a form prepared in triplicate by the issuing officer. The three pages are printed on blue, pink, and yellow paper.
  2. The issuing officer will make every reasonable effort to secure proper identification prior to completing the FIR. If a child lives in an apartment, the officer will include the apartment number on the address line. All applicable blocks will be completed.
  3. When the juvenile is released to a parent, guardian, other responsible adult relative, or a Youth Action Center officer, the FIR will be distributed as follows:
    - a. Blue and yellow copies – Forwarded to the Youth Operations Unit.
    - b. Pink copy – Given to the adult to whom the child is released.

##### 314.03 Truancy

- A. Truancy is that conduct which violates the compulsory school attendance laws.
- B. Officers will take into custody those juveniles who are absent from school during school hours without the knowledge or consent of their parents/guardian.
- C. The officers will transport such juveniles to the nearest Youth Action Center or to any specifically designated Center during special truancy enforcement initiatives, and either:
  1. Release the juvenile to the officer in charge at the Center, or
  2. When the Center is unstaffed, take the juvenile to the principal's office.
- D. The officers will complete a FIR, leaving the pink copy at the Center or principal's office.
- E. Truant Children from Other Cities
  1. If an officer takes into custody a juvenile who is truant from another city, he or she will contact the police department of that city and arrange for a location where the juvenile can be transferred to that department's custody. The officer will also complete an FIR.

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2. If the officer is unable to make arrangements with the other police department for transfer of custody, the officer will call the parents of the child to arrange for the release of the child into the parents' custody. The officer will also complete an FIR.
3. If the officer is unable to release the juvenile to either the suburban police department or the parents, the juvenile will be transported to Child Protective Services and an FIR will be completed.

**314.04 Critical Missing Child**

- A. A critical missing child is an individual below the age of 10, or a child who is determined to have a diminished mental capacity or a medical condition, who requires continual supervision by another, and whose whereabouts are unknown.
- B. A critical missing child may be one who has been kidnapped or abducted, or who has runaway, or who has wandered off from a location where he/she was supervised by a legal custodian or person designated *in loco parentis*.
- C. An offense/incident report will be generated for a critical missing child. If a criminal offense is believed to be the cause of the child's missing status, the offense will be titled according to the penal code. If the child's status is unexplained, or believed to be caused by the child wandering off, the incident will be titled "Critical Missing Child."
- D. In addition to supplementing the offense report when the child is found and taken into custody, an arrest report will also be made for those children aged 7-9. The report must be reviewed and approved by a Youth Operations Unit detective. No arrest report will be made for those below the age of 7.
- E. The child will be delivered without unnecessary delay to the parent, managing conservator, guardian, caretaker, or custodian who is entitled to take possession of the child. If this is not possible, the child will be taken to the Child Protective Services.
- F. No FIR will be issued for a Critical Missing Child (ages 7-9) since the arrest report serves the purpose of entering the child into JIS. Children below the age of 7 will not be issued an FIR since the information cannot be entered into JIS.
- G. Procedures for locating a Critical Missing Child are contained in General Order 304.08, the Patrol SOP, and the Youth Services Section SOP.

**314.05 Runaway Child**

- A. A runaway child is an individual at least 10 and below the age of 17, whose conduct involves the voluntary absence from his/her home, without the consent of the parent or guardian, for a substantial length of time or without intent to return.
- B. An offense report is generated for any runaway child, 10-16 years of age. In addition to supplementing the offense report when the child is taken into custody and transported to the Letot Center, an arrest report is also required. The arrest report must be reviewed and approved by a Missing Persons Squad detective during administrative hours or by a Youth Operations Unit detective after administrative hours.
- C. When an officer receives credible information regarding the location of a runaway, he/she will respond to the location and will take custody of the child.
- D. The child will be delivered without unnecessary delay to the parent, managing conservator, guardian, caretaker, or custodian who is entitled to take possession of the child. If this is not possible, the child will be taken to the Letot Center.
- E. No FIR will be issued for a Runaway Child (ages 10-16) since the arrest report serves the purpose of entering the child into JIS. Children below the age of 7 will not be issued an FIR since the information cannot be entered into JIS.

**314.06 Missing Child**

- A. A "missing child" (as differentiated here from a "runaway") is an individual who is 17 years of age whose whereabouts are unknown to the child's legal custodian. The circumstances of the absence indicate that the child has voluntarily left the care and control of the legal custodian without the custodian's consent and with no intent to return.
- B. An officer receiving a report of a 17 year old "missing child" will make a "Want to Locate" incident report. The individual will be listed on NCIC as a "missing child."
- C. Upon locating a 17 year old "missing child," the officer will first contact the Missing Persons Squad (or the Youth Operations Unit after administrative hours) to confirm the "Want to Locate" report. Upon confirmation, the officer will notify the legal custodian regarding the child's whereabouts and will make every effort to reunite the child and the legal custodian. The officer will supplement the original "Want to Locate" report.
- D. If the legal custodian cannot be contacted, the officer will take the child to the Department of Protective and Regulatory Services (CPS). The Missing Persons Squad (or the Youth Operations Unit after administrative hours), will advise the officer of the proper facility to which the child should be taken. The officer will supplement the original "Want to Locate" report.

**314.07 Custodial Arrest**

- A. Except certain DWI and Runaway offenders, any juvenile taken into custody and not field-released will be taken immediately to the Youth Operations Unit without unnecessary delay and without being taken elsewhere, unless directed otherwise by Youth personnel. Officers will take:
  1. Injured DWI offenders (Ages 10 through 16) requiring medical attention to Parkland Memorial Hospital for treatment. Refer to G.O. 314.08 for additional information.
  2. Juveniles arrested for Runaway directly to Letot at 10505 Denton Drive. Officers will complete a standardized arrest report and present it and the arrested juvenile to Letot authorities. Facility representatives may be contacted at (214) 352-8135.

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- B. After a juvenile is processed at the Youth Operations Unit, the arresting officer will transport the juvenile to the Henry Wade Justice Center, 2600 Lone Star Drive. This facility houses both the juvenile courts and the juvenile detention center. Facility representatives may be contacted at (214) 698-2200.

**314.08 Searching of Juvenile Prisoners**

- A. All juvenile prisoners will be searched at the time of arrest, or as soon as possible after the arrest, and before being transported.
- B. Officers will not perform any strip or body cavity searches of any juvenile prisoner. If officers feel a strip or body cavity search is needed, officers should contact the Youth Services Section.
- C. Purses, luggage, belt packs, hats, gloves, and coat pockets of female prisoners will be searched by the arresting officer at the time of the arrest.
- D. Bodily searches of female prisoners will be conducted only by female Dallas Police officers. If a female officer is not available in the arresting officer's division, the arresting officer will contact Communications to request a female officer from another division or law enforcement agency.
- E. Officers transporting prisoners for other officers will search all prisoners before accepting custody. Transporting officers will be present during the search of a female prisoner by a female officer before accepting custody.
- F. The transporting officer will be held accountable for any prisoner arriving at any Youth Action Center, school, detention or police facility with a weapon or contraband.

**314.09 Charges**

- A. 0-6 Years of Age
  1. If a child has committed an offense, the offense report will be generated as required per G.O. 210.00. The reporting officer will describe in the narrative that the child was below the age of criminal responsibility, give the child's age and date of birth, and state the disposition of the child. The child will be released to a parent or guardian. If this is not possible, the child will be taken to Child Welfare. No "Investigation Dependent Child" arrest report will be made.
  2. If circumstances dictate that a child be taken into Protective Custody, a Miscellaneous Incident Report will document the reason as well as the disposition of the child. If appropriate, the child will be released to a parent or guardian, otherwise the child will be taken to Child Welfare. No "Protective Custody" arrest report will be made.
  3. If a child has not committed an offense but is in the company of arrested adults, the child will be released to a parent or guardian. If this is not possible, the child will be taken to Child Welfare. The incident will be documented in a Miscellaneous Incident Report. No "Protective Custody" arrest report will be made.
- B. 7-9 Years of Age
  1. If a child has committed an offense, the offense report will be generated as required per G.O. 210.00. The reporting officer will describe in the narrative that the child was below the age of criminal responsibility, give the child's age and date of birth, and state the disposition of the child. The child will be released to a parent or guardian. If this is not possible, the child will be taken to Child Welfare. Upon taking the child into custody, an "Investigation Dependent Child – [specific offense]" arrest report will be made.
  2. If circumstances dictate that a child be taken into Protective Custody, a Miscellaneous Incident Report will document the reason as well as the disposition of the child. If appropriate, the child will be released to a parent or guardian, otherwise the child will be taken to Child Welfare. A "Protective Custody" arrest report will be made if the child is taken to Child Welfare.
  3. If a child has not committed an offense but is in the company of arrested adults, the child will be released to a parent or guardian. If this is not possible, the child will be taken to Child Welfare. The incident will be documented in a Miscellaneous Incident Report. A "Protective Custody" arrest report will be made if the child is taken to Child Welfare.
- C. 10-16 Years of Age
  1. If a child has committed an offense, the offense report will be generated as required per G.O. 210.00.
  2. Investigative Offenses
    - a. If a child commits an offense that is a violation of state penal law, which is punishable by imprisonment or confinement in jail, the child upon being taken into custody, will be charged with "Investigation Juvenile Delinquency – [specific offense]" and an arrest report will be made.
    - b. Juveniles taken into custody for Investigation Juvenile Delinquency offenses will be transported to the Youth Operations Unit for processing.
  3. Class C Misdemeanor Offenses and Status Offenses
    - a. Status offenses are those offenses committed by juveniles which are unique to them based upon their age. The same acts, if committed by an adult, would not be considered a crime. Status offenses include truancy, runaway, and curfew violations.
    - b. If a child commits a Class C misdemeanor offense or is involved in one of the CINS incidents categorized below, the child will be entered into the Juvenile Information System as "CINS – [specific offense]".
      - i. Conduct that violates the compulsory school attendance laws (i.e., truancy).
      - ii. The voluntary absence of a juvenile from his/her home, without the consent of the parent or guardian, for a substantial length of time or without intent to return (i.e., runaway). An arrest report is required when the child is taken into custody.
      - iii. Conduct that is a violation of the City's Curfew Ordinance.
      - iv. Inhalation offenses.
    - v. An act that violates a school district's communicated written standards of conduct for which the child has been expelled under Sec. 21.3011, Texas Education Code.

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- c. If the officer coming into contact with the child writes the child a non-traffic citation, the non-custodial arrest information will be entered into the Juvenile Information System by Court Services personnel. No FIR will be issued.
- d. If the officer coming into contact with the child for a Class C Misdemeanor or status offense elects not to issue a non-traffic citation, he or she will record that contact on an FIR which will be forwarded to the Youth Operations Unit for entry into the Juvenile Information System.

**314.10 Oral Statements and Confessions**

- A. *Res Gestae* Statements
  1. *Res gestae* statements of delinquent conduct or of Conduct Indicating a Need for Supervision (CINS) are admissible in any subsequent adjudication proceedings and do not require that the juvenile be informed of his/her rights. Before initiating a prosecution report based solely or partly on a *res gestae* statement, the Youth Operations Unit officer will determine if the statement was an actual *res gestae* statement in that it was a spontaneous utterance arising directly out of the crime or arrest.
  2. *Res gestae* statements and the circumstances involved must be included in any report submitted by the arresting or investigating officer.
- B. Oral Statements and Confessions
  1. Even when a case cannot be filed, an oral confession may be used to clear an offense if the juvenile gives information that only the perpetrator would know.
  2. Before a statement is taken for use in court, the juvenile must be informed of his/her rights (Miranda Warning).
  3. In addition to the standard Miranda Warning, the juvenile must be advised that the juvenile court may waive its jurisdiction and he/she may be tried as an adult if the juvenile is:
    - a. At least 14 years of age and is alleged to have committed a capital felony, an aggravated controlled substance felony, or a first-degree felony.
    - b. At least 15 years of age and is alleged to have committed a second or third degree felony or a state jail felony.
  4. Oral confessions may be admissible in court provided the juvenile makes a statement of facts or circumstances that are found to be true and that tend to establish guilt. This may include statements leading to the finding of secreted or stolen property or the instrument the juvenile states was used to commit the offense.
  5. Officers taking oral statements will reduce them to writing and include them in all proper reports. This is necessary since the officer taking the statement may not be subpoenaed to Juvenile Court.
  6. Before submitting follow-up reports to the Dallas County Juvenile Department, Youth Operations Unit detectives will ascertain that all oral statements are corroborated by the necessary evidence.
- C. Written Statements - Written statements may be taken from juveniles between the ages of 10 and 16. The statement or confession may be submitted as evidence in adjudication proceeding when the following requirements are met:
  1. The juvenile must have been taken into custody in accordance with the law.
  2. A Youth Services Section desk officer or other supervisor must have reviewed and approved the reports of the incident.
  3. The assigned detective must ensure that a juvenile is informed of his/her rights and understands he/she may remain silent. When a juvenile wants to make a written statement that may implicate him/her in the commission of the stated offense, the assigned detective will request an arraignment and warning for the juvenile before a magistrate. Appropriate warning and arraignment forms are available in the Youth Services Section.
- D. Custodial Interview and Interrogation
  1. Custodial interview and interrogation of juveniles will be conducted at the Dallas PD Juvenile Processing Office (JPO), which is located at Youth Operations, 1400 S. Lamar.
  2. The number of officers to be present during the custodial interview and interrogation will be determined by a JPO supervisor.

**314.11 Fingerprints and Photographs**

- A. Youth Services Section personnel will be responsible for ensuring that all juveniles (10 years of age or older) referred to the Dallas Police Department First Offender Program or arrested on other than Dallas County holds be photographed and fingerprinted.
- B. The fingerprint files of juveniles will be kept separate from the fingerprint files of adult offenders.
- C. The Youth Services Section will coordinate the destruction of juvenile records to comply with state law.
- D. Officers may request that:
  1. A juvenile's fingerprints be taken for immediate comparison with latent prints found at the scene of an offense if the juvenile is a suspect and is in custody. The Youth Services Section will coordinate the request.
  2. A juvenile's fingerprints be taken for comparison with latent prints found at the scene of an offense where the juvenile is a suspect but not in custody. The Youth Services Section will coordinate the request.
  3. A juvenile suspected of an offense, but who is not in custody, be photographed for identification or line-up purposes. The Youth Services Section will coordinate the request.

**314.12 Driving While Intoxicated**

- A. If a juvenile (ages 10-16) is operating a motor vehicle and the officer believes him/her to be intoxicated, the officer will:
  1. Perform a Field Sobriety Test (Horizontal Gaze Nystagmus, Walk & Turn Test, One Leg Stand, etc...). **No breath / blood test will be offered.**

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2. If the officer determines the juvenile is intoxicated, arrest the juvenile for *Driving While Intoxicated* and transport him/her to Parkland Memorial Hospital for a medical release. When the juvenile is released from Parkland Memorial Hospital, he/she will be transported to the Youth Operations Unit.
3. Upon arrival to the Youth Services Section, arresting officers will complete the necessary reports and ALR forms (DIC 23 and 25). Arresting officers will have the Youth Operations Unit booking detective approve the arrest report on all juveniles arrested for *Driving While Intoxicated*.
- B. If an intoxicated juvenile (ages 10-16) is operating a motor vehicle and is involved in a fatality accident; an accident that the officer believes will result in a fatality; or, an accident in which the juvenile will be charged with *Intoxication Assault*, he/she will be transported to Parkland Memorial Hospital.
  1. A mandatory blood specimen will be taken. Officers requesting a mandatory blood specimen will complete a *Statutory Authorization Mandatory Blood Specimen* form. When the juvenile is released from Parkland Memorial Hospital, he/she will be transported to the Youth Operations Unit.
  2. Upon arrival to the Youth Services Section, arresting officers will complete the necessary reports and ALR forms (DIC 23 and 25). Arresting officers will have the Youth Operations Unit booking detective approve the arrest report on all juveniles arrested for *Intoxication Assault* and *Intoxication*.

**314.13 Drugs and Controlled Substances Arrests**

Juveniles arrested for narcotics and dangerous drugs violations will be taken to the Youth Operations Unit. Any related drug evidence will be deposited at the Lew Sterrett Criminal Justice Center or the Property Section in accordance with General Order Section 321.03.

**314.14 Arrests at School During School Hours**

- A. Offenses Occurring in Officer's Presence - Officers will:
  1. Make appropriate arrests for major misdemeanors and felonies occurring in their presence.
  2. Allow school officials to handle minor violations and disruptions without official police action unless otherwise requested by school officials.
- B. Arrests Made at School -Officers will:
  1. Coordinate police activities with Dallas Independent School District (DISD) police.
  2. Contact the principal or designated school representative before an arrest, when practical, and in all cases before leaving the school premises with the prisoner.
  3. Notify the arrested juvenile's parent or guardian before leaving the school.
  4. If a parent or guardian cannot be contacted, advise the desk officer when the juvenile is booked.

**314.15 Child Abuse and Neglect**

- A. Child Abuse
  1. A police element receiving a call regarding child abuse will:
    - a. Determine if Child Welfare has been notified. If not, the officer will do so.
    - b. Call the Crimes Against Children Unit and advise that office of the offense.
    - c. Complete an offense report with the offense listed as being the actual offense committed followed with (Child Abuse).
    - d. Order a Physical Evidence Squad element to take photographs or to gather any other type of physical evidence that needs to be taken or preserved.
  2. Officers will contact a Child Abuse detective or supervisor if there is any question as to whether child abuse has occurred.
- B. Child Neglect
  1. An officer receiving a call regarding child neglect will follow the same procedure as in abuse cases.
  2. Officers who have a *Protective Custody* child (newborn through age 16) will call Child Welfare investigators at metro (817) 640-6200 or metro (817) 640-4041 to determine what should be done with the child. Officers not having access to a telephone will contact the Youth Operations Unit on Channel 11 for assistance.

**314.16 Transporting of Juveniles**

- A. Juveniles will only be transported in police vehicles, patrol wagons or Youth Services Section wagons.
- B. The only adult who may be transported with a juvenile is a parent or someone arrested in connection with the same offense.
- C. Juveniles over the age of 12 will be transported according to the above guidelines and those contained in General Order Section 313.11 (Transportation and Handling of Prisoners).
- D. In order to ensure prevention of front-seat air bag deployment related injuries or deaths, juveniles age 12 and under will be transported in the back seat of police vehicles, whenever possible, using an age appropriate safety restraint. As an additional safety measure, the vehicle windows will also be closed and the doors locked.
  1. Juveniles younger than five years of age will be transported using a child passenger safety seat system.
  2. Juveniles five years of age or older will be transported using a safety belt.



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### 315.00 Arrest Requiring Special Handling

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/01/2016

#### 315.00 ARRESTS REQUIRING SPECIAL HANDLING

##### 315.01 Arrests Made by Off-Duty Officers

- A. Officers making an arrest will call for an on-duty field element to handle any prisoners when the officers are:
  1. Off-duty and not working an off-duty job.
  2. Working at an off-duty job providing traffic or crowd control.
  3. Working an off-duty security job that is one-day duration or less and is not a recurring job.
- B. Officers working a regular off-duty job where the primary responsibility is to provide security and make arrests will:
  1. Carry a supply of Offense/Incident Reports, Juvenile Field Interrogation Reports, and citations to the location of the off-duty job.
  2. Call in any necessary Arrest Reports and complete any required Offense/Incident Reports.
  3. Call the Communications Section to obtain a service number and request an element to transport prisoners.
  4. Release prisoners and all required reports to the transporting officers.
  5. When a non-traffic citation is issued:
    - a. Call the Communications Section to obtain a service number and complete an Offense/Incident Report if an offense has been committed.
    - b. On completion of off-duty employment, request an element to pick up the reports on a mark-out.
  6. Call the Youth and Family Support Division when a juvenile is detained and ask that Juvenile Arrest and Field Interrogation Report files be searched. The Youth and Family Support Division files may indicate that a child involved in a minor offense should be taken into custody and handled as an arrest instead of a juvenile field interrogation.

##### 315.02 Arrests Made on NCIC, TCIC, and NCTCIC Checks

- A. Arrests made on NCIC, TCIC, and NCTCIC (Regional) Hits will be in accordance with Communications Section, Detention Services Section, General Investigations Section, and Records Section Standard Operating Procedures.
- B. No arrest or confiscation of property without a warrant will be made solely on an NCIC, TCIC, or NCTCIC hit on a computer or radio check. In all cases, the name of the confirming individual from the originating agency must be included in the report.
- C. An NCIC or TCIC hit alone is not probable cause to arrest. A hit indicates a warrant has been issued and the date of the warrant. A hit is only one fact that an officer must add to other facts in arriving at sufficient legal grounds for probable cause to arrest. It is imperative that officers compare sufficient identifiers to verify that the person in custody is the same person named in the warrant.
  1. To verify a person's identity, consider the following possible identifiers:
    - a. Name.
    - b. Race.
    - c. Sex.
    - d. Date of birth (DOB).
    - e. Place of birth.
    - f. Driver's License number (DL).
    - g. Social Security number (SSN).
    - h. Address.
    - i. Complete physical description to include height, weight, hair, eye color, scars, marks, and tattoos.
  2. Every effort must be made to verify an arrested person's identity prior to incarceration. When there is a doubt that an individual is the wanted subject, he/she will be fingerprinted prior to incarceration.
  3. In instances where there is less than substantial evidence to identify the person in custody, a field supervisor must be contacted to make the final determination. An arrest will not be made if the field supervisor determines there are not enough significant identifiers to connect the individual to the warrant.
  4. If a field release is made, comply with General Order 313.08 (Release of Erroneously Arrested Persons in the Field).

##### 315.03 Foreign Nationals

- A. Definition
  1. A person from another country who has been granted permission to legally enter the United States for a specific reason or period of time, with some form of written authorization such as a passport, visa, work authorization permit, or resident alien permit.
  2. A person from another country (usually from Canada or Mexico) who, while bearing no written authorization, has been granted permission to legally enter the United States for a short period of time for tourist or business purposes.
- B. Due to U.S. obligations under international law, it is imperative that arresting officers understand that the Department may be required to notify a diplomatic or consular officer of the arrestee's country if the arrestee is a foreign national.
- C. Officers making an arrest of a foreign national will consult with the Detention Services Section booking supervisor who will refer to Annex A of the State Department letter dated March 12, 1996 (or any subsequent superseding

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letter). Annex A lists all countries for which notification is mandatory. Annex B of the same letter lists contact telephone numbers for foreign embassies and consulates in the U.S.

1. If the arrestee is from a country for which notification is mandatory, the booking supervisor will make the notification to the diplomatic or consular officer, listing the date, time, and person contacted in the supervisor's comment area of the arrest report. The arrestee will be informed when the notification has been made.
2. If the arrestee is a national of any other foreign country, the Vienna Convention on Consular Relations and/or customary international law require that the arrestee be informed without delay of the right to have his/her government notified.
  - a. If the arrestee requests that notification be made, it must be made without delay. The booking supervisor will list the date, time, and person contacted in the supervisor's comment area of the arrest report. The arrestee will be informed when the notification has been made.
  - b. If the arrestee does not request notification to his/her government, that fact will be noted in the arrest report and no notification will be made.
- D. Subject to local law and regulations regarding access to detained persons, foreign consular officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation.
- E. Information and guidance may be obtained from the local Special Agent of the U.S. Department of State at (214) 767-0702.

### **315.04 Illegal Immigrants**

- A. The U.S. Immigration Code denies us the authority to enforce its provisions; therefore, we do not enforce immigration laws. All other laws apply to illegal immigrants.
- B. Officers will not stop or contact citizens for the sole purpose of determining immigration status.
- C. Arrest reports will contain arrest elements only and not refer to immigration status.
- D. U.S. Immigration and Customs Enforcement (ICE) agents have the sole responsibility for determining the immigration status of incarcerated persons.
- E. ICE agents assigned to Lew Sterrett Justice Center review arrest reports submitted to the Dallas County Sheriff's Office, and then decide which inmates to investigate for possible immigration violations.
- F. ICE must confirm outstanding NCIC detainer hits for immigration violations. Confirmed hits will be booked as Hold for ICE.
- G. Detention Services Supervisors will release city charges when requested by ICE.

### **315.05 Military Personnel**

- A. Military personnel will be treated the same as non-military personnel in most instances.
- B. Arrests of military personnel will be handled in accordance with the Detention Services Section S.O.P., which will be available for reference.

### **315.06 Theft**

- A. The Records Section will respond to requests from officers for checks on persons arrested.
- B. In most instances, when an offender is arrested for Class C misdemeanor theft and can properly identify himself/herself, has no outstanding warrants, and a record check reveals no previous convictions for theft, the arresting officer may issue a non-traffic citation in lieu of taking the offender to jail. This does not prohibit an officer from placing a Class C misdemeanor theft suspect in jail if the officer feels circumstances warrant such action. Offenders will not be issued non-traffic citations for thefts that are Class B or above.
- C. Officers enhancing the charge of theft will obtain previous conviction information from the Criminal Documents Team or county records and include the following information on the Arrest Report:
  1. Date of offense.
  2. Offense type.
  3. Date of previous conviction.
  4. Court case number and court name.
  5. Sentence and fine.

### **315.07 Prostitution**

- A. The arresting officer will contact the Records Section to determine if the suspect has any prior convictions for prostitution.
- B. If the records in the Records Section reveal that the suspect has no previous convictions for prostitution, the charge will be *Prostitution (43.02) Class B Misdemeanor*.
- C. If the records in the Records Section reveal that the suspect has a previous conviction for a Class B Misdemeanor, Prostitution charge, the suspect will be charged with *Prostitution (43.02) Class A Misdemeanor*.
- D. If the records in the Records Section reveal that the suspect has prior convictions for a Class A misdemeanor Prostitution charge, the suspect will be charged with *Prostitution (43.02) Class A Misdemeanor - Enhanced*.
- E. Officers enhancing the charge of prostitution will obtain previous conviction information from the Criminal Documents Team or county records and include the following information on the Arrest Report:
  1. Date of offense.
  2. Type of offense.
  3. Date previously convicted.
  4. Court case number.
  5. Time served and fine amount.

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6. Criminal court number.

### **315.08 Controlled Substance or Dangerous Drug Violators**

- A. Adults arrested for these violations will be taken to the Lew Sterrett Criminal Justice Center to be interviewed, booked, and placed in jail.
- B. Juveniles arrested for these violations will be taken to the Youth and Family Support Division.
- C. Any related drug evidence will be deposited at the Lew Sterrett Criminal Justice Center or the Property Section in accordance with Section 321.03.
- D. Officers will not disturb any illegal drug laboratories they discover. Officers will:
  1. Secure the area.
  2. Notify the Narcotics Division.
  3. Call the Fire Department to the scene if the laboratory is in operation.

### **315.09 Intoxication**

- A. Intoxication that does not go beyond loud language may or may not result in arrest. The officer may release the person to an adult capable of and willing to assume responsibility for the subject's custody.
- B. If the offender is arrested, the officer will complete an Arrest Report.
- C. A copy of all reports involving a liquor license holder or incidents on premises licensed by the Texas Alcoholic Beverage Commission will be forwarded to the Vice Section. These Arrest Reports will include:
  1. The name of the person in charge of the Texas Alcoholic Beverage Commission licensed premises.
  2. Whether the arrest was on view or on call.
  3. The number of the liquor or beer license.
- D. All persons arrested for public intoxication that have no other charges will be taken to the City Detention Center (CDC), Public Inebriate Program, 1600 Chestnut Street for processing. The only exception to this policy will be when they are seriously injured, seriously ill, or intoxicated to the degree that the condition is life threatening. The CDC intake supervisor will request that the arresting officer call a Dallas Fire Department (DFD) ambulance, and DFD personnel will determine if the person needs to be transported to Parkland Hospital for treatment. If persons arrested for public intoxication are transported to the hospital for treatment, they will be booked for record and the charge released by the CDC supervisor. Persons arrested for public intoxication with no additional charge(s) will **NOT** be transported to the Lew Sterrett Justice Center. A hold will not be placed on an intoxicated person transported to the hospital unless they were booked in jail prior to the need for hospitalization or have charge(s) other than public intoxication. Any questions regarding these procedures will be directed to a Dallas Police Department supervisor at Lew Sterrett.
- E. Certain illnesses and injuries have the same symptoms as intoxication. Officers handling a person suspected of being intoxicated should look for or be mindful of:
  1. A lack of alcohol odor.
  2. A sweetish acid breath associated with diabetics.
  3. Unequal size of the pupils of the eyes associated with a stroke or head injury.
  4. Irrational behavior.
  5. Any identification card that might indicate the person is suffering from a chronic illness or injury.
  6. Information received from any person indicating the possibility of illness or injury not associated with intoxication.

### **315.10 Hospitalized and Medically Treated Prisoners**

- A. Any time an arrested person is injured during the offense or arrest process or becomes ill, medical attention will be sought in the field if the condition is a medical emergency, or the prisoner will be immediately brought to the attention of the on-duty medical attendant at the county jail or sent to Parkland Memorial Hospital (PMH) for non-emergencies. Information concerning the injury or illness will be included in the arrest report.
- B. The Youth and Family Support Division will be notified in cases involving injured juveniles who are in custody.
- C. Felony Cases
  1. When a prisoner arrested for a felony offense is taken to the hospital for treatment or admittance, a guard from the Patrol Operations Division where the arrest was made will be placed over the prisoner until one of the following occurs:
    - a. The individual is placed in the custody of another law enforcement agency.
    - b. The individual is released by the hospital for return to the county jail.
    - c. The individual is released from any pending charges.
  2. However, in instances where the felony is a Property crime and the prisoner is so seriously physically incapacitated by injury to the degree that there is no likelihood of escape, the Watch Commander will retain the discretion whether to post a guard.
- D. Class A and B Misdemeanor Cases - It may be necessary to assign a guard for a prisoner arrested for Class A or B misdemeanor offenses. This determination will be made by the on-duty Watch Commander of the Patrol Operations Division that made the arrest. Consideration should be given to whether any of the following apply:
  1. The prisoner is also under investigation for a possible felony offense.
  2. The prisoner was arrested for a crime of violence and further violence is likely to ensue.
  3. The prisoner's mental state and the offense for which arrested (intoxication, under the influence of drugs, DWI, family violence, etc.) are such that they may indicate the likelihood of escape, violence, or public endangerment either at the facility or to the public at large if the arrestee should escape.
- E. Class C Misdemeanor Cases

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1. Normally, a person committing a Class C misdemeanor, city ordinance violation, or traffic violation can be issued a citation as outlined in Section 313.03.
  2. Persons who are injured, however, during a police incident involving a Class C offense, city ordinance violation, or traffic violation may be written a citation or taken into custody.
    - a. If taken into custody, the prisoner will be examined either by the on-duty nurse at the county jail or taken to Parkland Memorial Hospital. The injury will be noted in the arrest or offense report.
    - b. If the injury is of a minor nature and the officer intends to only write a citation, the injury will be documented in either an offense report or a Miscellaneous Incident Report. Any declination of treatment or statement that the detainee intends to seek treatment from his/her own physician will also be included.
  3. If an injured Class C misdemeanor offender is taken into custody, a guard is ordinarily not required, but Watch Commanders may deem it an appropriate option based on the individual's mental state (intoxication, under the influence of drugs, prone to violence) or the offense committed (e.g., family violence).
- F. Responsibilities of Officer Assigned as Guard
1. An officer assigned to guard a prisoner admitted for hospitalization will notify a supervisor in the unit responsible for follow-up investigation if that unit is on-duty. If the unit is not on duty or the case is a direct-file case with no investigative follow-up, the officer will notify his/her immediate supervisor.
  2. The officer will notify a Detention Services Section supervisor as soon as a room number is assigned to a prisoner who is admitted.
  3. An officer will remain with the prisoner until the arrest warrant and associated paperwork is received by the Dallas County Sheriff's Office, which will then assign a guard to relieve the police officer.
- G. Detectives assigned to investigate cases involving hospitalized prisoners will give these cases their first consideration. A case will be filed or the charges against the prisoner released by a supervisor as soon as possible.
- H. In those misdemeanor cases where no guard is posted, the officer transporting the prisoner to the hospital will notify the Dallas police officer assigned to Parkland Memorial Hospital (if on-duty) of the prisoner's status. The PMH officer will notify the Communications Section for prisoner transport following the individual's medical release. If the PMH officer is not on duty, the transporting officer will provide the telephone number of the Communications Section or the Detention Services Section to the attending nurse and request the nurse call the Police Department upon medical release.

### **315.11 Mentally Ill Persons**

- A. Mentally ill persons will be handled in accordance with Texas Health and Safety Code Title 7 Mental Health and Mental Retardation Chapter 573 Emergency Detention. Officers will make arrests in accordance with section 573.001 Apprehension by Police Officer Without Warrant.
- B. Mentally ill persons taken into custody will be processed according to Patrol Operations S.O.P. 1401, which will be available for reference.
- C. Recognition Training
  1. Sworn personnel at the entry level will receive a documented 24 hour training block on recognizing mental illness and crisis intervention training.
  2. In-Service sworn personnel will receive documented training at least every three years. Personnel can receive the training through specialized schools, bi-annual core training, roll call training, or as mandated by TCOLE.

### **315.12 Hospital Outpatients**

Arrested individuals found with identification indicating they are a patient in a local hospital will be handled in accordance with the Detention Services Section S.O.P. that will be available for reference.

### **315.13 Identification Disk for Retarded Children**

- A. The Dallas Council for Retarded Children will provide a metal disk for identification purposes.
- B. Identification information is available from the Exceptional Persons File by accessing any computer terminal by using a wanted person's inquiry of name, race, sex, and date of birth.

### **315.14 Interview and Arrest Procedure for Deaf and Hearing-Impaired Persons**

- A. A deaf/hearing-impaired person may be arrested on the basis of probable cause in the same manner as a person who is not deaf/hearing impaired. There is no need to supply an interpreter prior to making an arrest based upon probable cause. Once the arrestee has arrived at the Lew Sterrett Justice Center and if the officer has doubt as to whether the arrestee understood the nature of the criminal charges, the officer will advise a Dallas Police jail supervisor. The supervisor will coordinate this information with a Dallas County Sheriff's Office supervisor, who will in turn contact a certified interpreter.
- B. If a police officer needs to interview a suspect who is deaf/hearing impaired to determine whether there is probable cause to make an arrest, a qualified interpreter must be provided.
- C. When an interpreter is needed prior to arriving at the jail/detention facility, the request will be made by contacting the Communications Section.
- D. The officer must secure the services of a qualified interpreter in order to communicate accurately the warnings to the arrestee prior to any interrogation per Article 38.22, Code of Criminal Procedure.
- E. In order for an oral (sign language-interpreted) statement to be admissible as evidence in any criminal proceeding when no written statement is obtained, an electronic visual recording of the warnings and the orally-interpreted statement must be made in accordance with Article 38.22 of the C.C.P. The recording must be treated as evidence and handled accordingly.

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- F. If at any time an arrestee requests an interpreter, one will be made available.
- G. If an individual who is not deaf/hearing impaired would have been issued a citation without being questioned by the investigating officer, then a suspect who is deaf/hearing impaired in the same situation does not need to be provided with a qualified interpreter.
- H. If an investigating officer is unable to communicate effectively with a victim or critical witness by using a note pad or some other means of communication other than a qualified interpreter, then the investigating officer must provide the victim or critical witness with a qualified interpreter.
- I. All identifying information on the interpreter must be included in the report. All written questions and responses between and among police officers and persons who are deaf/hearing impaired must be treated as evidence and handled accordingly.

### **315.15 Arrests for Failure to Identify**

- A. Supervisors who approve arrest reports will review those instances wherein the arrestee is charged at the time of arrest with both *Failure to Identify* and *Hold for the Texas Department of Criminal Justice (Institutional Division)* or a hold for another agency on a felony warrant.
- B. If there is a felony warrant hold on the arrestee, the supervisor will determine if the warrant is from an agency within Dallas County or outside of Dallas County.
  - 1. If the agency is from within Dallas County, the arrestee will be booked and held on both the *Failure to Identify* and the felony warrant charges.
  - 2. If the agency is from outside of Dallas County, the arrestee will be held on the felony warrant charge but will be booked for record only on the *Failure to Identify* charge and that charge immediately released.
- C. If there is a misdemeanor warrant from any Texas county, the arrestee will be booked and held on both the *Failure to Identify* and the misdemeanor warrant charges.
- D. If the arrestee is wanted on a *Hold for TDC*, the person will be booked on both the hold and the *Failure to Identify* charges but the *Failure to Identify* charge will be for record only and that charge will be immediately released.
- E. No legally detained person will be transported against his or her will to a police or detention facility for investigative purposes, whether for interrogation or for fingerprinting, based on a "Terry Stop."

### **315.16 Arrests by Out-of-Town Peace Officers**

- A. When called to a location where an off-duty Texas peace officer from another agency with jurisdiction in the Dallas city limits has made an arrest in the city, DPD officers will take the prisoner into custody and transport him/her to the proper jail facility.
- B. When called to a location where an off-duty Texas peace officer who is outside of his/her home jurisdiction has made an arrest within the Dallas city limits, DPD officers will take custody of the prisoner and transport him/her to the proper jail facility if the peace officer is one of the following:
  - 1. Sheriff or a Sheriff's Deputy.
  - 2. Constable or a Deputy Constable.
  - 3. Marshall or Police Officer of an incorporated city, town, or village.
  - 4. Ranger or Officer commissioned by the Public Safety Commission and the Director of DPS.
- C. When outside their jurisdiction, only officers who are Rangers or commissioned by the Public Safety Commission and the Director of DPS may make arrests for a violation of the Uniform Act Regulating Traffic on Highways (Art 6701d, VTCS).
- D. When completing the offense or arrest report for situations outlined in Subsections A, B, or C above, the reporting DPD officer will code the arresting officer as 9999 and identify the out-of-town officer in the narrative portion. The DPD officer will be listed as the transporting officer.
- E. When called to a location where any other off-duty Texas peace officer (not included in Subsections A, B, or C above) has made an arrest for a felony, theft, or breach of the peace within the Dallas city limits, DPD officers will take the prisoner into custody and transport him/her to the proper jail facility. When completing the offense or arrest report, the reporting DPD officer will be listed as the arresting and transporting officer and the out-of-town officer identified in the narrative as a witness to the offense.

### **315.17 Handgun License Violations**

- A. The Texas License to Carry Handgun Law gives officers the authority to disarm a license holder at any time when they reasonably believe it is necessary for the protection of any person. Officers will return a license holder's gun at the scene when they determine all of the following about the license holder:
  - 1. Is not a threat to anyone (including the officer, the license holder, or other individuals).
  - 2. Has not violated any provisions of the Texas License to Carry Handgun Law.
  - 3. Is not under arrest for any other violation.
- B. Suspended, Revoked, or Expired Handgun Licenses
  - 1. When a Wanted Person check on an arrested person reveals the subject is licensed to carry a handgun but the license is suspended, revoked, or expired, the officer will:
    - a. Determine if the subject has a weapon on or about his/her person and if the handgun is carried in a manner that requires a valid handgun license.
    - b. Charge the subject with Unlawful Carrying Weapons (46.02 PC), if the subject is carrying the handgun in a manner that requires a valid handgun license, and place the handgun in the Property Room.

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2. When a subject presents a handgun license as identification, the officer will determine if the person has a weapon on or about their person and perform a Wanted Person check. If the Wanted Person check reveals the license is suspended, revoked, or expired, and
    - a. The subject is not carrying the handgun in a manner requiring a license and is not arrested for any other violation, the officer will release the weapon and license to the license holder.
    - b. The subject is carrying a handgun in a manner that requires a license, the officer will charge the subject with Unlawful Carrying Weapons (46.02), seize the handgun license, and place the weapon in the Property Room.
  3. Disposition of Seized Handgun Licenses (Revoked, Suspended, or Expired)
    - a. The seizing officer will ensure a letter is prepared for the signature of the Unit/Watch, Section or Division Commander advising the Department of Public Safety of the reason for the license seizure.
    - b. The officer's immediate supervisor will ensure that the letter and license are sent to:

Texas Department of Public Safety  
Handgun Licensing Unit  
P.O. Box 4143  
Austin, Texas 78765-4143.
- C. When a handgun licensee is carrying a handgun on or about their person and fails or refuses to display their handgun license upon demand for identification, the officer will do the following:
1. The subject may be arrested for violation of Chapter 46 of the Texas Penal Code in certain circumstances. The subject may only be charged with failure to display a handgun license under V.T.C.A. Government Code 3411.205 Class B Misdemeanor if he is actually carrying a handgun, fails or refuses to display his handgun license, and has had his license suspended for failure to display his license under V.T.C.A. Government Code 3411.205.
  2. Seize the handgun license and weapon and place the weapon in the Property Room regardless of whether the suspect is arrested.
  3. Submit the proper affidavit for the revocation/suspension of the handgun license. (Refer to 327.00 – Affidavits for Suspension or Revocation of License to Carry Handgun.)
- D. Arrest Report Requirements
1. In their arrest reports, officers will include the handgun license number, expiration date, action type for which the license was issued (SA - Semi-Automatic or Revolver, NSA - Revolver only), and any specific statements or gestures of the subject that revealed a weapon was carried and its location.
  2. Officers will deliver the TCIC Handgun File printout to the Jail supervisor at the time the arrest report is reviewed when a valid handgun license for the action type or category carried is a defense to prosecution. The printout should indicate if the license was suspended, revoked, or expired and the valid action type or category.

**315.18 Underage Alcohol Consumption Laws**

- A. Driving Under the Influence of Alcohol by a Minor - A minor (under 21 years of age) commits an offense if he/she operates a motor vehicle in a public place while having any detectable amount of alcohol in his/her system.
  1. Minors (ages of 17 - 20)
    - a. If the officer determines the minor is intoxicated, the minor will be transported to Lew Sterrett and offered a breath/blood test. If the minor refuses, the officer will follow the normal process for a DWI arrest refusal.
    - b. If the minor agrees to take the breath/blood test and the result is below .08, the minor will be arrested for *Driving Under the Influence of Alcohol* (Class C) and taken to Detox for processing. If the officer determines the minor is a danger to himself/herself or others, the charge of *Public Intoxication* will be added so the minor can be required to remain in Detox for a minimum of four hours before release.
    - c. On all arrests for *Driving Under the Influence of Alcohol by a Minor* (Class C), the officer will:
      - i. Complete ALR forms (DIC 23 and 25).
      - ii. Obtain a photocopy of the breath test record and the criminal complaint.
      - iii. Obtain a driver's license check to determine if prior convictions exist for this offense.
        - (1) Two or more prior convictions for this offense will cause the charge to be enhanced to a Class B misdemeanor and the subject will be taken to Lew Sterrett for processing.
        - (2) If the information is unavailable due to computer down time, this will be noted in the arrest report.
    - d. If the officer detects any amount of alcohol on the minor's breath and through observation determines the minor is not intoxicated and not a danger to himself/herself or others, the officer will do one of the following:
      - i. Issue a citation for *Driving Under the Influence of Alcohol by a Minor* and release the subject to a responsible adult or parent who has no detectable amount of alcohol in their system. The officer will complete ALR forms (23 and 25) and submit them, along with the citation, to Court Services. (Note: ALR form #23 must be notarized before submission to Court Services.) The officer will also complete an MIR that contains the name, address, and phone number of the responsible person to whom the minor was field released.
      - ii. If the officer is unable to locate a parent or responsible adult as specified in 1.d.(1), the officer will arrest the minor for *Driving Under the Influence of Alcohol by a Minor* and transport the subject to Detox. The officer will complete and submit all ALR forms while at Detox. Instead of calling in the arrest report, the officer will complete a handwritten *DUI* arrest report at Detox. The completed ALR forms will remain at Detox.
  2. Juveniles (10 - 16 Years of Age)

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- a. If the officer detects any alcohol on the juvenile's breath and determines the subject is intoxicated by performing a Field Sobriety Test, the minor will be processed according to General Order 314.08.
  - b. If the officer detects any amount of alcohol on the minor's breath and through observation determines the minor is not intoxicated and not a danger to himself/herself or others, the officer will:
    - i. Issue a citation to the juvenile for *Driving Under the Influence of Alcohol by a Minor*.
    - ii. Complete ALR forms (DIC 23 and 25).
    - iii. Attach the citation and ALR forms together and submit them to Court Services.
    - iv. Release the juvenile to a parent or a responsible adult.
    - v. If this release cannot be accomplished, contact Youth and Family Support Division by telephone for additional release instructions. Officers will make every effort to contact a parent or responsible adult before calling the Youth and Family Support Division.
- B. Non-Driving Related Offenses
1. Non-Driving alcohol related offenses include the following and do not require the completion of the ALR forms:
    - a. Minor in Possession of Alcohol.
    - b. Consumption of Alcohol by a Minor.
    - c. Attempt to Purchase Alcohol by a Minor.
    - d. Actual Purchase of Alcohol by a Minor.
    - e. Misrepresentation of Age by a Minor.
  2. Minors (17 - 20 Years of Age) - Officers may issue a citation or arrest a minor for any of the listed non-driving offenses.
  3. Juveniles (10 - 16 Years of Age) - Officers must follow the listed procedure when charging a juvenile:
    - a. Issue a citation to the juvenile for violation of any of the listed offenses.
    - b. Release the juvenile to a parent or a responsible adult.
    - c. If the release cannot be accomplished, contact the Youth and Family Support Division by telephone for additional release instructions.
    - d. Send the citation to Court Services.

**315.19 Unusual Security Risks**

- A. Definition
1. Any person that has directly threatened to injure or kill a law enforcement or correctional officer.
  2. Any person that has injured or caused the death of a law enforcement or correctional officer.
  3. Any person that has attempted or threatened to escape police custody.
  4. Any prisoner arrested for a hate crime or who has demonstrated or espoused violence toward any person based on their race, gender, ethnicity or sexual orientation.
  5. A prisoner that an officer has reason to believe through intelligence, tattoos, statements, etc., is a member of a dangerous, high profile or subversive organization that may react violently to the arrest of one of its members.
  6. Any other statement or actions by a prisoner which cause the arresting officer to believe the prisoner could create or incite a dangerous disruption at a detention facility.
- B. Officers that come in contact with a prisoner that fits the definition for an unusual security risk will do the following:
1. Make sure that the prisoner is transported according to General Order 313.11.
  2. Officers will verbally notify the detention facility accepting custody of the prisoner of their status as an unusual security risk. Officers will describe the facts and circumstances that cause the prisoner to be an unusual security risk.
  3. After officers have secured the prisoner in the proper detention facility they will complete necessary reports and will include documentation of the facts and circumstances that made the prisoner an unusual security risk in their report.
  4. Officers will also document in their report that the receiving detention facility was verbally notified of the prisoner's unusual security risk.



## Dallas Police Department General Order

### 316.00 Arrests Involving Controlled Substances

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 316.00 Arrests Involving Controlled Substances or Dangerous Drugs

##### 316.01 Definitions:

- A. "Presumptive Field Test" means the preliminary identification of a substance as a controlled substance or a dangerous drug by means of a reagent test or by visual/physical comparison for the purpose of determining if a criminal offense has been committed.
- B. "Controlled Substance" means 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.
- C. "Dangerous Drug" means 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 Title 6, Subtitle C, Chapter 481, Subchapter B and D, of the Texas Health and Safety Code.
- D. "Field Test Kit" means a reagent test kit designed to detect for the presence of a controlled substance.
- E. "Inconclusive" means the results of a presumptive field test that indicates no definitive result that the sample contains the presence of a controlled substance or dangerous drug for which the sample was tested.
- F. "Trained Member," as used in this procedure, means an employee of the Dallas Police Department who has successfully completed a course of instruction in the identification of controlled substances and dangerous drugs by means of a reagent test.
- G. "Visual/Physical Comparison," as used in this procedure, means the preliminary identification of a controlled substance or dangerous drug using an officer's best judgment based on his training and experience. In the case of a suspected controlled substance or dangerous drug that is in pill, capsule or tablet form, officers may use the Physician's Desk Reference (PDR), consult with a pharmacist, or contact the North Texas Poison Center at Parkland Memorial Hospital Poison Center Hotline at 1-800-222-1222.

##### 316.02 Arrests Involving Suspected Violations of the Texas Health and Safety Code

- A. All arrests involving suspected violations of the Texas Health and Safety Code will be based upon articulated probable cause.
- B. There are basically two different arrest situations for individuals suspected of violating the Texas Health and Safety Code who are in possession of either a controlled substance or dangerous drugs.
  1. "Narcotics Only" where no other charges are to be filed or where no other probable cause exists except for the possession of a suspected controlled substance or dangerous drugs.
  2. "Narcotics Add Charge" in which an individual is arrested based upon probable cause other than the possession of a suspected controlled substance or dangerous drugs and the Narcotics Charge arises incident to the person's arrest for charges based on other pre-existing probable cause.
- C. "Narcotics Only" Arrests  
An individual may be detained based upon reasonable belief that he may have violated the law or be detained in the course of an ongoing investigation.
  1. Officers will keep all current applicable laws and policies regarding arrest, search and seizure in the forefront of any "Narcotics Only" arrest. If there are any questions or concerns regarding current case law on search and seizure, officers will contact a supervisor for guidance.
  2. Arresting officers will always request a supervisor to the location where testing of a suspected controlled substance or dangerous drug will result in a "Narcotics Only" possession charge. A trained supervisor will conduct the presumptive field test. If the only supervisor available is not trained, he/she will witness the test conducted by another trained member who will be called to the scene.
  3. In the event that a patrol officer comes in contact with a suspect possessing a large quantity of a controlled substance or dangerous drugs an on-duty field supervisor should be contacted. The on-duty field supervisor will then contact an on-call Narcotics Division supervisor for further instruction or to determine if a Narcotics Division response is required at the scene.
  4. A trained member of the department will conduct the "Presumptive Field Test" according to standards established in departmental Standard Operating Procedures.
  5. Positive Presumptive Field Test
    - a. If the results of a Presumptive Field Test indicate the presence of a controlled substance, adult suspects will be arrested and transported to the Lew Sterrett Justice Center.
    - b. If the individual is a juvenile, he/she will be transported to the Youth Operations Unit.
    - c. All related evidence, including the Presumptive Field Test checklist, will be processed at either the Lew Sterrett Justice Center, where it will be placed into the Drug Evidence lock box, or will be transported to the Property Section for disposition.
    - d. The appropriate criminal charges will be filed against the arrestee.
  6. Inconclusive Presumptive Field Test
    - a. If the results of a Presumptive Field Test are *inconclusive*, the substance in question will be seized and will be placed into evidence at either the Lew Sterrett Justice Center or the Property Section.
    - b. The Presumptive Field Test checklist will be included with the evidence.
    - c. Officers will complete a "Found Property" offense report and will list all information concerning the suspect, the circumstances where the incident occurred, and the property tag information.
    - d. Officers will indicate in the "Comments" section of the Drug Evidence Tag whether the substance should be sent to the lab for further testing.

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7. Officers will make a visual/physical comparison as a means of identifying a suspected controlled dangerous drug.
  8. In order to accurately identify a dangerous drug or controlled substance that is in pill, tablet or capsule form, officers may use the Physician's Desk Reference (PDR) located in the report writing area of the Lew Sterrett Justice Center, consult with a pharmacist, or contact the North Texas Poison Center at Parkland Memorial Hospital Poison Center Hotline at 1-800-222-1222.
  9. Officers should note in the officer's comment section of the arrest report the method used to make an identification.
- D. "Narcotics Add Charge" Arrests
1. When an individual is arrested on other charges and a controlled substance or dangerous drugs are found incident to the arrest, officers will arrest the individual and may add violations of the Texas Health and Safety Code as additional charges.
  2. Adult individuals who are being arrested for charges **other than** narcotics will be transported to the Lew Sterrett Justice Center for booking and evidence processing.
  3. Juveniles who are being arrested for charges **other than** narcotics will be transported to the Youth Operations Unit for booking.
  4. In the case of an adult prisoner, officers will book the individual according to the standing policies in effect at the Lew Sterrett Justice Center.
  5. In the case of a juvenile prisoner, officers will book the individual according to the standing policies in effect at the Youth Operations Unit.
  6. After booking, arresting officers will take suspected controlled substances or dangerous drugs to the Field Testing area of the jail or Youth Operations, where a trained member of the department will conduct the "Presumptive Field Test" according to standards established in the Narcotics Division Standard Operating Procedures.
  7. Positive Presumptive Field Test.
    - a. If the results of a Presumptive Field Test are positive to indicate the presence of a controlled substance, the appropriate criminal charge will be filed.
    - b. All related evidence, including the Presumptive Field Test checklist will be processed at either the Lew Sterrett Justice Center, where it will be placed into the Drug Evidence lock box, or transported to the Property Section. No evidence will be left at the Youth Operations Unit.
    - c. Officers will note in the arrest report the results of all Presumptive Field Tests.
  8. Inconclusive Presumptive Field Test.
    - a. If the results of the Presumptive Field Test are **inconclusive**, the arresting officer will complete a "Found Property" Offense Report.
    - b. The Presumptive Field Test checklist and the substance will be placed into the Drug Evidence lock box, or transported to the Property Section for disposition. No evidence will be left at the Youth Operations Unit.
    - c. Officers will note in the arrest report the results of all Presumptive Field Tests, and in the case of an inconclusive test, will reference the "Found Property" Offense Service Number and detail the circumstances surrounding the seizure of the substance from the arrestee.
    - d. Officers will indicate in the "Comments" section of the Drug Evidence Tag whether the substance should be sent to the lab for further testing.

**316.03 Stocking of Reagent Field Test Kits**

- A. The Narcotics Division will be responsible for maintaining an adequate supply of field testing kits and for the distribution of these supplies to all other departmental units.
- B. The Quartermaster Unit of the Equipment and Procurement Section will maintain a Price Agreement for the purchase of approved field testing supplies and will acquire them upon request by the Commander of the Narcotics Division.
- C. Other departmental units can obtain a supply of kits by routing a request directly to the Commander of the Narcotics Division.



## Dallas Police Department General Order

### 317.00 Officer Involved Shootings, Serious Injury or Death Incidents

DAVID O. BROWN  
CHIEF OF POLICE

Revised 12/12/2013

#### 317.00 INVESTIGATIONS OF OFFICER INVOLVED SHOOTINGS, SERIOUS INJURY OR DEATH INCIDENTS

When a Dallas police officer becomes involved in an incident in which either the officer or another person is seriously injured or killed, or where a death or serious injury occurs to a person in police custody, two different investigations will be conducted. For the purpose of this order, the term *Dallas police officer* includes Dallas Park Rangers, Dallas Security Officers, Dallas City Marshal's, and Dallas Arson Investigators. A criminal investigation will be conducted by the investigative unit having responsibility for the offense and an administrative investigation will be conducted by the Internal Affairs Division. Investigations will be conducted as outlined in the sections that follow.

##### 317.01 Criminal Investigation

- A. The Crimes Against Persons Division, Special Investigations Unit, will conduct a criminal investigation when, in the City of Dallas:
  1. Any Dallas police officer is seriously injured or killed in the performance of police-related duties.
  2. Any person is injured or killed as a result of a Dallas police officer discharging a firearm, acting in the performance of police-related duties or within the scope of employment as a Dallas police officer while on or off duty.
  3. Any person is seriously injured or killed as a result of the use of any physical force used by a Dallas police officer, acting in performance of police related duties or within the scope of employment as a Dallas police officer while on or off duty.
  4. Any person is seriously injured or dies while in the custody of Dallas police officers except as outlined below in Section F.
  5. Any time an officer intentionally discharges his firearm, the Special Investigations Unit of the Crimes Against Persons Division will have full investigative responsibility.
- B. The Crimes Against Persons Division will conduct a criminal investigation any time a Dallas police officer is fired upon but is not injured.
- C. The Crimes Against Persons Division, Special Investigations Unit, will conduct a criminal investigation when any person in the City of Dallas is seriously injured or killed as a result of a firearms discharge or use of physical force by any local, state or federal law enforcement agent, except those incidents occurring within jail facilities.
- D. The Special Investigations Unit will not assume primary investigative responsibility for incidents occurring outside the jurisdiction limits of the City of Dallas. The Special Investigations Unit will offer assistance when requested by the agency having jurisdiction and with approval of the Crimes Against Persons Division Commander. In all cases, primary responsibility for filing criminal charges and making presentations to the Grand Jury will remain with the agency having jurisdiction.
- E. The Special Investigations Unit of the Crimes Against Persons Division will not normally conduct an investigation in cases of accidental discharges not resulting in physical injury. If the supervisor questions the circumstances surrounding the incident however, he/she may refer the shooting to the Special Investigations Unit.
- F. The Traffic Section will conduct a criminal investigation when in the City of Dallas any person is seriously injured or killed as a result of a motor vehicle accident involving a Dallas police officer, acting in the performance of police related duties or within the scope of employment as a Dallas police officer while on or off duty.
- G. The Crime Scene Response Section will have the control and responsibility of evidence collection at the crime scene:
  1. Concurrently in any of the cases listed under 317.01 A.
  2. In any firearms discharge, including accidental, not resulting in physical injury, involving on or off-duty officers who are acting in performance of police related duties or within the scope of employment as Dallas police officers.

##### 317.02 Stages of the Criminal Investigation

- A. Officer Responsibilities
  1. Officers who become involved in any of the above incidents or become aware of an incident involving another law enforcement agency within the City of Dallas will immediately notify the dispatcher. The dispatcher will immediately send a patrol supervisor to the scene and begin notification of the appropriate divisions and personnel according to the Communications Section S.O.P. This supervisor will respond to the scene as quickly as feasible (Code 3 is authorized).
  2. The officers involved will immediately care for any injured persons, request necessary assistance, secure the scene and separate witnesses. Involved and witness officers will not discuss the incident beyond that necessary to secure the scene prior to the arrival of the first patrol supervisor.
  3. The involved officer will relate a brief account of the incident to the first supervisor to arrive and to that supervisor only, prior to the arrival of the necessary investigative personnel.
  4. If the involved officer is not injured, he/she should then retire some distance from the scene to await the arrival of the officer in charge of the investigation. This will be done in the company of some companion such as another supervisor or an officer of equal rank (who was not involved in the incident) chosen by the involved officer. The purpose of the companion officer is to serve the involved officer in a supportive role during the subsequent events. The companion officer will refrain from discussing the details of the incident but should provide as much support and concern for the officer as possible. Companion officers should be aware that they may later be called to testify as a witness does. The investigation may begin without the companion if the companion officer is en route from another location.

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5. The involved officer will be afforded an early opportunity to communicate with family members. The person designated as *companion* may make the needed transportation or other arrangements.
6. When requested, the involved officer will return to the scene to respond to the needs of the investigation.
- B. The first Patrol Supervisor (not involved in the incident) shall be responsible for the following duties:
  1. Ensure the scene is secured to include assuring necessary assistance is en route and restricting access to the incident scene using tape or other methods.
  2. Remove and restrict unauthorized personnel from scene.
  3. Obtain a brief account of the incident from involved officers and remove them a short distance from the scene.
  4. Separate involved officers and witnesses and instruct them not to discuss the incident prior to arrival of detectives.
  5. Assign an officer to record the names of all officers at the scene including all additional officers arriving to assist in securing the scene, investigate the incident, or provide support for involved officers. A single entry point into the restricted area should be established, if possible, and a special note will be made of those officers who entered the restricted areas.
  6. Stay at the scene until the scene is secured and all physical evidence is collected and all personnel are removed or until relieved.
  7. If an officer seriously injures or kills another person, the supervisor will advise the officer of the opportunity to consult with counsel immediately and will permit the officer to consult privately with counsel prior to any questioning or interview concerning the incident. The officers are allowed representation beginning at the crime scene and continuing through the entire criminal investigation of the incident. Officers who are only witnesses to the incident are not entitled to legal representation. The officer will, however, relate enough about the incident to the supervisor in order for the supervisor to secure the scene.
  8. Refer all media inquiries to the investigating section supervisor.
  9. Upon the arrival of the officer or supervisor in charge of the investigation, the patrol supervisor shall respond to the needs of the investigating officer or supervisor by continuing to secure the incident scene and keeping unauthorized persons out.
  10. Respond to the investigative offices for a debriefing interview and statement.
- C. All officers responding to the scene for whatever purpose shall check en route and Code-6 with the dispatcher of the patrol channel involved. Upon arrival all officers will make written notes on significant observations at the scene for later personal reference.
- D. Officers not involved in the incident will not go to the scene of the incident without the approval of the dispatcher or supervisor who is assigned. Officers who do respond will not leave the scene without notifying the assigned supervisor of their name and badge number.
- E. Only personnel necessary to the criminal or administrative investigation, securing of the scene, and the involved officer's chain-of-command should respond to the scene. The Patrol Operations Division Commander (or designated representative) of the area where an incident occurs may also respond to the scene. The Media Relations Unit will send a representative who will be responsible for coordinating media inquiries.
- F. A member of the officer's chain-of-command should respond to the scene to offer support and assistance in any needed notifications but should not discuss the details of the incident. The involved officer's supervisor or other personnel will refrain from entering restricted areas or discussing the incident with involved officers prior to completion of the debriefing interview and taking of statements in the investigating offices.
- G. All officers at the scene of the incident will refrain from making evaluative or judgmental comments about the officer's actions or justification to members of the media.
- H. In an incident where an officer is injured or killed or in which an officer injures or kills another person, the ranking supervisor from the investigating section will be in command of the criminal investigation. Upon arrival, the Crime Scene Response Section supervisor will assume control and responsibility of the crime scene area. Thereafter, all functions or requests related to the crime scene area will be coordinated through the Crime Scene Response Section supervisor. The Crime Scene Response Section supervisor will ensure that only Crime Scene Response Section personnel and essential investigative personnel are admitted to the restricted area until the Crime Scene Response Section investigation is deemed complete. Upon arrival at the scene, the investigating supervisor will be briefed by the field supervisor and the Crime Scene Response Section supervisor. When the investigating supervisor deems it necessary, the involved officer will report back to the scene and respond to the needs of the investigation.
- I. After the completion of the Crime Scene Response Section investigation or when approved by the Crime Scene Response Section supervisor, the supervisor in charge will conduct a walk-through of the incident with involved and witness officer(s). Available video evidence of the incident will be viewed by involved and witness officer(s) prior to the walk-through. To prevent possible contamination of the crime scene, the walk-through should be led by a Crime Scene Response Section detective and limited to an absolute minimum of personnel. The portion of the walk-through that is conducted in the restricted areas of the scene shall be limited to:
  1. The investigative supervisor (1).
  2. The involved officer (1).
  3. The officer's attorney, if present (1).
  4. The Internal Affairs detective (1).
  5. The Crime Scene Response Section detective (1).
  6. Other personnel deemed necessary to the investigation by the investigative supervisor.
- J. After the conclusion of the investigation at the scene, the involved officer(s) and witness officers(s) will be afforded a Critical Incident Recovery Period of a minimum of three (3) administrative days. Additional Administrative Leave may be granted by recognized authority. Following the Critical Incident Recovery Period, the involved officer(s) and the witness officer(s) will report to the investigating supervisor and the investigative units' office. Video evidence unavailable at the time of the walk-through and/or video previously viewed will be shown to the involved officer(s) and legal counsel prior to an interview. Witness officer(s) will also be shown video, however they are not afforded legal counsel. Other personnel deemed necessary will accompany the investigating supervisor to the investigative units' office. Personnel assigned to the investigative unit will record in writing who transports witnesses, suspects,

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- and involved officers. Prior to leaving the scene, the investigative supervisor will brief the officer's chain-of-command and other interested personnel of the facts and circumstances known at that time.
- K. All officers and supervisors at the scene will, if deemed necessary by the investigative supervisor, be available for debriefing interviews and provide detailed written statements on their activities at the scene. All debriefing interviews with officers, witnesses, and suspects will be documented and written statements will be taken if possible.
  - L. The involved officer(s) and witness officer(s) will undergo a debriefing interview in the investigative offices following the Critical Incident Recovery Period. Legal counsel may be present during the interview of involved officer(s). At the conclusion of the interview, written statements may be requested. The investigating supervisor will provide involved and witness officer(s) with a private place to prepare a written statement.
  - M. At the point when the investigative supervisor-in-charge determines that existing evidence presently indicates a likelihood of no criminal culpability by the officer who did or may have caused serious injury or death of another person, such officer will be instructed to report to the Internal Affairs Division at a time to be determined by the Internal Affairs detective.
  - N. The investigative lieutenant is responsible for preparing a preliminary summary within 48 hours of the incident. The lieutenant will review all investigative documentation prior to preparing the summary which will be based on information known at that time. Following divisional approval, the summary will be distributed to command and supervisory personnel as dictated by the incident.
  - O. Bureau, Division, and Section Commanders will ensure that each member within that command is briefed about the incident by either causing the summary to be read aloud in regularly scheduled details and/or providing each member of his/her command with a copy of the summary.
  - P. The investigating division will determine if any criminal charges are to be filed. In addition, this division will be responsible for scheduling a Grand Jury presentation to be made by the detectives assigned to the case.
  - Q. The investigating unit supervisor is responsible for keeping the involved officer's Bureau, Division, or Section Commander informed on the condition of critically injured victims and the status of the Grand Jury hearing. The Duty Commander will be given this information, if applicable. The Bureau, Division, or Section Commander will assure that the involved officer is fully informed on the status of the case.
  - R. A member of the Media Relations Unit will coordinate with the investigative supervisor-in-charge and prepare a summary of the facts of the case for issuance to the news media. The Media Relations Unit will also be responsible for issuing a summary to the media when the results of the departmental investigation are completed.
  - S. The Division, Section or Unit Commander of the involved officer will notify Psychological Services at the first available opportunity. Psychological Services personnel will contact the involved officer within 24 hours to offer counseling services. The involved officer will attend three discussion sessions to be coordinated by the Psychological Services Unit. The first discussion will occur within the first week following the incident; the second session will occur three months after the incident; and the third session will occur six months after the incident.
  - T. "Serious Physical Injury" will have the same meaning as "Serious Bodily Injury" as described in Section 1.07 of the Texas Penal Code which states: Bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
  - U. At the conclusion of any Administrative Leave or normally scheduled day(s) off, as a result of an incident resulting in serious physical injury to an individual, the officer will be placed on Restricted Duty until the incident has been reviewed by the Division Commander. The Division Commander will determine whether to continue Restricted Duty or return the officer to normal assignment.
  - V. At the conclusion of any Administrative Leave or normally scheduled day(s) off, as a result of a shooting or incident that resulted in death or death-in-custody of an individual, the officer will be placed on Restricted Duty. After a reviewing and briefing by the Special Investigative Unit, the Chief of Police will determine whether to continue Restricted Duty or return the officer to normal assignment. If Restricted Duty is continued until disposition through the Grand Jury process, the reassignment location and days off/work hours will be determined by the officer's Division Commander in consultation with the Commander of the Personnel & Development Division, and the Commander of the Internal Affairs Division, or their designees.

**317.03 Administrative Investigation**

- A. The Internal Affairs Division will conduct an administrative investigation concurrent with the criminal investigation in any of the cases listed in Section 317.01 A and F, which occur inside or outside the Dallas city limits.
- B. In cases where only an administrative investigation is conducted, the ranking Internal Affairs Division detective will be in charge of the overall investigation.
- C. In addition to the involved officer being placed on Restricted Duty, witness officers to a death-in-custody incident or a shooting that leads to death or any incident that results in serious physical injury of an individual may be placed by his or her Division Commander on administrative hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. If placed on those hours, they will work that schedule until the conclusion of the internal investigation or until released by Internal Affairs to return to regular duty hours. The purpose of the administrative hours schedule is to facilitate the completion of the internal investigation.
- D. While on Restricted Duty or administrative hours, all leave time previously approved for involved or witness officers must be coordinated with the Internal Affairs Division detective and his or her supervisor.
- E. When the involved officer and any witness officers subsequently report to the Internal Affairs Division, the investigating detective will issue an Administrative Warning and separate interviews will be conducted. These interviews may be audio recorded, and if so, two tapes will be made with one being provided to the officer at the conclusion of the interview. A transcript of the interview will serve as the officer's Internal Statement. In such cases, the officer will be required to report at a later date to review and sign a copy of the transcript. The officer will be provided a copy of the transcript. The officer may also be subsequently required to submit a detailed written Internal Statement of the event.
- F. The Internal Affairs Division will determine if the use of force was justified by the policy of this Department. The findings of the investigation will be summarized in a Special Report to the Chief of Police.

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- G. Upon completion of the Internal Affairs investigation, the report will be forwarded to the officer's Organizational Commander for chain-of-command review. A copy will also be forwarded to the Firearms Discharge Review Chairman.

**317.04 Firearms Discharge Review Team (FDRT)**

- A. The Firearms Discharge Review Team is established to review and evaluate incidents of intentional and accidental firearm discharge by any member of the Dallas Police Department. The main purpose will be to prevent similar situations from occurring in the future through training. Firearms discharge incidents occurring while members are acting within the scope of their employment with the City of Dallas, either on or off duty will be subject to review.
- B. The objective of the Firearms Discharge Review is to make training recommendations to the Chief of Police concerning firearms discharge incidents based on the following:
  1. Avoidance of similar incidents in the future.
  2. Adequacy of policy.
  3. Adequacy of training.
  4. Adequacy of supervision.
  5. Implementation of new safety procedures.
- C. Firearms Discharge Review Team
  1. Will be comprised of the following members: A lieutenant from the Special Investigations Unit, a lieutenant from the Internal Affairs Division, a lieutenant from the In-Service Training staff, and the Departmental Range Master. If the above members are not available, substitutions will be made by the respective Division Commanders.
  2. Will respond to all incidents that the Special Investigations Unit responds to.
  3. Will only be concerned with training and not any procedural violations.
- D. The Firearms Discharge Review Team will be responsible for relaying any training concerns discovered during their review to the Command Staff during the shooting summary presented by SIU. These recommendations may include but not limited to:
  1. Roll Call Training Bulletin.
  2. Training video.
  3. Recommendation for policy change.
  4. Implementation of new training procedures.
- E. The Command Staff will then review the recommendation and decide if any actions are required. The appropriate unit will then be notified to prepare any related documentation.
- F. If during the initial incident, it is discovered that there is a possibility of a major policy violation or a law has been violated, the FDRT will suspend their investigation until cleared by Internal Affairs.
- G. The supervisor over the Safety Team will prepare a short summary on all incidents that the Special Investigations Unit does not respond to. This will normally be done after Internal Affairs completes their investigation.



## Dallas Police Department General Order

### 318.00 Booking Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/01/10

#### 318.00 BOOKING PROCEDURES

##### 318.01 Booking Procedures for Adults

- A. All prisoners, with the exception of juveniles, seriously injured persons, and arrests where Public Intoxication and/or Class C warrants issued out of Dallas or other jurisdictions is/are the only charge(s), will be taken to the Lew Sterrett Justice Center for processing. Booking procedures for the three exceptional categories are:
  1. Juveniles will be taken to the Youth and Family Crime Division.
  2. Attending paramedics of the Dallas Fire Department's Emergency Medical Services Division will determine to which medical facility a *critical care* (i.e. seriously injured or ill) prisoner should be transported.
  3. Arrests where Public Intoxication and/or Class C warrants issued out of Dallas or other jurisdictions must be processed through the Public Inebriate Detention Center.
- B. All other adult charges, including *Holds* for Dallas Sheriff's officer, will be processed at the Lew Sterrett Justice Center.
- C. All reports and paperwork involving an arrested person taken to the Lew Sterrett Justice Center or the City Detention Center must be approved by a supervisor and completed before the officer(s) can leave the facility.

##### 318.02 Establishing Age as an Adult or Juvenile

- A. When a person who appears to be a juvenile is taken into custody but has no identification and claims to be seventeen or older, the officer will:
  1. Take the person to the Youth Services Section or contact them by telephone.
  2. Request a record check to ascertain the person's age.
    - a. If the arrestee has a JIS picture, the arresting officer will view this picture and state in the officer comments section of the arrest report that the person pictured is the arrestee.
    - b. If the arrestee has JIS fingerprints, the arresting officer will have the arrestee LiveScan'd and state in the officer comments section of the arrest report that the fingerprints are the arrestee's.
    - c. If Youth Services Section records do not establish age, Youth Services Section will assist the arresting officer in using other available sources to ascertain age. List any source that establishes age in the officer comments section of the arrest report.
  3. If age is not verified:
    - a. Inform the reviewing supervisor that the arrestee claims adulthood but does not have identification and Youth Services files cannot establish age nor has LiveScan or another source established age.
    - b. Include the above information in the arrest report along with the name and badge number of the Youth Services Section detective who performed the record check and the arrestee's JIS number if one exists.
- B. The reviewing supervisor will ensure that the required information is included in the arrest report before it is approved.

##### 318.03 Citizen Information Regarding Juvenile Booked as an Adult

- A. When a citizen informs departmental personnel that a juvenile has been booked as an adult, the citizen will be directed to a Detention Services supervisor.
- B. The supervisor will verify the subject in question is being held in the jail. The supervisor will attempt to ascertain the correct age from any means available within the youth criminal justice system. If the supervisor is able to establish the fact the subject is a juvenile, he/she will notify the Youth and Family Support Division to take custody of the juvenile.
- C. When the status of the subject is questionable, processing will be handled in accordance with the Detention Services Section S.O.P. that will be available for reference.
- D. The Detention Services supervisor will request that the on-duty magistrate at the Lew Sterrett Criminal Justice Center conduct a hearing and rule as to whether the prisoner is an adult or a juvenile. If the judge rules the suspect is a juvenile, the supervisor will contact the Youth and Family Support Division to send an officer to take custody of the subject. If the magistrate rules the subject is an adult, the subject will be returned to jail.
- E. When it is determined that a juvenile has been placed in the Dallas County Jail as an adult, a Detention Services supervisor will be notified and will be responsible for correcting the juvenile's Arrest Report according to the Detention Services Section S.O.P.
- F. All legal forms and documents necessary for the court hearing will be handled in accordance with the Detention Services Section S.O.P.

##### 318.04 Booking Procedures for Juveniles

- A. Procedures for charging juveniles with offenses and routine booking procedures are contained in Section 314.00.
- B. All reports and paperwork involving an arrested juvenile taken to any detention center must be approved by a supervisor and completed before the officer(s) can leave the facility.



## Dallas Police Department General Order

### 319.00 Voluntary Surrender of Wanted Persons

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 319.00 VOLUNTARY SURRENDER OF WANTED PERSONS

- A. When a criminal suspect in either a misdemeanor or felony case voluntarily surrenders himself or herself to the Dallas Police Department, a warrant of arrest is not necessary.
- B. Prior to booking the suspect into a jail facility, the officer will obtain the service number of the incident or verify the need to hold the suspect for another agency.
- C. The suspect will be booked into jail for the charge for which the individual is wanted and a reference made on the Arrest Report to the verification of the need to hold the suspect.
- D. The agency where the offense occurred (other than Dallas) should be advised to send a teletype to the Dallas County Sheriff's Office - Lew Sterrett Criminal Justice Center, verifying the need to hold the suspect.



## Dallas Police Department General Order

# 320.00 Criminal Case Filing Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 09/24/08

### 320.00 CRIMINAL CASE FILING PROCEDURES

#### 320.01 General Provisions

- A. All officers processing (filing) criminal cases and/or obtaining arrest warrants will adhere to the guidelines set forth in the Legal Services Section Criminal Case Filing Manual.
- B. Any officer of the Department, upon approval by a supervisor, may obtain an arrest warrant.
- C. All arrest warrants will be obtained by following the procedures established in the Criminal Case Filing Manual distributed by the Legal Services Section.
- D. The officer originating a probable cause affidavit for an arrest warrant (either personally processing the documents or preparing the documents for another officer to process) will be responsible for checking all departmental records which might reflect a change in status of the case and/or the suspect for whom a warrant is being sought.
- E. This procedure does not apply to lunacy warrants.

#### 320.02 Reduction of Cases Filed in Misdemeanor County Courts

Officers will not file the following:

- A. Carrying a Prohibited Weapon if Armed Robbery is filed from the same incident.
- B. Resisting Arrest when Assault on a Police Officer is filed.

#### 320.03 Criminal Trespass Offenses

- A. These cases will be filed in County Criminal Courts only.
- B. Misdemeanor citations may be issued in appropriate cases in lieu of custodial arrest. If a citation is issued, the complainant's name and the facts of the offense must be detailed on the back of the citation.
- C. This offense will be filed as a Class B except in either of the following situations when it will be filed as Class A:
  1. The offense is committed in a habitation or a shelter center.
  2. The actor carries a deadly weapon during the commission of this offense.

#### 320.04 Cases Filed With the Municipal Court

- A. Only Class C misdemeanors (as defined in the Penal Code) and Class C "type" misdemeanors (i.e., traffic and City Ordinance violations) will be filed with the Municipal Court. Any exception must be documented and is subject to acceptance by the Municipal Court.
- B. Cases may be filed with the Municipal Court:
  1. When the full (first and last) name of the suspect is known.
  2. When the address of the suspect is unknown, but only if enough information is provided (name, race, sex, date of birth) so that the suspect can be entered on the NCTCIC computer system. An exception is that a name and address are necessary to file assault cases.
  3. When they involve a juvenile (Ages 10-16) charged with a traffic violation other than DWI. All non-traffic and DWI offenses involving juveniles will be filed with the Dallas County Juvenile Court through the Youth and Family Support Division.

#### 320.05 Referring Complainants to the City Prosecutor's Office

- A. A complainant will be instructed to file his/her own Class C misdemeanor with the City Prosecutor's office when any of the following apply:
  1. The complainant is intoxicated to the degree that he/she is not in control of his/her faculties.
  2. The complainant is obviously mentally deranged.
  3. The officer has reason to believe that the offense did not actually occur.
- B. When referring citizens to the City Prosecutor's office to file their own case, officers will advise citizens of the City Prosecutor's office location (Room 206, 2014 Main Street, hours - 8:30 a.m. - 4:30 p.m.).
- C. Under no circumstance will an officer inform the complainant as to the Municipal Court's anticipated action. The officer should only inform the citizen that any questions will be referred to the City Prosecutor's office.

#### 320.06 Cases Filed with the County Prosecutor's Office via Citation

- A. When a citation is issued for M/B offenses allowed in G.O. 313.03, the responsibility of filing the initial paperwork resides with the Patrol Investigative Unit where the citation was turned in.
- B. The Investigative Unit will complete the following steps prior to forwarding the paperwork to Legal Services Unit.
  1. Ensure that a copy of the offense report is attached to the original citation and that the citation is completely filled out.
  2. Attach an unsigned warrant to the affidavit.
  3. Prepare a prosecution report.
  4. Obtain estimates for any damage incurred by the complainant.
  5. Forward the above information with a filing cover sheet that is stamped "CITATION ISSUED" to Legal Services Unit within 10 calendar days of the issue date on the citation.

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- C. If the offense is direct file, then the Investigative Unit will only complete steps 1 and 5 of the above procedures and forward the packet to the Legal Services Unit for filing. The Legal Services Unit will be responsible for completing steps 2 and 3.
- D. If the assigned investigator determines that a citation should not have been issued, then the citation should be voided according to current Patrol SOP and both the complainant and arrestee notified of the actions taken. The original offense report should be supplemented with the final disposition.



# Dallas Police Department General Order

## 321.00 Evidence and Property

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

### 321.00 EVIDENCE AND PROPERTY

#### 321.01 Processing Procedures

- A. The processing of property/evidence collected, recovered, found, seized, or entrusted will be governed as delineated below.
- B. All property and evidence will be packaged and labeled in accordance with Department policies and procedures. The proper packaging and labeling method is outlined in the Property Unit Packaging Manual. A copy of the manual will be maintained at each Patrol Division, Lew Sterrett Justice Center, under the Resources tab on the Dallas Police Department Intranet page, the Crime Scene Response Section, and the Property Unit. The Property Unit is responsible for updating packaging requirements with the concurrence of the Crime Scene Response Section.
- C. The general policy of the Department is to release property/evidence at the scene of an incident to the complainant/owner whenever practical, except as provided below. The intent of this policy is to avoid unnecessary waste of patrol time by trips to and from property storage facilities; reduce unnecessary inventorying, storage, and disposal of property; provide for adequate control and accountability for property and evidence; and to be more responsive to crime victims by expedient return of their property. In all cases, property/evidence must be properly disposed of, as delineated in this section, by the end of an employee's tour of duty.
- D. In general, the following categories of property/evidence will be released to the owner/complainant in the field upon reasonable identification.
  1. Property/evidence related to burglary and theft offenses that belong to the complainant.
  2. Recovered motor vehicles will be released to the owner in the field (after fingerprinting, etc., when appropriate). If a vehicle is impounded, the Auto Pound Unit S.O.P., which will be posted at applicable facilities, will be followed.
  3. Property/evidence related to Municipal Court offenses (all City cases) will be released to the complainant whenever possible.
  4. Property/evidence related to Criminal Mischief or Reckless Damage offenses will be released to the complainant or simply left at the scene.
- E. Found property items that meet all of the following criteria, may be left at the scene for the finder to dispose of unless the item is creating a specific hazard and no alternative to impoundment exists:
  1. Property has no apparent evidentiary value,
  2. Has low or no monetary value,
  3. Appears to have been discarded, and
  4. There is a low likelihood the item could be returned to an owner.
  5. Public Works, Street Operations, or Sanitation Services may be called to make disposal when appropriate.
  6. Found property that is drugs, guns, money, contraband, official identification or financial instruments, such as checkbooks and credit cards, will not be left at the scene.
- F. When no alternative exists to the general field release policy (i.e. owner/complainant cannot be immediately located) items may be deposited at a storage facility in accordance with this General Order.
- G. Documentation of Field Release - When property/evidence is released to an owner/complainant in the field or left at the scene, the action will be fully documented in the applicable Offense Report or Arrest Report if no Offense Report is made.
- H. Exceptions to the General Release Policy - The following items are exceptions to the general policy of releasing property/evidence at the scene. These items will be impounded pending court order or released by the assigned detective or field officer, when applicable:
  1. Illegal weapons.
  2. Narcotics/Drugs.
  3. Instruments used in a crime of violence.
  4. Items requiring a forensic report.
  5. Contraband - anything illegal in itself to possess.
  6. Forged or counterfeit instruments.
  7. Stolen credit cards and bank debit cards.
  8. Firearms.
- I. Detective Responsibilities - It is the responsibility of the detective assigned to the Offense or Arrest Report related to the impounded property to make a speedy disposition of the item.
  1. *Holds* will be placed on property/evidence within 30 days of the assignment of the Offense or Arrest Report.
  2. On evidentiary items other than narcotics/drugs, any *hold* must be reviewed and renewed by the assigned detective every six months.
  3. When practical, the assigned detective will notify the owner/complainant to reclaim any property within ten days. If contact is made with the owner/complainant, the detective will tactfully emphasize that the property will not be retained due to storage limitations.
  4. Field officers will not place *holds* on property/evidence - this is an investigative responsibility as defined in above section "H." Field officers perceiving a need to hold property should make a notation to that affect in the applicable Offense or Arrest Report for the assigned detective's consideration. Exceptions to this policy are property found in pawn shops (as outlined in General Order Section 321.02 C), FLID and FSRA vehicles, direct file UCW/CPW, and VHSC (Marijuana only) evidence.
- J. Property Unit Ongoing Disposal Procedures

# Dallas Police Department General Order

## 321.00 Evidence and Property

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1. The Property Unit manager is authorized to cause ongoing disposal (destruction, auction, etc.) of all items stored in the Property Unit as allowed by time limits and requirements established by State law, City Ordinance and the Property Unit SOP.
  2. Property Unit supervisors are authorized to initiate ongoing, immediate disposal of articles where common sense and good judgment indicate no legitimate reason to retain certain items (i.e. rocks, beer cans, old clothes, sticks, broken toys, etc.). Such disposals will be documented.
  3. Only units with investigative follow-up responsibility can authorize evidence for final disposition. Arresting officers are responsible for authorizing evidence for final disposition if there is no investigative follow-up for the associated offense.
  4. Officers will complete a *Property & Evidence Disposition Request Card* (POL-00864) for property placed at the Property Unit that is:
    - a. Protective Custody or Prisoner Personal Property.
    - b. For Found Property that is illegal to possess, officers will mark the box "Dispose of as Authorized by City Ordinance & State Law."
- K. Found Property is defined as:
1. Any Property where the owner is unknown and there is no reasonable expectation of finding an owner and;
  2. There is no link to a criminal offense or expectation of developing intelligence from the item.
- L. Protective Custody is defined as:
1. Any item where the owner is known and has not been arrested for a criminal offense or;
  2. The owner is known and has been arrested for a criminal offense, but the property does not qualify as a personal article such as clothing, backpack, hygiene items, money or other personal articles and:
    - a. The item is not evidence in a criminal offense and;
    - b. The circumstances were beyond the owner's control where the property cannot be released to or secured by the owner such as golf clubs in an arrestee's impounded vehicle.
- M. The marking of and depositing of property/evidence will be accomplished in accordance with the Property Unit and Crime Scene Response Section SOP's.

### **321.02 Property and Evidence Requiring Special Procedures**

- A. Large Items - The Communications Section will be contacted to arrange for transportation of property/evidence too large or heavy for the officer to transport.
- B. Firearms
  1. Firearms will be handled with extreme care and caution at all times. Firearms should be cleared prior to submission to the Property Unit. If the weapon cannot be safely cleared, the recovering officer will take the weapon to the Firearms Training Center. Firearms Training Center staff will clear the weapon and the recovering officer will then transport the weapon to the Property Unit for processing. If the Firearms Training Center is closed, the recovering officer will transport the weapon to the Property Unit. The officer will notify Property Unit intake personnel the weapon could not be made safe and is loaded. Property Unit personnel will arrange with the Firearms Training Center to unload the weapon.
  2. All recovered firearms, except for those recovered by the Crime Scene Response Section, will be delivered directly to the Property Unit Main Storage Facility located at 1725 Baylor Street. Firearms will not be placed at Lew Sterrett Temporary Property/Evidence Storage Locker. Crime Scene Response Section personnel will process, transport, store and submit for testing firearms in accordance with the Crime Scene Response Section SOP.
  3. All firearms placed into the Property Unit will be accompanied by an ATF Firearm Tracking Report Form which will be completed by the officer submitting the weapon.
  4. The recovering officer is responsible for checking firearms for stolen prior to submitting to the Property Unit. The recovering officer will document the stolen check was conducted on the property tag.
  5. If the firearm is reported stolen by another agency, the recovering officer must make an Out of Town Recovered Stolen Firearm report. If the firearm is reported stolen on a Dallas Police Department offense, then a supplement to the original offense report will be completed by the recovering officer.
    - a. These reports are in addition to any other required offense or arrest report.
    - b. All case numbers should be listed on the property tag.
- C. Property Found in Pawn Shops
  1. Property found in pawnshops will be handled by the Property Recovery Squad.
  2. If stolen property is located in a pawn shop by any officer other than a Property Recovery Squad detective, that officer will place a written *hold* on the item, using form POL-00391A, S/N 753-027-750. The officer will give the second copy of the *hold* order to the pawnbroker and route the original to the Property Recovery Squad.
- D. Film Processing Procedures for Convenience Store Cameras
  1. When an officer answers a robbery call at a convenience store, the officer will determine if photographic evidence has been obtained by the store cameras.
  2. If photographic evidence has been obtained:
    - a. It is the responsibility of the store management to remove the video evidence from the camera system and to give the film to the officer.
    - b. It is the responsibility of the officer to place the video into evidence if the Crime Scene Response Section is not called to the scene. The video will be placed in evidence according to the Patrol Operations S.O.P. The Crime Scene Response Section will not be called to the scene for the sole purpose of picking up the video evidence.
    - c. The reporting officer will state in the Offense Report if photographic evidence was or was not collected. If the video evidence was located on computer equipment and it was not immediately available, this will also be documented in the report.

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- d. If called to the robbery scene to process other evidence, the Crime Scene Response Section will collect the video evidence.
- e. In all cases, the video evidence will be processed by the Crime Scene Response Section and made immediately available for investigative use.
- E. Receipt for Evidence Seized as a Result of a Search Warrant - Evidence confiscated as a result of a search warrant will be itemized on a *Receipt of Property Form* (POL-00391A S/N 753-027-750) and the owner provided a copy. The original will be forwarded to the Records Section for filing.
- F. Currency
  - 1. All money will be taken to the Property Unit. Money is defined as U.S. Currency, Foreign Currency and U.S. Currency believed to be counterfeit.
  - 2. Money, regardless of value, collected by the Crime Scene Response Section with forensic evidentiary value will be processed in accordance with the Crime Scene Response Section S.O.P.
  - 3. Money will not be released in the field, unless the following conditions exist:
    - a. If the money was taken by theft or robbery, it should be released (if possible) to the owner or complainant when either of the following applies:
      - i. The money is recovered at or near the scene of the offense and the amount recovered corresponds to the amount reported stolen.
      - ii. There is other evidence reasonably establishing the identification of the recovered money as that belonging to a specific owner or complainant (e.g. serial numbers on bills, marked money, money was recovered in an identifiable money bag or bank bag taken in the theft, etc.).
    - b. Before the money is released, the reporting officer should count the money and list denominations and serial numbers of all bills wherever possible in the Offense or Arrest Report. As an alternative, bills may be photocopied, and the photocopies submitted on a Property Tag.
    - c. If an officer who recovers money has any reservations as to the ownership of the money, he/she may place the money in the Property Unit Main Storage Facility and forward a *Property & Evidence Disposition Request* card to the Detention Services Section with the requirement that the owner execute a *Release and Hold Harmless Agreement* prepared by an attorney before the money is returned to the claimant. This procedure will protect both the officer and the Department.
  - 4. Found money turned in to the Police Department by a citizen as abandoned or found will be deposited in the treasury of the municipality in accordance with Texas Code of Criminal Procedures, Chapter 18, Art.17; Dallas City Code Section 2-37.2, Authority to sell; Deposit of cash; Dallas Police General Orders, 321.02 Property and Evidence Requiring Special Procedures, and; the Property Unit's Standard Operating Procedures (SOP), 500.00 Guidelines for Processing Money, 900.00 Guidelines for Investigating Found Property.
    - a. Unclaimed abandoned and/or found money will be disposed in accordance with Texas Code of Criminal Procedures, Chapter 18, Art.17; Dallas City Code Section 2-37.2, Authority to sell; Deposit of cash; Dallas Police General Orders, 321.02 Property and Evidence Requiring Special Procedures, and; the Property Unit's Standard Operating Procedures (SOP), 500.00 Guidelines for Processing Money, 900.00 Guidelines for Investigating Found Property.
    - b. Unclaimed abandoned and/or found money will remain in an unclaimed status for a period of 60 days and then will be delivered for disposition. The 60 day period begins when the Property Unit receives the abandoned and/or found money.
    - c. The alleged owner of abandoned and/or found money may request from the City the return of the abandoned and/or found money if they can demonstrate ownership as specified in the statute. An investigation is conducted to determine ownership of the money or to preclude any link to criminal activity.
    - d. Upon identifying ownership, a notice is sent by certified mail to the last known address. Money not claimed after a 90 period will be disposed of in accordance with Texas Code of Criminal Procedures, Chapter 18, Art.17; Dallas City Code Section 2-37.2, Authority to sell; Deposit of cash; Dallas Police General Orders, 321.02 Property and Evidence Requiring Special Procedures, and; the Property Unit's Standard Operating Procedures (SOP), 500.00 Guidelines for Processing Money, 900.00 Guidelines for Investigating Found Property.
    - e. If owner is unknown, and money is more than \$500, then a notice shall be published in a paper of general circulation. Money not claimed after a 90 period will be disposed of in accordance with Texas Code of Criminal Procedures, Chapter 18, Art.17; Dallas City Code Section 2-37.2, Authority to sell; Deposit of cash; Dallas Police General Orders, 321.02 Property and Evidence Requiring Special Procedures, and; the Property Unit's Standard Operating Procedures (SOP), 500.00 Guidelines for Processing Money, 900.00 Guidelines for Investigating Found Property.
    - f. If owner is unknown, and money is under \$500, then advertisement in general circulation is not required. Money will remain unclaimed for a period of 60 days and then will be delivered for disposition. The 60 day period begins when the Property Unit receives the abandoned and/or found money.
    - g. Upon determination of disposition of the abandoned and/or found money, a memorandum will be submitted by the Property Unit for either the return of the funds to the owner or transfer of funds to the City's General Fund.
  - 5. Recovered stolen money delivered to the Property Unit will be deposited in the treasury of the municipality in accordance with Texas Code of Criminal Procedures, Chapter 18, Art.17; Dallas City Code Section 2-37.2, Authority to sell; Deposit of cash; Dallas Police General Orders, 321.02 Property and Evidence Requiring Special Procedures, and; the Property Unit's Standard Operating Procedures (SOP), 500.00 Guidelines for Processing Money, 900.00 Guidelines for Investigating Found Property, in the next scheduled deposit if time between the delivery to the Property Unit and the bank deposit allows. The money, however, may be held for a longer period of time if
    - a. There is a *Hold* for evidence,
    - b. The money is subject to civil seizure if linked to illegal narcotics activity,

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- c. The unit with investigative follow-up request the money be held to allow speedy return to an identified owner, or
- d. The unit with investigative follow-up determines the physical money has evidentiary value that would be destroyed if deposited.
- 6. Money placed in the Property Unit as evidence will be held pending court order or release of the detective's Hold.
- 7. The money that is of collector quality will not be deposited. Once all legal holding requirements are met, it shall be delivered to the Director of Purchasing for sale as other personal property.
- G. Alcoholic Beverage Containers
  - 1. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or city ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation.
  - 2. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
    - a. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded.
    - b. If the person arrested or cited is 21 years of age or older, any open container will be poured out and the container properly discarded.
    - c. If the person is arrested and is 21 years of age or older, any unopened container will be released, with the consent of the person taken into custody, to a third party who is 21 years of age or older; or stored by the police department as *prisoner's personal property* pending the release of the person in custody.
  - 3. If 24 or more unopened containers of alcoholic beverages are seized from any person who is arrested or cited for any alcohol-related Class C misdemeanor or city ordinance violation, each unopened container will be stored at the Property Unit Main Storage Facility by the Police Department pending a hearing to be held by the municipal court following disposition of the charge for which the person was arrested. The court may order one of the following:
    - a. The return of the containers of alcoholic beverages to the person from whom they were seized, if the person is 21 years of age or older.
    - b. The destruction of the alcoholic beverages by the Police Department.
    - c. Such other disposition as the court deems necessary.
  - 4. DWI Arrests
    - a. Unless a DWI arrest is related to a felony grade assault/homicide case, no alcoholic beverage containers (with or without contents) will be placed in the Property Room.
    - b. Items left in the suspect's vehicle will be listed in the Arrest Report and on the impound ticket. Personal property found in vehicles will be processed according to the Auto Pound Unit Standard Operating Procedure.
  - 5. Large quantities of alcoholic beverages possessed or transported in violation of the Alcoholic Beverage Code and seized as evidence will be placed in the Property Unit Main Storage Facility and disposed of according to the instructions of the court having jurisdiction.
  - 6. Disposition of all opened and unopened containers must be documented in an offense report, arrest report, book-in sheet, or reverse side of an original citation.
- H. Prisoner's Personal Property - The handling of prisoner's personal property will be in accordance with the Detention Services S.O.P., which will be posted at applicable locations.
- I. Perishable Property
  - 1. Officers who arrest individuals with small amounts of perishable items in their personal possession, which is not evidence, will dispose of the perishable item in one of the following manners:
    - a. Permit the arrested person to release the perishable property (not evidence) to a responsible third party at the scene.
    - b. Leave the perishable item in the arrested person's vehicle if applicable.
    - c. If no other alternatives exist, the perishable item should be properly discarded in the field.
  - 2. Items of this nature should not be submitted to the Property Unit or taken to Lew Sterrett. Examples of perishable items include but are not limited to the following: sandwiches, chips, and open beverage containers.
- J. Return of Driver License and Other Identification - Drivers licenses, other identification and insurance cards unintentionally retained by an officer as the result of a traffic stop, auto accident, or arrest will be returned to the owner as soon as possible.
  - 1. If the owner of the item resides within the city limits of Dallas, the item will be hand-carried to the owner.
  - 2. If the owner resides outside the city of Dallas, the item will be sent to the individual through registered mail by the officer who unintentionally retained the item.
- K. Handling Out-of-Town Found or Recovered Stolen Property
  - 1. The Property Unit will notify the unit with investigative follow-up responsibility when property is determined to be stolen property after it has been submitted to the Property Unit Storage Facility.
  - 2. The Property Unit will coordinate the return of stolen recovered firearms. Once the firearm is received, the Property Unit will notify the unit with investigative follow-up responsibility. That unit will have responsibility for supplementing the original offense report and authorizing the final disposition when appropriate.
  - 3. The Property Unit will coordinate the return of found firearms determined to be stolen out of other jurisdictions to the agency with investigative responsibility. Out of town stolen firearms used in a Dallas offense will only be returned to another agency after authorization has been received from the unit with follow-up investigative responsibility.
- L. Wet Items Contaminated with Biological Material
  - 1. Wet items contaminated with biological material pose a potential health risk when improperly handled. All precautions outlined in General Order 438 should be taken when handling potentially contaminated items and disposing of equipment used during the collection.

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2. Wet biologically contaminated evidence and property will be delivered to the Crime Scene Response Section by the seizing officer or Crime Scene Response Section personnel so that it can be properly dried.
3. Wet biologically contaminated property or evidence will not be placed at the Lew Sterrett Criminal Justice Center or Property Unit.
4. Clothing collected from sexual assault victims who are examined at Parkland Memorial Hospital (PMH) may be deposited in the temporary evidence drop box located at PMH once properly packaged.

### **321.03 Transporting Property/Evidence to Court**

- A. Property Unit personnel will be responsible for releasing evidence to officers when requested by court.
- B. *Dallas Police Department Property Unit Receipt* will be given to officers when evidence is checked out for court.
- C. If the evidence is retained by the court, the appropriate section of the *Dallas Police Department Property Unit Receipt* must be completed by the proper court officer. The form must be returned to the Property Unit the same day the evidence was checked out.
- D. If the evidence is not retained by the court, it will be returned to the Property Unit with the *Dallas Police Department Property Unit Receipt* the same day it was checked out.
- E. In all cases, the *Police Department Property Unit Receipt* must be returned to the Property Unit on the same day in which evidence is checked out for court.
- F. If multiple items are requested by the court and only some of the items are retained. The *Police Department Property Unit Receipt* should indicate which items were retained. All *Police Department Property Unit Receipts* and any items not retained by the court will be returned on the same day the items were checked out.

### **321.04 Processing of Narcotics/Drug Evidence and Narcotics/Drug Found Property**

- A. Deposit Procedure
  1. Drug evidence may be deposited at the Lew Sterrett Criminal Justice Center drug lock box or the Property Unit only.
  2. Drug evidence too bulky to be placed in a heat sealed plastic bag will be delivered to the Property Unit.
  3. All items of drug evidence will be logged on the drug evidence log sheet.
  4. A complete description of all items contained in the drug evidence bag will be listed on the drug evidence tag.
  5. Officers will place the evidence in a heat sealed plastic bag and place in the drug lock box.
- B. Release of Drug Evidence for Court
  1. A Drug Evidence Team clerk will be responsible for releasing drug evidence for court and weighing the drugs before release. The weighing will be done in the presence of the officer and the total weight (including container or evidence bag) will be recorded on the bottom of form. The officer and the clerk will initial to confirm the weight entered on the *Dallas Police Department Property Unit Receipt*.
  2. *Dallas Police Department Property Unit Receipt* will be given to officers when drug evidence is checked out for court.
  3. If drug evidence is retained by the court, the appropriate section of the *Dallas Police Department Property Unit Receipt* must be completed by the proper court officer. The form must be returned to the Property Unit the same day the items were checked out.
  4. Drug evidence not retained by the court must be returned to the Property Unit the same day it was checked out with the *Dallas Police Department Property Unit Receipt*.
  5. Evidence returned to the Property Unit from court must be weighed by the officer, and the total weight of the evidence (including container or drug evidence bag) recorded on the bottom of the *Dallas Police Department Property Unit Receipt*. The officer and the clerk will initial to confirm the weight entered on the *Dallas Police Department Property Unit Receipt*.
  6. Evidence will be returned to the Drug Evidence Team or placed in the lock box at the Property Unit when the Drug Evidence Team is not available.
  7. In all cases, the *Police Department Property Unit Receipt* must be returned to the Property Unit on the same day in which evidence is checked out for court.
  8. Officers will not accept drug evidence from any court if the package has been opened and not resealed.
    - a. Officers will request the court employee seal the evidence package, then initial and date across the seal.
    - b. Upon arrival at the Property Unit, officers will notify a Property Unit clerk that the evidence has been opened and resealed by the Court prior to acceptance.
    - c. Property Unit clerks will make a note and notify the Drug Team Supervisor.
    - d. Officers should contact a Property Unit Supervisor immediately if the court employee refuses to seal the evidence package.

### **321.05 Property and Evidence Placed at the Lew Sterrett Property/Evidence Temporary Storage Locker**

- A. The following property/evidence will not be placed in the temporary property storage locker at the Lew Sterrett Criminal Justice Center and should be delivered to the Property Unit Main Storage Facility:
  1. Firearms and other weapons.
  2. Jewelry.
  3. Property/evidence contaminated with a biohazard or other substance making it dangerous to handle.
  4. Liquids not in its original container with an unbroken seal.
  5. Bicycles.
  6. Money.
  7. Gas powered equipment – Officers may be required to transport gas powered equipment to the Auto Pound after it has been logged in and evaluated by Property Unit personnel.

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- B. Evidence stored at and removed from the Lew Sterrett Criminal Justice Center (DWI blood samples, general evidence that will fit in a #7 envelope, and narcotics/drugs in sealed plastic bags) will be accomplished in accordance with the Detention Services S.O.P., the Property Unit S.O.P.s, and current procedures. These procedures are posted at the deposit sites and in the various logbooks at the Lew Sterrett Criminal Justice Center.
- C. Items placed at Lew Sterrett temporary storage locker must be properly packaged as outlined by the Property/Evidence Packaging Manual. A manual will be maintained at the temporary storage locker.

**321.06 Conversion of Property**

Texas State Law allows a municipality to use unclaimed property which has come into its possession after certain requirements have been met. This process is known as conversion and is utilized by the Police Department to convert unclaimed property to Departmental use. The following are the procedures for property conversion:

- A. An organization unit requesting the conversion of property will submit a memo, signed by deputy chief or higher, to the Property Unit Commander. The memo should include the following information:
  1. A brief description of the item(s) needed. The description does not have to be specific but should be descriptive enough to help Property Unit staff to identify items for potential conversion.
  2. The Departmental purpose for which the item(s) will be used. If multiple unrelated items are requested, a separate justification is needed for each unrelated item.
- B. The Property Unit will keep a list of requests and will notify the requesting unit once an item becomes available. If similar property is requested by multiple units, then a waiting list will be maintained based on the date the request memo is received. However, if an overriding Departmental need exist; the order of requests may be disregarded.
- C. The Property Unit will be responsible for forwarding all requests and a list of the requested items to the City Purchasing Agent for final approval. Once the Department receives approval, the requesting Division will be notified by the Property Unit. This notification is a requirement of City Ordinance Section 2-37.3.
- D. Once property has been converted, the requesting unit will be allowed to take possession. The Property Unit will forward a memo to the Quartermaster and Fleet Management Section notifying them of the item's conversion to Department use and which organizational unit took possession.
- E. Once property has been converted, it should not be returned to the Property Unit once it is no longer needed. It is the responsibility of organizational unit with possession of the item to dispose of it in accordance with current Department and City policy.



# Dallas Police Department General Order

## 322.00 Citizens Riding Observation

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/01/2016

### 322.00 CITIZENS RIDING OBSERVATION

#### 322.01 Authorization for Riding

- A. Watch Commanders may authorize the following persons to ride observation:
  1. Citizens.
  2. Other law enforcement officers.
  3. City of Dallas employees who are riding as part of their training (e.g., Police Dispatchers and P.T.O.s).
  4. Cadets, Explorers, and Interns.
  5. Assistant City Attorneys.
  6. Members of the Citizens Review Board.
- B. Conditions, Qualifications, and Exceptions
  1. Observers may be assigned to ride with either a one-officer or two-officer element.
  2. Citizens will generally be permitted to ride observation only once in a twelve-month period. Citizens will be required to submit their request to ride at least seven days in advance of the desired date.
  3. Watch Commanders may restrict the number of civilian observers riding during a given shift.
  4. Special consideration should be given to those persons currently being processed as police applicants and those interested in a law enforcement career.
  5. Civilians under the age of 18 will not be authorized to ride observation unless participating in a recognized program such as the Cadets, Explorers, or Interns. In addition to approval by a Captain or above, the participant's parent or legal guardian must also sign a waiver indicating their approval.
  6. With Watch Commander approval, other law enforcement officers, City of Dallas employees, Cadets, Explorers, interns, Assistant City Attorneys, members of the Citizens Review Board, and members of the Dallas Citizen Police Academy Alumni Association may ride more than once in a twelve-month period.
  7. No officer will be required to have an observer unless directed by a commander (rank of Captain or above).
- C. Special Circumstances
  1. Observers conducting a survey or study must be authorized by a Captain or above.
  2. A citizen who wishes to ride more than once in a twelve-month period must be authorized by a Captain or above.
  3. Requests from political office incumbents and candidates will be referred to the respective Assistant Chief/Executive Assistant Director for approval and coordination.
  4. Members of the News Media
    - a. The limitation on the number of times a citizen can ride observation will not apply to members of the news media.
    - b. Requests from the news media to ride observation must be approved by a Captain or above. Prior to authorization being granted, the approving authority will cause the Media Relations Unit to be consulted. If the request is made outside of normal business hours, the duty officer of the Media Relations Unit will be contacted. If the Media Relations Unit duty officer is unavailable, the Bureau Commander will be contacted.
  5. Captains and above have the discretion to authorize exceptions to the requirements of this policy when special circumstances indicate the approval would be in the best interests of the Dallas Police Department.

#### 322.02 Procedures

- A. If deemed appropriate by the approving authority, the following checks may be conducted on individuals wishing to ride observation prior to approval being granted:
  1. A criminal history check coordinated with the Records Section.
  2. An NCIC/TCIC/Regional check to determine if any warrants are outstanding.
  3. A driver's license check.
- B. Waiver of Liability
  1. A *Waiver of Liability* (Form 70-43R) must be completed by any person authorized to ride observation each time such a ride occurs. The date, watch, name of the officer with whom the person rides, and approving commander's signature will be noted on the form. The form will be maintained at the division in accordance with the Records Retention and Disposition Schedule.
  2. Participants in continuing department-sponsored programs will not be required to prepare a new *Waiver of Liability* form except when the status of data required on the form changes, such as reaching the majority age of 18 years. A *Waiver of Liability* form will be completed annually at the beginning of the year for participants in such continuing programs.
- C. A copy of all *Waiver of Liability* forms will be routed to the Patrol Bureau. A centralized log or database will be maintained to track the number and location of observation rides throughout the Department. The person acting as the approving authority on citizen observer requests may coordinate with the Patrol Bureau prior to granting approval.
- D. Any commander (rank of Captain or above) may prohibit an individual from riding observation. Such prohibition will be documented by memorandum and routed to the Patrol Bureau for log entry and subsequent distribution to divisions within the Patrol Bureau.
- E. Each division within the Patrol Bureau will maintain a log of observers previously approved to ride within that division. The log will also contain any memos distributed by the Patrol Bureau, prohibiting specific individuals from riding. This log may be consulted before approval is granted to a request.

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**322.00 Citizens Riding Observation**

Revised 01/01/2016

**322.03 Responsibility of Citizens and Authority of Supervisors**

- A. Persons riding observation in police vehicles:
  - 1. Will not enter any house, building or other property, public or private, from which the general public would be excluded because of a police incident (e.g., a crime scene), or when the owner of the premises indicates that they cannot enter.
  - 2. Will not enter into any investigation or converse with any witness or prisoner concerning a police incident or investigation.
  - 3. Will not operate or use any police equipment or vehicle or anything in police custody, except in a case of emergency an officer may ask assistance as authorized by law.
- B. Will abide by the following dress code:
  - 1. Attire will be business casual or business formal.
  - 2. Persons riding observation will not wear any item of clothing that represents them to be Dallas Police Officers.
  - 3. Law enforcement officers from other jurisdictions may wear their Department approved uniform if they are riding on behalf of their Department while on-duty. Off-duty law enforcement officers from other jurisdictions may wear a generic police jacket or shirt.
  - 4. Persons riding observation will not carry any type of weapon or firearm. This includes persons with a License to Carry Handgun. Officers from other law enforcement agencies may carry a weapon if they are in uniform or a weapon if it is completely concealed from view. If a law enforcement officer from another jurisdiction is armed, they must wear an article of clothing identifying themselves as a police officer.
- C. Any interference with police duties or willful noncompliance with instructions, rules, or regulations on the part of observers will terminate the riding observation privilege.
- D. Any supervisor, at their discretion, may cause or permit termination of the privilege to ride observation regardless of the origin of the assignment authority when the effectiveness of police operations is deterred.
- E. No officer or supervisor's spouse will be allowed to ride observation with him/her. An officer's spouse must ride with a supervisor when riding observation and will be subject to the guidelines of this order.

**322.04 Conduct While Riding Observation**

- A. The assigned officer(s) to the observer will have the responsibility to ensure that the observer obeys all rules and regulations pertaining to their observation.
- B. If at any time the observer fails to safely conduct themselves or refuses to abide by the set regulations, the observer will be taken back to the Patrol Station and a supervisor informed.
- C. Observers must remain in the police vehicle until the scene is secure on the following type calls:
  - 1. Any felony in the act call.
  - 2. Accident scene until the appropriate lane closures have been made or cones and flares have been placed.
  - 3. Shooting calls.
  - 4. Cutting calls.
  - 5. Assist officer calls.
  - 6. When the comments on the call sheet indicate the use of a deadly weapon or the possibility of the presence of a deadly weapon.
- D. Officers will not allow an observer to enter any active crime scene.
- E. Observers will not conduct interviews or ask questions of the complainants, witness, or suspects on calls.



## Dallas Police Department General Order

### 323.00 Press Relations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 323.00 PRESS RELATIONS

##### 323.01 News Media Requirements and Privileges

- A. Members of the media must display appropriate press credentials prior to being admitted to restricted areas.
- B. Members of the media may not resist, obstruct, or oppose an officer in the lawful execution of his/her duty. However, the mere presence of a newscaster, the taking of pictures, or the asking of questions does not constitute unlawful interference. Officers will refrain from making judgments on the relevancy of reporters' questions.
- C. Officers will not restrict movement of newscasters, unless their actions clearly and directly interfere with police operations or investigations.
- D. Members of the media are not exempt from any federal, state, or local law. They will be dealt with in the same manner as any other violator, if arrested.
  1. No member of the media shall have any property confiscated or threatened with confiscation without due process of law. This includes cameras, film, notes, etc.
  2. Officers who experience extreme difficulties in dealing with individual members of the media at the scenes of incidents should report such circumstances through their chain-of-command to the Media Relations Unit.

##### 323.02 Major Incidents

- A. Media representatives who possess employer issued identification, a Department of Public Safety press pass, or other form of valid media identification will be allowed immediate access to the area adjacent to the Department's Command Post. The ranking officer will determine further access, making every effort to accommodate the media's need to be as close as possible to the incident. The commanding officer will be especially aware of photographer's needs in regards to proximity to the incident. On more routine incidents where no Command Post is established, the ranking officer will not unduly restrict the movement of members of the media.
- B. In no case will members of the media be denied access to areas where the public is allowed to be present.
- C. At the scene of an incident in which the Dallas Fire Department has the primary responsibility, the ranking police officer at the scene will allow media representatives' access to the Fire Department Command Post unless otherwise notified by the Fire Department. The Fire Department will determine further media access.
- D. The ranking officer at the scene of a police incident will provide timely *situation briefings* to members of the media. This responsibility may be delegated to a knowledgeable member of the ranking officer's staff. In extreme cases, personnel from the Media Relations Unit may be summoned to the scene to conduct the media briefings. If a member of the Media Relations Unit is summoned to the scene, he/she will assume the role of media coordinator and brief the media when requested by the officer in charge.

##### 323.03 Crime Scenes

Media members will be given guided access to crime scenes as soon as determined practical by the ranking investigative officer, except in the following situations:

- A. When the crime scene is on private property and the person responsible for the property requests the media to leave.
- B. When the presence of media members might adversely affect the preservation of the crime scene or interfere with an investigation.
- C. When the presence of the media members would interfere with an operation.

##### 323.04 Release of Information

- A. Upon request, the ranking officer at the scene of an incident will, as soon as possible, provide media members with factual information pertaining to any of the following:
  1. The facts and circumstances of arrest, including the time and place of arrest, resistance, pursuit, and any use of weapons. The race, sex, age, and occupation of the suspect also may be released but the name and address of the suspect must remain confidential until the suspect has been booked in a jail or formal charges have been filed. For the purposes of this order, the filing of charges is defined as that point when prosecution reports and other necessary paperwork have been forwarded to the Legal Services Section.
  2. The identity of the investigating and arresting officer, if such disclosure does not compromise an undercover operation, or unless conditions arising from the incident would expose the officer involved to a higher than normal risk of retaliation.
  3. A general description of the evidence seized. Officers will avoid providing specific descriptions of evidence that would tend to hinder or prejudice the investigation.
  4. The nature, substance or text of a charge, including a brief description of the offense or incident.
- B. Information will not be released pertaining to any of the following:
  1. The contents of a statement or even the mere existence of an admission or confession.
  2. Personal opinions about the suspect or evidence.
  3. Statements concerning anticipated testimony or the truthfulness of witnesses.
  4. The results of fingerprint, polygraph, ballistics, or laboratory tests.
  5. The names of victims until next of kin have been notified. This applies to both citizens and to Police Officers killed or injured.
  6. The fact that a member of the Department possesses, was wearing, or may be wearing a ballistic vest.

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- C. Requests for information not released at the scene of an investigation will be directed to the supervisor of the officer assigned follow-up investigative responsibility.
- D. Only supervisors are authorized to release information not covered by this order.
- E. Media access to the working spaces of investigative sections must occasionally be limited during unusual circumstances where security and progress of major cases might be compromised by the presence of the media. This limitation of media access will be the prerogative of the Section Commander or acting commander and will be only for the duration necessary to achieve the specific work objective. During such circumstances, the Section Commander or representative will periodically brief media representatives at another convenient location. During such periods, the commanders of the sections involved will also keep the Media Relations Unit apprised of case progress. That unit can also be used as an information source by media personnel.

**323.05 Information from Police Files**

- A. Departmental employees will not give information from Police Department files to media members except the following:
  1. Accident Reports.
  2. Page One of Offense Reports.
  3. Page One of Arrest Reports.
  4. Mug shots where records reflect previous convictions or where defendants have recently been charged.
  5. Previous convictions.
- B. Media members requesting reports should contact the Records Section for applicable policy.
- C. Departmental employees will not give information from Police Department personnel files to media members except the following:
  1. Dates of employment of former officers and non-sworn employees.
  2. Date of employment, current assignment (unless assigned to the Special Services or Investigations Bureau and an undercover assignment could be jeopardized) and all previous assignments of current employees.
  3. All significant biographical information on officers killed or seriously wounded in the line of duty. The determination of such needed information will be made by the Commander of the Personnel and Development Division.
- D. Departmental employees will not release to any person the name, home address, or telephone number, or business address or telephone number of any Crime Watch Chairperson.

**323.06 Photographs and Interviews**

- A. Pictures may be taken in or from any area to which media members have been granted access. However, officers may restrict the use of flash, strobes and other high-intensity lighting when such use might hinder a police operation.
- B. Officers will not interfere with a photographer taking a picture of a prisoner.
- C. Visual reproductions of suspects or witnesses will not be permitted in the working areas of the Dallas Police Department's facilities. Photographs may be taken in the hallways and other areas that are open to the public.
- D. Officers will not deny media interviews with hostages who have been released or other crime or disaster victims when the victims have expressed no reluctance to being interviewed. Exceptions may be made by officers when victims are injured, emotionally out of control, or otherwise not capable of making sound decisions.

**323.07 Internal Matters**

- A. Internal personnel investigations involving criminal offenses are classified as *Secret* and requests for this information will be directed to the Internal Affairs Division or to the Media Relations Unit. The commander of the unit, section, or division in which the investigated personnel are assigned may not, under any circumstances, release this type of information.
- B. Requests for information regarding internal personnel investigations that are classified *Confidential* may be directed to the Internal Affairs Division or to the Media Relations Unit. If a representative of these offices is not available, the commander of the unit, section or division to which the personnel are assigned may release the nature of the allegations, names of officers, complainants involved, and the extent of departmental action taken, if any.
- C. In completed personnel investigations, regardless of classification, information may be released regarding the nature of the allegations, names of officers involved, and the extent of departmental action taken, if any.

**323.08 News Information Service**

- A. Reports concerning major crimes, fires (three-alarm or greater), major accidents, serious traffic tie-ups, and other newsworthy events will be transmitted on the News Information Service as soon as possible.
- B. The Communications Section Watch Commander will be responsible for transmitting basic facts.

**323.09 Routine Newsworthy Matters**

Routine newsworthy information should be released directly to the media by the departmental personnel involved.



## Dallas Police Department General Order

### 324.00 Security for Police Facilities

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 324.00 SECURITY FOR POLICE FACILITIES

##### 324.01 General Policy

The Texas Penal Code, Section 30.05, Criminal Trespass, will apply to restricted areas in Police Department facilities. The Penal Code provides that "a person commits an offense if he enters or remains in a building without effective consent and he had notice that entry was forbidden or had received notice to depart but failed to do so. Notice includes (1) oral communication by someone with apparent authority to act for the owner of the building or (2) a sign or signs reasonably likely to come to the attention of intruders indicating that entry is forbidden."

##### 324.02 Restricted Areas

- A. A *RESTRICTED AREA* is a portion of a police facility that is marked by appropriate signs which state that access to the area is limited to employees and/or specified individuals.
- B. Any area, including restrooms (except those specifically designated for public use), in a police facility can be marked for use by employees only. Persons other than employees who enter these areas and refuse to leave after being requested to do so can be prosecuted for criminal trespass.
- C. Access to hallways and offices in all facilities may be limited by signs that restrict entry to persons conducting official business. Persons who are not present to conduct business in these areas and who refuse to leave after being requested to do so may be prosecuted for criminal trespass.
- D. The following persons have access to restricted areas:
  1. Any employee of the City engaged in the performance of official duties who complies with procedures set forth in administrative directives and other regulations regarding security.
  2. Persons who need to enter the restricted area to conduct business (repairmen, news media, etc.) may be granted temporary access to a specific office or location by the on-duty commander of that area.
  3. Persons on authorized visits or tours with departmental escort.
- E. Designation of Restricted Areas - The ranking supervisor in control of a departmental facility is responsible for designating restricted areas in that facility. Signs will be posted in areas deemed restricted.

##### 324.03 Procedures

- A. All personnel should be constantly alert for suspicious persons and activities in and around departmental facilities and take appropriate action when necessary to maintain security and safety. Appropriate action will depend on the circumstances of each situation. Some individuals, by their actions, indicate they probably do not have legitimate business to conduct at a police facility. If observed in a restricted area, these individuals should be identified and questioned regarding their purpose for being in the area. Individuals should be arrested when they refuse to leave after being instructed to do so or when they are in possession of illegal weapons or contraband.
- B. At buildings where police facilities are physically separate from other city facilities, Commanders will take appropriate actions to secure access to their areas. All combinations and codes regulating access to these areas will be changed annually or more frequently, if necessary, in order to maintain security.
- C. Non-sworn employees will advise security personnel or sworn personnel when they observe anything that places security in jeopardy.
- D. Dallas Security Officers have primary responsibility for security in the Police and Courts Building and Municipal Building Complex, but they have some limitations on their enforcement powers. All employees should cooperate with them in their efforts. Sworn personnel should, when necessary and proper, make arrests for Dallas Security Officers and either transport or arrange transportation of all prisoners.
- E. While in restricted areas, all non-sworn employees will wear their departmental or city identification card in a visible location on an outer garment.
- F. When not in uniform, all sworn employees may wear either their badge or city identification card on an outer garment. The badge or identification card must be visible while in restricted areas.
- G. Visitors will not be required to wear visitor passes while conducting business in multiple use buildings with common access to police and non-police facilities. At police facilities that are physically separate and when deemed necessary for security, Commanders may require visitors to wear passes.
- H. The provisions of this order are in effect twenty-four hours a day.



## Dallas Police Department General Order

### 325.00 Open Records Information

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 325.00 OPEN RECORDS INFORMATION

##### 325.01 Release of Criminal History Information

- A. Criminal history information will not be released to any person or agency except those involved in criminal justice activities, except as provided below and in Section 323.04.
- B. Individuals desiring to review their own criminal records involving felony or misdemeanor charges filed in the county courts will be directed to the Records Division of the Dallas County Sheriff's Office.
- C. Individuals desiring to review their own arrest records involving city arrests only will be directed to the Records Section of the Dallas Police Department. There will be a \$10 fee for this review.
- D. Field officers will, if requested, provide to apartment managers or landlords a *Request for Information - Open Records* form. This form will assist managers and landlords in obtaining the data listed below regarding the arrest of an individual on the property controlled by the manager or landlord. Note restrictions to the release of information in paragraph E.
  1. Arrestee's name, race, sex and age.
  2. Location, date and time of arrest.
  3. Charge.
  4. Arrest number.
  5. The apartment number involved (if any).
- E. Special attention should be paid to situations involving sexual assault offenses and juvenile suspects. The name and address of the victims of sexual assault offenses are not considered Open Records and will not be released. Juvenile arrest data is not considered Open Records and will not be released.

##### 325.02 Release of Information on Offense/Incident Reports

- A. The Offense/Incident Report will be released as follows:
  1. Page 1 to any person upon request and payment of any required fees (except sexual offenses).
  2. Page 1 to the media via established distribution procedures (except sexual offenses). Additional copies or requests for offenses over 72 hours old will be handled in accordance with paragraph A.1 above.
  3. Upon subpoena, any document requested by the subpoena through the Legal Services Section (including sexual offenses).
  4. Sexual offenses are restricted to page 1 to the following:
    - a. The complainant.
    - b. The suspect.
    - c. The suspect's attorney.
  5. Other police agencies may obtain, without a fee, any Offense Report and its supplements. Other agencies have restricted access to sex offenses on a need to know basis. This will be determined by the on-duty supervisor in the Records Section at the time of the request.
- B. Copies of witness statements, confessions, lists of evidence, or laboratory reports will not be released in any case except with the approval of a Division Commander or higher.
- C. Release of Offense/Incident Reports will be made by the Records Section. Fees charged will be consistent with the Public Information Act.

##### 325.03 Release of Other Written Records

- A. It is the responsibility of the Division Commander maintaining records other than criminal history and Offense/Incident Reports to respond to open record requests.
- B. In any case where a Division Commander has any doubt concerning an open records request, he/she should contact an attorney in the Criminal Law and Police Unit for advice.
- C. The Division Commander receiving a request for open records information from the Legal Services Section is responsible for ensuring that complete information is returned immediately (hand delivered) to the Open Records Team of the Records Section. This immediate processing requirement is due to the 10-day response time mandated by law.
- D. The Records Section will maintain an Open Records Control Log for all departmental open records requests. Division Commanders or their designee who process open records requests will maintain a similar log. The name of requestor, nature of the request, date received, and name of person responsible for processing will be logged in the Open Records Control Log. Upon completion of the request, all records will be hand delivered to the Open Records Team in the Criminal Documents office in the Records Section.

##### 325.04 Court Subpoenas

- A. It is the responsibility of the Division Commander maintaining records to respond to all lawful subpoenas for records maintained in his division.
- B. The Division Commander should contact the attorney in the Criminal Law and Police Unit office in any case where there is a legal question relative to a subpoena.

# Dallas Police Department General Order

## 325.00 Open Records Information

Revised 01/30/07

### **325.05 Expunction and Nondisclosure of Adult Criminal Records**

#### **A. Expunctions**

1. A court-ordered expunction is usually a two-part process:
  - a. Petition for expunction: The responder copies all related records and delivers them to the Legal Services Unit within ten days. Do not destroy or remove records.
  - b. Order for expunction: The responder delivers all original and duplicate copies of related records to Legal Services or obliterates all electronically or photographically stored portions of records and expunges indexes within ninety days. Legal Services delivers all the gathered records to the District Court Clerk after reception.
2. Any person may petition the court to expunge records of an arrest. The Criminal Law and Police Unit will challenge such petitions when appropriate and received before due date. Petitions cannot be challenged past due dates. An arrested person is entitled to have all records and files relating to the arrest expunged if they fall within the specific guidelines set forth in the Texas Code of Criminal Procedure, Section 55.01-55.06.
3. Expunction orders include all records or files, or portions of records or files, (encompassing arrest, offense, and accident reports, PES supplements, IAD investigations, investigative notes, indexes, etc.) which document an arrest.

#### **B. Petitions for Expunction**

1. Legal Services receives petitions. Time is critical in responding to petitions.
2. Legal Services will determine which organizational levels or other city departments are likely to maintain records subject to the petition and forward the petition with a cover memo.
3. Organizational levels will thoroughly research their records and identify all records that are subject to petition before forwarding any copies to Legal Services. Additionally, Organizational Commanders desiring to challenge petitions will immediately submit a brief memo to the Criminal Law and Police Unit explaining why. Attach the memo to the forwarded documents and return by the requested due date.
4. Organizational Commanders must submit a brief memo to Legal Services describing the content of any unprintable electronic information in lieu of submitting these records in printed form.
5. Organizations possessing property/evidence belonging to petitioners will immediately notify Legal Services in writing of this fact, describing the property.
6. Legal Services will compile the petitioned information and deliver it to the Criminal Law and Police Unit.

#### **C. Order for Expunction**

1. Legal Services receives orders.
2. Legal Services will determine which organizational levels or other city departments are likely to maintain records subject to the order and forward the order with a cover memo.
3. Organizational levels with records or files that are impractical to return to the court (printouts, computer files, etc.) will print or copy all records or files pertaining to the expunction to show their existence. Then, erase or obliterate from the record or file everything pertaining to the expunction, and, finally, copy the entire record or file showing the records or files pertaining to the expunction erased or obliterated. Forward the copies to Legal Services.
4. The organizational level will keep the original record or file, with expunged portions erased or obliterated, as its new record or file. Expunged portions of original records or files must not still be legible.
5. Place a notation of expunction at the location of removal or obliteration. The notation will include the name of the person performing the expunction and the removal date. No information that can identify the petitioner (name, date of birth, address, etc.) or the court cause number will be included. If it is impractical to insert a notation at the expungement location, maintain an associate expunction notation file.
6. The person researching records subject to an order for expunction will complete a memo of expunction and forward it, along with any records found, to Legal Services.

#### **D. Order of Nondisclosure**

1. Legal Services receives orders of nondisclosure.
2. They prohibit public disclosure of criminal history information.
3. They do not affect the Department's ability to retain and use our criminal records or investigative files.
4. They do not constitute an order to destroy or obliterate the named records or files.
5. The Department may disclose criminal history record information subject to an order of nondisclosure to: 1) other criminal justice agencies, 2) non-criminal justice agencies authorized by federal or state statute or by executive order to receive criminal history record information, and 3) the person who is the subject of the criminal history record information.

#### **E. Other Compliance Actions Required for Expunction/Nondisclosure Orders**

1. Legal Services will maintain a database on each expunction/nondisclosure order under process by referencing the cause number and date received. Legal Services will not maintain any expunction/nondisclosure order information after returning it to the District Court Clerk.
2. Legal Services will destroy acquired records for dismissed or withdrawn expunction/nondisclosure petitions upon receiving a court order notifying Legal Services of such action. Legal Services will copy original court orders, file the copy for one year, and return the original to the issuing court.
3. Organizations subject to expunction/nondisclosure orders will maintain Standard Operating Procedures describing their expunction/nondisclosure process.
4. Any recommended process, record, file, or program designed to track crime information, or which includes reference to criminal suspects, will include a method for expunction/nondisclosure prior to its implementation.
5. Historical, multi-generational, or associated electronic data that is subject to expunction/nondisclosure and overwritten according to accepted electronic information management practices will be due to Legal Services in ninety days. Current data subject to expunction/nondisclosure will be due in thirty days.
6. Legal Services will compile all responses to an expunction/nondisclosure order and deliver them to the District Court Clerk along with a memo stating that the expunction/nondisclosure order is satisfied.

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325.00 Open Records Information**

Revised 01/30/07

7. Organizational levels will ensure compliance with expunction/ nondisclosure methods set forth in the Texas Code of Criminal Procedure and the Texas Government Code.
8. Refer procedural questions regarding expunctions/nondisclosures to the Legal Services Unit. Refer Legal questions regarding expunctions/nondisclosures to the Criminal Law and Police Unit.
9. Personnel will be mindful of the expungement/nondisclosure process and avoid creating and duplicating records not critical to the mission of the department.



## Dallas Police Department General Order

### 326.00 Interrogatories

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 326.00 INTERROGATORIES, REQUESTS FOR PRODUCTION OF DOCUMENTS, AND DISCOVERY ORDERS

- A. The Legal Services Section will provide coordination of Interrogatories, Requests for Production of Documents, and Discovery Orders.
  1. Personnel receiving Interrogatories, Requests for Production of Documents, or Discovery Orders from any source other than Legal Services Section will notify the Legal Services Section Commander as soon as possible during administrative hours.
  2. If time constraints will not allow coordination through the Legal Services Section during administrative hours, the duty legal officer will be called and all action taken will be documented in a memorandum to the Legal Services Section.
- B. The Legal Services Section will provide initial analysis, specific instructions, and distribution to ensure compliance with legal requirements. The requests will then be routed to the appropriate Division Commanders.
- C. Division Commanders will:
  1. Return the requested information or material promptly to the Legal Services Section.
  2. Ensure all material provided is labeled according to the corresponding question it answers.
  3. Ensure that the cover memorandum transmitting a requested document back to the Legal Services Section is initialed by all persons reviewing it, including the Division Commander.
- D. The Legal Services Section will:
  1. Review returned material for compliance.
  2. Schedule conferences when necessary to clarify answers.
  3. Keep files of cover memoranda on returned information.



## Dallas Police Department General Order

### 327.00 Affidavits for Suspension or Revocation of License to Carry Handgun

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/01/2016

#### 327.00 AFFIDAVITS FOR SUSPENSION OR REVOCATION OF LICENSE TO CARRY HANDGUN

- A. The Texas License to Carry Handgun Law requires officers to prepare the appropriate state-supplied affidavit when they believe a reason exists for the suspension or revocation of a handgun license. Officers will complete the appropriate suspension/revocation affidavit when they:
  1. Arrest a handgun licensee and believe a suspension/revocation factor is applicable.
  2. Are assigned investigative responsibility for a case they believe a suspension/revocation factor is applicable to the licensee/suspect, and the report does not indicate a suspension/revocation affidavit has been filed.
  3. Obtain any other information they believe could result in the suspension or revocation of a handgun license.
- B. When a handgun licensee is arrested, the arresting officer will seize the handgun license and weapon and place the weapon in the Property Room. If a suspension/revocation affidavit is not completed, the license will be placed in the Property Room; however, if one is completed, the handgun license will be attached to the affidavit. Refer to 327.00 F.
- C. *Revocation of Handgun License Affidavit (CR-88)*
  1. Officers will complete a *Revocation of Handgun License Affidavit (CR-88)* when they arrest a handgun licensee for any of the following:
    - a. Unlawful Carrying of Handgun by License Holder (PC Sect. 46.035).
    - b. Unlawful Carrying of Weapons (46.02 PC) - carrying a weapon of a category for which the subject has no valid license.
    - c. Fails or Refuses to Display Their Handgun License (VRCS Art 4413(29ee), Sec. 6 (g) or (h)).
    - d. Class C Family Violence (22.01 PC).
    - e. Class C Disorderly Conduct.
    - f. Any Class A or B Misdemeanor.
    - g. Any Felony.
  2. Officers will also complete a *Revocation of Handgun License Affidavit (CR-88)* when filing an at large case for those charges listed in C.1.d-g against a handgun licensee.
- D. *Suspension of Handgun License Affidavit (CR-81)* - Officers will complete a *Suspension of Handgun License Affidavit (CR-81)* when they believe the licensee failed to:
  1. Notify the DPS of a change of address or name within 30 days after the change.
  2. Return a previously issued license upon receipt of a modified license that allowed the licensee to carry a handgun of a different category than indicated on the original license.
- E. The state-supplied affidavit forms (CR-81) and (CR-88) and instructions will be maintained at the Detention Services Section, all Patrol Operations Divisions, and all investigative units.
- F. On the day officers learn a reason exists for the suspension or revocation of a handgun license, they will do the following:
  1. Complete the appropriate affidavit.
  2. Attach to the affidavit a copy of supporting public information (Page 1 of the Offense/Incident Report and Arrest Report, except sexual assault victim identifying information), a photocopy of the front of any citation, and the original handgun license (if the license and handgun were seized as evidence).
  3. Request a supervisor within their work unit to review the affidavit packet prior to notarization of the affidavit.
- G. Officers will reference the handgun license number in any arrest report, offense report, or other document related to the licensee.
- H. If a service number is not normally generated for the incident, the officer submitting the affidavit will request a service number and prepare a Miscellaneous Incident Report. Officers will include the service number in the upper right hand corner of the affidavit.
- I. Within four working days, the supervisor will:
  1. Review the packet and ensure the submitting officer has the affidavit notarized.
  2. Send the original notarized affidavit, along with attachments, to:

Texas Department of Public Safety  
Handgun Licensing Unit  
P.O. Box 4143  
Austin, Texas 78765-4143

3. Prepare a brief cover letter for the signature of the Unit/Watch, Section, or Division Commander advising the license holder that the packet has been forwarded to the Texas Department of Public Safety.
4. Send the cover letter and a copy of the notarized affidavit and attachments to the license holder.
5. Forward a copy of the notarized affidavit to the Records Section for retention. The Supervisor will ensure the service number is written in the upper right corner of the affidavit copy.



## Dallas Police Department General Order

# 328.00 Digital Video Recorder Program

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/01/2014

### 328.00 DIGITAL VIDEO RECORDER (DVR) PROGRAM

#### 328.01 Program Objectives

- A. It is the intention of the Dallas Police Department to utilize Digital Video Recorder systems in a manner that is fair and equitable toward employees and citizens.
- B. The Dallas Police Department has adopted the use of in-car video/audio recording systems in order to accomplish several objectives. These objectives include, but are not limited to:
  1. Enhancement of officer safety,
  2. Enhancement of officer reporting, evidence collection, and court testimony,
  3. Protection from false claims of impropriety,
  4. Officer evaluation and training, and
  5. Compliance with Texas State Law regarding Racial Profiling data collection.

#### 328.02 Definitions

- A. DVR- Digital Video Recorder system provided by the Dallas Police Department.
- B. Division DVR Administrator – The supervisor assigned primary responsibility for the DVR program at the Division level.
- C. DVR Coordinator – A supervisor on any watch trained to handle DVR responsibilities. Includes the Division DVR Administrator.
- D. DVR System Administrator- Individual with Department – wide responsibility for the DVR program.
- E. DVR Resource Manual- The Department's Standard Operating Procedure for the DVR program.
- F. Division- When used in this General Order includes any Division, Section, or Unit, operating DVR systems.
- G. Enforcement Activity- Law Enforcement activity including: issuing a citation or giving a warning, questioning, arresting, detaining, frisking, or searching a person or vehicle.
- H. DVR Review Team – Assigned to the Administrative and Accountability Unit and conducts strategically selected reviews of in-car video.

#### 328.03 General Procedures

- A. The Dallas Police Department DVR Resource Manual will be used as the Standard Operating Procedure (SOP) by all Divisions/Sections/Units operating DVR systems. If a discrepancy exists between the DVR Resource Manual and the General Order, the General Order shall take precedence. The DVR Review Team, in cooperation with the Patrol Bureau, will update the DVR Resource Manual as needed.
- B. Division Responsibility:
  1. Each Division/Section/Unit utilizing DVRs will designate a Supervisor as the Division DVR Administrator. The Division DVR Administrator is responsible for the overall operation of the DVR program at their level. This Supervisor has primary responsibility for DVR security, operation, video handling, and training.
  2. Each Division will train supervisors on each watch who will serve as DVR Coordinators. DVR Coordinators will be responsible for maintaining DVR security, reporting malfunctioning equipment, transferring video to writeable compact disks, and providing training to DVR users.
  3. In-car video will be uploaded and retained on DVR servers located at each respective Divisional station; Central, Northeast, Southeast, Southwest, Northwest, North Central and South Central. Vehicles from the Central Business District and any Division/Section/Unit assigned to 1400 S. Lamar St will upload video to the Central Substation server.
  4. All video will be maintained for a minimum of 90 days in accordance with TX77RSB 1074. If the video has not been identified as one which is to be retained it will automatically be deleted from the server after 90 days.
- C. Officer Responsibilities:
  1. Officers will obtain training on the use of DVR systems, and will request additional instruction from a supervisor if they are unsure of the proper operation of the DVR equipment.
  2. At the beginning of each shift, officers operating a DVR equipped vehicle will determine whether the DVR equipment is working properly. Officers will ensure:
    - a. The DVR is powered on and is positioned and adjusted to record events,
    - b. All previously recorded video has been uploaded,
    - c. The wireless microphone and receiver are working properly in order to provide audio recording, and
    - d. The wireless microphone is properly worn and the power switch is turned on.
  3. At the beginning of each shift, officers will start the Record mode by turning on the vehicle's red lights and will leave them on to record an audio/video sample for one minute. After one minute, the "Time Remaining" display will show the remaining time in hours and minutes. Stop recording by pushing the Stop button.
    - a. In the "tagging dialog" box, the badge number of the officer performing the function check will be entered into the "officer i.d." field.
    - b. Officers will type the words "Equipment Check" into the "Incident number" field.
    - c. Officers will note the time remaining on the equipment check sheet.
  4. Officers will verify that the video and audio sample was successfully recorded by clicking on the "Locate File" or "Playback" button, selecting the last recorded file and clicking the Play button. Any problem with the DVR equipment at this or any other time during the shift will be immediately reported to a supervisor.
  5. Supervisors will review videos regularly to ensure that the beginning of shift audio/video sample test procedure is properly conducted.

# **Dallas Police Department General Order**

## **328.00 Digital Video Recorder Program**

Revised 05/01/2014

6. Throughout the shift, the officer will monitor the operation of the DVR system to ensure it continues to work properly. Officers using DVR equipped vehicles are responsible for the proper use and security of the systems.
  7. One Officer in each DVR equipped vehicle will wear the wireless microphone and ensure that the receiver is working properly during the shift.
  8. When interacting only with other police personnel, outside of the presence of civilians, officers will inform other police personnel if a DVR system is recording.
  9. Officers will enter their badge number into the "officer i.d." field at the conclusion of all recorded citizen interactions.
- D. Patrol Commander Responsibilities:
1. Patrol Commanders will designate one or more supervisors to be responsible for conducting random DVR reviews/audits of officers assigned to their division as required by TX77RSB 1074. Division Commanders will ensure that at least two DVR reviews are conducted each year for all patrol officers under their command by the designated supervisors.
    - a. The primary purpose of these reviews is to ensure Departmental accountability and promote officer safety. Observed violations should be brought to the officer's attention and discussed with a focus and emphasis on training. Significant and/or repeated violations may result in disciplinary action.
    - b. In all cases, violations, and the action taken, will be documented to the Division Commander.
  2. Supervisors may request the DVR Team to audit videos on a case by case basis through their Division Commander.
- E. DVR Review Team Responsibilities:
1. Review and audit video from all vehicle pursuits and any other videos at the request of a Division Commander. These reviews will be conducted to ensure Departmental accountability by identifying conduct that might bring discredit to the Department, seek training opportunities for improvement and development of field training procedures, as well as reporting observances of commendable behavior.
  2. Until the system allows centralized review, reviews will be conducted at the Substation where the vehicle is assigned.

### **328.04 Use of the Digital Video Recording System**

- A. General use of equipment:
1. DVR systems are programmed to record automatically when the vehicle's emergency lights or siren are turned on.
  2. DVR equipment may be manually activated by pushing the Record button on the control panel, or by pushing the remote Record button on the top of the wireless microphone.
  3. Only pushing the Stop button on the laptop software interface can stop the recording phase.
  4. The On/Off slide switch on the side of the wireless microphone will serve as a temporary mute button during recording.
  5. Under no circumstances are officers to erase, reuse, or in any manner alter DVR recordings except as provided under our Records Retention Policy. Such activities may subject officers to disciplinary action and criminal sanctions as these recordings may be considered evidence and/or government records.
  6. Officers will not duplicate DVR video recordings without authorization or tamper with DVR equipment or settings.
  7. Only authorized personnel may service (program, repair, adjust, dismantle, or relocate) DVR equipment. Specific service procedures are contained in the DVR Resource Manual.
- B. DVR equipment will be used:
1. When interacting with citizens during traffic/pedestrian stops normally requiring the use of emergency lights,
  2. During pursuits and Code-3 operation, and
  3. During other activity normally requiring activation of the vehicle's emergency equipment except when deactivation of the DVR systems is authorized.
- C. DVR equipment may be used:
1. To record probable cause/suspicious activity prior to activating the vehicle's emergency lights.
  2. To record the actions of individuals during calls for service or other contacts.
  3. To document crime scenes or other incidents where documentation of actions or events may be essential for court.
- D. DVR equipment deactivation (Stop recording):
1. DVR recording may be stopped when authorized by a Supervisor who determines that continued recording is not required to meet the objectives of the DVR program, or
  2. DVR recordings may be stopped by an officer during non-enforcement activities with limited citizen interaction, such as; when protecting a crime scene or motor vehicle collision scene or waiting for a wrecker to impound a vehicle.
  3. Officers may stop DVR recordings of a Traffic/Pedestrian stop only after contact with the citizen has ended.
  4. Officers may temporarily deactivate the Audio portion of DVR recordings from the wireless microphone only, by engaging the On/Off slide switch on the side of the wireless transmitter, under the following circumstances 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 operational strategy,
    - c. To share information that is not subject to the Public Information Act, telephone numbers, or to exchange personal information (telephone number, home address, etc.) with another officer, and
    - d. To discuss an issue with a supervisor or investigator.
  5. Officers will not deactivate DVR equipment (including the DVR wireless microphone or receiver) at any time during the recording of enforcement activity for which recording has begun.
  6. Once activated for any reason while a pursuit or assist officer is occurring in the division, the DVR will not be deactivated until the incident has been completed.

# Dallas Police Department General Order

## 328.00 Digital Video Recorder Program

Revised 05/01/2014

### **328.05 Handling, Duplication and Storage of Videos**

- A. Uploading video from vehicles – The DVR Resource Manual will outline specific operational procedures to be followed.
  1. Video will be uploaded at the end of every shift by the individual officer.
  2. If an officer cannot upload the DVR due to a Download Port failure, the officer will notify a supervisor immediately, who will then notify the Division DVR Administrator.
  3. The Division DVR Administrator will conduct semi-monthly checks to ensure the Download Ports and cables are working properly.
  4. If the Division DVR Administrator is unable to correct the Download Port problem, he/she will notify the City HELP desk at (214) 670-1234 for repair.
  5. The handling of DVR video will be done in accordance with instructions contained in the DVR Resource Manual.
  6. All offense and arrest actions recorded with a Dallas Police Department DVR will be documented either in an offense, arrest or miscellaneous incident report.
  7. The Police squad car number capturing the video recorded incident and all additional DVR equipped vehicles will be referenced in all related reports.
- B. Duplication and handling of DVR recordings:
  1. If a recording documents a police incident involving serious injury or death, or if the Special Investigations Unit (SIU)/Crimes Against Persons Division, the Public Integrity Section, the Internal Affairs Division, the Office of the Chief, or the Crime Scene Response Unit requests that a video be seized immediately:
    - a. As soon as it is practical, the vehicle will be brought to its Division station and a DVR Coordinator will upload the video to the DVR server.
    - b. The Division DVR Administrator DVR Coordinator, or patrol supervisor will provide a copy of the requested video.
    - c. A Personal Computer converted video or portion of the video will be made. The PC converted copy will be transferred to a compact disk and provided to, and be maintained by the requesting Division/Section for the required 90-day retention period. Only compact disks will be used for video copy transfers. DVD's are prohibited.
    - d. The DVR Administrator, DVR Coordinator or patrol supervisor will then search for the incident and "mark for non-deletion."
    - e. The request to release a hold must be submitted to the DVR Review Team when it is determined that the original video recording is no longer needed.
    - f. The PC converted copy will be labeled and handled as outlined in the DVR Resource Manual.
    - g. If the vehicle cannot be brought to the station a DVR Coordinator or patrol supervisor will contact the on duty Watch Commander who will determine if the video will be processed during administrative hours or contact On-Call DVR Review Team personnel.
  2. If a video recording documents an offense or arrest, the original video recording will be marked for non-deletion and documented in the appropriate offense/incident or supplemental report.
  3. Officers will submit a Vehicle Evidence Request form to a supervisor under the following conditions:
    - a. To request a video recording be marked for non-deletion.
    - b. To request a PC converted copy of the video recording for court or administrative investigations.
  4. If a recording documents an incident for which a copy is requested, the procedure to be followed is outlined in General Order section 328.06 (Public Information Act) and in the DVR Resource Manual.
  5. Original recordings are not to leave the possession of the Dallas Police Department unless authorized by this policy.
  6. The Division DVR Administrator, DVR Coordinator, patrol supervisor or other person designated by the Division Commander or higher authority, is responsible for the proper conversion or reproduction of DVR recordings.
- C. Officers who believe that a DVR recording contains usable evidence or important information will notify their supervisor by submitting a Video Evidence Request form. Supervisors will follow the procedures set out in the DVR Resource Manual for obtaining PC converted copies of recordings.
- D. DVR recordings will be duplicated only for official reasons, including the following:
  1. Criminal evidence.
  2. Public Information Act (Open Records) requests.
  3. Internal Affairs Division requests.
  4. Training Section requests.
  5. Other if approved by the Division Commander.
- E. DVR recordings will not be provided to anyone outside of the Dallas Police Department unless the recording is requested through the proper Public Information Act request process or through a Criminal Justice request received on a completed and approved Request for DVR Video Duplication/ Review form.
- F. As required by Texas Senate Bill 1074 – On the commencement of an internal investigation of a complaint described by SB 1074, Subsection (b) (3) (related to Racial Profiling) in which a video or audio recording of the occurrence on which the complaint is based was made, a copy of the recording shall be provided to the peace officer who is the subject of the complaint upon written request by the officer. This duplicate video shall be requested by the person conducting the investigation who shall document compliance with SB 1074.
- G. During any internal investigation not covered by Senate Bill 1074, the person conducting the investigation shall inquire as to whether the incident was documented by a DVR system. If audio or video documentation exists, the person conducting the investigation will review it and, if the incident is documented by the recording, obtain a copy of the incident for the investigation. Upon written request, they will provide a copy to the accused officer and document compliance with this policy.
- H. Copies of recordings not involving pending criminal action, civil litigation, or internal investigations may be used for training purposes with the approval of the Training Section Commander.

**Dallas Police Department General Order  
328.00 Digital Video Recorder Program**

Revised 05/01/2014

**328.06    Retention of Recordings and Logs**

- A. DVR recordings will be maintained as outlined in 328.03 B.4 for a minimum period of 90 days before automatic deletion from the respective server. (required by TX77RSB 1074).
- B. DVR recordings are subject to Public Information Act requests as any other police departmental record.
  - 1. Each Division outlined in General Orders section 328.03 B.3 shall be designated as the custodian of record for the video recordings residing on their respective DVR servers.
  - 2. Only a PC converted copy of the material requested will be transferred onto compact disk, and forwarded to the Open Records Unit. The responding Division will maintain the original video.
  - 3. Public Information Act requests for videos will be handled in accordance with Chapter 552 of the Texas Government Code and departmental procedures.
  - 4. The Open Records/Records Management Unit will set charges for duplication of videos for Public Information Act requests.



## Dallas Police Department General Order

### 329.00 Environmental Management

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/01/2014

#### 329.00 Environmental Management

##### 329.01 Environmental Management Policy and Procedure for the Dallas Police Department

##### 329.02 Definitions

- A. Environmental Maintenance: Environmental pollution at a police facility that can be contained by on-site personnel and equipment with regularly scheduled clean-ups.
- B. Environmental Impact: Environmental pollution at a police facility that can be contained by on-site personnel and equipment, but that must be immediately addressed to avoid further damage.
- C. Hazardous Spill: Environmental pollution at any location requiring an immediate response by DFD or Storm Water Management personnel and equipment to contain and eradicate.
- D. Incident: An environmental impact or hazardous spill.
  - 1. Non-Preventable Incident: Incidents that do not meet any part of the definition of a preventable incident.
  - 2. Preventable Incident: Incident in which an employee:
    - a. Failed to take reasonable action, which may have avoided or prevented the incident.
    - b. Failed to respond to directions for mitigating the effects of, or cleaning up, the incident.
    - c. Violated a City or departmental rule, policy, or procedure, which contributed to the incident.

##### 329.03 Policy

The Dallas Police Department is committed to Pollution Prevention, Environmental Compliance, and Continued Improvement. This will be accomplished by educating employees on the importance of complying with the environmental policies, regulations, and procedures set forth by the City and Department. The Dallas Police Department will strive to conduct its daily operations in an environmentally responsible manner to reduce and mitigate the risks of environmental contamination, and will take corrective action to prevent the reoccurrence of any preventable environmental incident. All employees will be held accountable for their actions and for the environmental compliance of their work area.

##### 329.04 Purpose

- A. To increase environmental awareness by instituting and maintaining an orderly and effective pollution prevention program.
- B. To eliminate or minimize environmental incidents and assign responsibility in cases where the incident was preventable.

##### 329.05 Organization

- A. The Department's Environmental Manager/Environmental Management Representative (EMR), as well as the Environmental Coordinator, will be assigned to the Environmental Management System (EMS) Unit.
- B. Division Commanders will appoint Environmental Site Representatives who will:
  - 1. Assume daily environmental management responsibilities, as set forth by the Office of Environmental Quality and Administrative Directives 3-73 and 3-74, and follow the City of Dallas Environmental Quality Best Management Practices (BMP) as presented to them by the Environmental Management System (EMS) Unit.
  - 2. Prevent environmental pollution by training all division personnel in methods of avoiding, containing, and cleaning up environmental contamination.
  - 3. Properly investigate and report on-site incidents and recommend changes to prevent reoccurrence.
  - 4. Train sufficient division personnel to handle, investigate, and report incidents.
  - 5. Train sufficient division personnel to perform environmental maintenance.
  - 6. Accept responsibility for the environmental compliance of their work areas.
  - 7. Conduct periodic compliance inspections.
  - 8. Acquire and require the use of appropriate equipment.
  - 9. Enforce environmental rules and regulations, correct actual violations, and prevent potential violations.
  - 10. Maintain and submit individual and weekly environmental incident reports.

##### 329.06 Procedures for Environmental Impact Occurrences

- A. All police personnel will be aware of the operational condition of city vehicles that are assigned to them and their personal vehicles that are parked on city property. Personnel aware of vehicles causing an environmental impact by leaking fluid will immediately:
  - 1. Take their city vehicle to a service center for repair.
  - 2. Remove their personal vehicle from city property.
  - 3. Report the environmental impact to their Environmental Site Representative, or, in their absence, a supervisor. The Environmental Site Representative or supervisor will ensure that the following guidelines are followed:
    - a. Immediately apply absorbent to the fluid. For large spills, use Oil Spill Kit, Booms, Socks or Net tubing to protect storm water drains during clean up.
    - b. Sweep up the absorbent once the spill is contained and place it in barrels marked as storage for such contaminants.

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329.00 Environmental Management**

Revised 05/01/2014

- c. Assure that any collection of absorbent containing battery acid is stored separately from any other collected fluids.
  - d. Notify the Environmental Site Representative of all environmental impacts.
  - e. Contact the Office of Environmental Quality (214-670-1200) to report the environmental impact.
  - f. Complete the Environmental Incident Report, AD 3-73, Attachment A (available online on City Intranet) and land mail or email it to the Environmental Site Coordinator before the end of duty.
- B. All police personnel will be observant of the overall environmental condition of their police facility. They will:
- 1. Assure that all outside waste dispensers are covered.
  - 2. Assure that car washing is done in a designated car wash.
  - 3. Notify their Environmental Site Representative of obstructions in storm water drains. The Representative will contact Storm Water Management and insure that drains are cleared.

**329.07 Procedures for Hazardous Spills**

Procedures for hazardous spills will be followed as outlined in the Emergency Operations Procedure (EOP) Hazardous Material Incidents section.

**329.08 Reporting**

- A. All employees must immediately report environmental concerns to their Environmental Site Representative or a supervisor.
- B. Environmental Site Representatives or supervisors will report incidents in compliance with AD 3-74 and send a copy to the department EMR or Environmental Coordinator before their end of duty.
- C. Each Environmental Site Representative will maintain copies of incident reports.
- D. Environmental Site Representatives will submit weekly reports as directed by the Environmental Management System (EMS) Unit Coordinator.
- E. The Environmental Management System (EMS) Unit will submit a monthly report summarizing the department's environment incidents.

**329.09 Classifying Preventability, Assigning Points and Disciplinary Action**

- A. Incidents will be reviewed by the City's Environmental Compliance Committee. The employee's immediate supervisor will recommend classification, points, and discipline after considering any recommendations made by the City's Environmental Compliance Committee, and forward them up to the employee's Bureau Commander whose decision is final.
- B. The employee may appeal as provided by City of Dallas Personnel Rules.
- C. For the classification of preventability, assignment of points and disciplinary action refer to the policies outlined in AD 3-73.



## Dallas Police Department General Order

# 330.00 Consensual and Non-Consensual Search Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 8/07/2015

### 330.00 CONSENSUAL AND NON-CONSENSUAL SEARCH PROCEDURES

#### 330.01 Definitions

- A. Bias Based Searches: Any search of an individual, object, or place that is solely based upon any person's race, age, gender, or sexual orientation.
- B. Probable Cause: Probable cause exists where the facts and circumstances known to the officer, based upon reasonable and trustworthy information, would lead a person of reasonable caution and prudence to believe that the search would produce evidence pertaining to a crime.
- C. Recording Device: Any Departmentally Issued device capable of permanently preserving the audio and/or visual record of an encounter between an officer and citizen. The device must have the ability to retrieve and transfer that recording to another device.
- D. Body Cavity Search: A search which goes beyond a normal search and consists of looking in an individual's genital area, anus, or other body orifice outside of the mouth.
- E. Strip Search: A search which requires the individual to remove articles of clothing that normally would not be removed in a public place.
- F. Protective Frisk (Terry Search): A search conducted for officer safety granted by *Terry v. Ohio*, 392 U.S. 1 (1968).
- G. Consensual Search: In lieu of obtaining a search warrant, a peace officer may obtain consent to search an object, person, vehicle or premises from the individual exercising domain and control over the object or premises. That is, a person may waive their constitutional rights against a warrantless search and seizure by giving their consent to such a search. For such a search to be lawful, it must be shown that the consent was given freely and voluntarily, and not as a result of duress or coercion, and that the person giving the consent to search the premises or vehicle had authority to give consent.
- H. Written Consent: The only form approved for obtaining written consent is the departmentally issued Consent to Search Form. Written consent is only valid when signed by both the person granting the consent and the executing officer.
- I. Non-Consensual Search: The lawful search of a person, place, or thing in the absence of a warrant or consent. Emergency/exigent circumstances, hot pursuit, imminent destruction of evidence, plain view, mobile premises, vehicle inventory, and search incident to lawful arrest have been held by the courts to be lawful exceptions to the requirement of having a warrant before search is made.

#### 330.02 Policy

The Dallas Police Department holds the rights of individuals to the highest standard and is committed to upholding the Constitutional rights of all citizens that police officers come into contact with. All searches conducted by officers will fall within the guidelines of Federal and State Law. The Consensual and Non-Consensual Search Policy will apply to searches in the absence of a search warrant or exception to the search warrant requirement such as incident to arrest, protective frisk, inventory searches, abandoned property, plain-view, and regulatory administrative searches such as those allowed under the Alcohol and Beverage Code. The Consensual and Non-Consensual Search Policy does not apply to emergency situations where there is both probable cause and exigent circumstances.

#### 330.03 Purpose

Document searches in order to:

- A. Protect both officers and citizens.
- B. Create a standard for officers to use when conducting searches.
- C. Maintain a chain of custody of evidence for trial procedures.

#### 330.04 Requirements for CONSENSUAL SEARCH

- A. Consent searches must be voluntary and cannot be obtained by force, threats of force, promises, knowing misrepresentation, intimidation, or by improper exertion of authority. The mere presence of one or more officers does not constitute intimidation or improper exertion of authority.
- B. Consent must be obtained from the person exercising control over the vehicle, object, or premise.
- C. The individual must be advised of the specific location, place, or object to be searched.
- D. Verbal consensual searches are prohibited if there is no recording device available.
- E. Written consent is required on all residences or buildings.
- F. Audio/Video recordings of consent to search are allowable for persons, movable objects, and vehicles only when that verbal consent is recorded on a working departmentally issued recording device. In the event an in-car DVR is available, it will be utilized over an audio only recording device. If no recording device is available, then written consent must be obtained prior to the search occurring.

#### 330.05 Evidence and Documentation Procedures for CONSENSUAL SEARCH

- A. If a person is arrested or any property seized as a result of a consensual search the following procedures will be adhered to:
  1. The encounter must be documented on a case report and BlueTeam prior to the end of shift.

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**330.00 Consensual and Non-Consensual Search Procedures**

Revised 8/07/2015

2. The audio and/or visual recording or written consent must be placed into evidence according to Standard Operating Procedures at the Baylor Street Property Room.
    - a. If the recording of the consent is from an in-car DVR, the copy of the video must be downloaded from the Server and placed on a DVD and placed into evidence.
    - b. If the recording is on another type of Departmentally issued recording device, the recording must be transferred to a CD/DVD and placed into evidence.
    - c. If the consent is documented on a written consent form, the original form must be placed into evidence.
  3. The encounter will be entered into BlueTeam prior to the end of shift.
    - a. A copy of the video and/or audio **will not** be transferred to BlueTeam.
    - b. A copy of the signed consent to search form will be scanned into BlueTeam if one was utilized.
    - c. The case report number will be entered into BlueTeam.
- B. If a search was conducted and no seizure or arrest was made the following procedures will be adhered to:
1. An entry will be made into BlueTeam prior to the end of shift.
  2. A copy of the video and/or audio **will not** be transferred to BlueTeam.
    - a. If the recording of the consent is from an in-car DVR, the video need not be flagged for retention. The video will automatically be saved for 90 days on the server.
    - b. If the recording is on another type of Departmentally issued recording device, the recording must be transferred to a CD/DVD and stored at the Division of the officer requesting consent. The CD/DVD will be kept at the Division for 90 days.
  3. A copy of the signed consent to search will be scanned into BlueTeam.
- C. Every Division in which officers request consensual searches will:
1. Designate a secure locked cabinet or file drawer for the purpose of holding CD/DVDs that were made as a result of searches conducted with no arrest or seizure. The CD/DVDs will be filed in folders by date of search and be kept by the Division for 90 days after the date of search.

**330.06 Responsibilities**

- A. Division Commanders will be responsible for ensuring that secure locations as defined in 330.05 (C) exist at each Division. Division Commanders will also designate a supervisor with oversight responsibilities to ensure that all procedures are being followed.
- B. First line supervisors will be responsible for monitoring consensual searches under their command and making sure the request and or search did not violate this General Order. Supervisors will spot check recordings to ensure compliance.
- C. Any employee requesting a consensual search will ensure the audio/visual recording device is functioning properly prior to requesting a search. Any employee that realizes the recording device is not functioning properly will notify a supervisor immediately.

**330.07 Prohibited Practices**

- A. Consensual Searches are not allowed for strip searches or body cavity searches.
- B. Any bias based search.

**330.08 Requirements for NON-CONSENSUAL SEARCH**

- A. Obtaining a search warrant or consent is preferable to a non-consensual search.
- B. Non-consensual searches must fall under one of the legally recognized exceptions to the requirement of having a search warrant or consent:
  1. emergency/exigent circumstances.
  2. hot pursuit.
  3. imminent destruction of evidence.
  4. plain view.
  5. mobile premises.
  6. vehicle inventory.
  7. search incident to lawful arrest.
  8. protective frisk.
  9. any other legally recognized exception.

**330.09 Evidence and Documentation Procedures for NON-CONSENSUAL SEARCH**

- A. Documentation of non-consensual searches:
  1. If the search is a protective frisk, no documentation is necessary.
  2. If the search is incident to a lawful arrest, document the search in the arrest report.
  3. If the search is an inventory search of a vehicle, document the search per General Order 313.13 Disposition of Vehicles.
  4. If any other Non-Consensual search is performed:
    - a. Document the search in BlueTeam prior to the end of the shift.
    - b. Process any evidence seized (if applicable) in accordance with General Order 321.00 Evidence and Property.



## Dallas Police Department General Order

### 331.00 Public Recording of Official Acts

DAVID O. BROWN  
CHIEF OF POLICE

Revised 5/19/2015

#### 331.00 PUBLIC RECORDING OF OFFICIAL ACTS

##### 331.01 Policy

It is the policy of the Dallas Police Department to ensure the protection and preservation of every person's Constitutional rights.

In furtherance of this policy, no member of the Dallas Police Department may prevent or prohibit any person's ability to observe, photograph, and/or make a video recording (with or without a simultaneous audio recording) of police activity that occurs in the public domain, so long as the person's location, actions, and/or behavior do not interrupt, disrupt, impede, or otherwise interfere with a peace officer while the peace officer is performing a duty or exercising authority imposed or granted by law. The public's access to information regarding the official business of the Dallas Police Department is of critical importance to effective, transparent government.

##### 331.02 Definitions

**Interference with Public Duties** – A person commits an offense if the person with criminal negligence interrupts, disrupts, impedes, or otherwise interferes with a peace officer while the peace officer is performing a duty or exercising authority imposed or granted by law. (Section 38.15, Texas Penal Code)

**Photographing** – The act of capturing and storing a still image, whether in an electronic/digital format, or on any type of light-sensitive film (e.g., traditional 35mm film).

**Video/Audio Recording** – The act of capturing a series of images that, when replayed in succession, reproduce a sequence of activities in motion. Video/audio recordings may be stored on a length of light sensitive film, a videotape cassette, or in a digital format (e.g., a removable memory card), and may or may not contain a simultaneous audio recording.

**Video/Audio Recording Device** – For the purposes of this General Order, a Video Recording Device includes, but is not limited to, any device capable of capturing a still or moving image(s), regardless of whether or not a simultaneous audio recording is included. Examples may include any of the following devices:

- A cellular telephone of any make, model, or manufacturer, including those devices referred to as "Smart Phones."
- A Personal Digital Assistant, also known as a Personal Data Assistant or PDA.
- A tablet-style mobile computer commonly referred to simply as a "tablet."
- Any camera, whether still-photo and/or video, of any make, model, or manufacturer, regardless of whether or not the device is capable of capturing a simultaneous audio recording, and regardless of how the device stores the images it captures.

##### 331.03 General Information

It is increasingly common for uninvolved bystanders at the scene of police activity to photograph and/or video/audio record the actions and conduct of police officers. Officers of the Dallas Police Department should simply assume at any time a member of the general public is likely to observe, and perhaps even photograph or video/audio record their activities.

As a result, officers must understand any bystander has a right to photograph and/or video/audio record the enforcement actions of any police officer so long as the bystander's actions do not interrupt, disrupt, impede, or otherwise interfere with a peace officer while the peace officer is performing a duty or exercising authority imposed or granted by law.



## Dallas Police Department General Order

# 332.00 Body Worn Cameras

DAVID O. BROWN  
CHIEF OF POLICE

Revised 08/31/2015

### 332.00 BODY WORN CAMERA PROGRAM

#### SCOPE AND PURPOSE

The Department has adopted the use of Body Worn Cameras (BWC) to enhance our citizen interactions and provide additional investigatory evidence. The Department recognizes that BWC images have a limited field of view and cannot always show the full story, nor do video images capture an entire scene. The use of body worn cameras does not reduce the requirement to provide thorough written documentation of an incident.

#### 332.01 Program Objectives

- A. It is the intention of the Dallas Police Department to utilize body worn cameras in a manner that is fair and equitable toward employees and citizens.
- B. The Dallas Police Department has adopted the use of body worn cameras in order to accomplish several objectives. These objectives include, but are not limited to:
  1. Enhance Department transparency to the public.
  2. Enhancement of officer safety.
  3. Enhancement of officer reporting, evidence collection, and court testimony.
  4. Enhance officer training.
  5. Protection from false claims of impropriety.
  6. Provide accurate documentation of events, actions, conditions, and statements made during arrests and critical incidents.
  7. Document the quality of service provided by police officers.
- C. Body worn camera recordings will be used for legitimate law enforcement purposes only and in accordance with applicable law and Departmental policies.

#### 332.02 Definitions

- A. The AXON Flex camera system - a wearable camera system with multiple mounting options on an officer's uniform designed to record audio and video interactions by officers while in performance of their duties. The camera components are designed for use in tough environmental conditions encountered during day to day law enforcement activities. The Flex system is designed to record events in real-time for secure storage, retrieval, and analysis through the EVIDENCE.com website. The AXON Flex system is composed of three main parts:
  - a. AXON Flex Camera - a digital video recorder (DVR) that offers high quality video and low-light gathering capabilities. The recorder is designed to store at least 4 hours of video. If the camera is full (has reached its storage limit), the camera will not record over previous video but instead stops recording.
  - b. AXON Flex Controller - enables you to turn the unit on, begin recording, stop recording, and turn the unit off. The controller features LEDs to indicate the operating mode and battery capacity.

Operation LED	Operating Mode
Blinking Red	Recording
Blinking Green	Buffering
Solid Red	Booting Up
Blinking Yellow	The Cable is Disconnected

- c. AXON Evidence Transfer Manager (ETM) – also referred to as a docking station. When the AXON camera and controller units are placed into an ETM, video evidence is automatically downloaded to Evidence.com.
- d. Moto G3 device – also referred to as the mobile viewer. A Moto G3 will be issued to a body camera officer allowing the officer to review videos in the field via Bluetooth connection, and add metadata such as call incident number, title, and video category to a video prior to upload to Evidence.com.
- B. The AXON body camera system – is a camera that is worn on the officer's chest. This camera incorporates the DVR unit and Controller unit into one piece of equipment and has the same functions and capabilities as the AXON Flex camera system.
- C. Division BWC Administrator – The supervisor assigned primary responsibility for the BWC program at the Division level.
- D. BWC Coordinator – A supervisor on any watch trained to handle BWC responsibilities. Includes the Division BWC Administrator.
- E. Department BWC Administrator- Individual or Unit with Department-wide responsibility for the BWC program.
- F. Law Enforcement Activity- any activity that is in furtherance of a law enforcement goal. These can include traffic stops, pedestrian stops, call for service, follow up investigations, interviews, searches, crowd incidents, protests and arrests.

Each Division/Section/Unit utilizing BWCs will designate a supervisor as a Division BWC Administrator. The Division BWC Administrator is responsible for the overall operation of the BWC equipment/videos at their level. This supervisor has primary responsibility for video operations and training coordination at the Division level.

# **Dallas Police Department General Order**

## **332.00 Body Worn Cameras**

Revised 08/31/2015

### **332.03 General Procedures**

- A. All audio/video captured during the scope of an officer's duties are the property of the Dallas Police Department and are subject to Departmental policies and applicable laws regarding viewing, release, retention, and destruction.
  1. Prior to using a BWC, officers shall receive Department approved training on the proper operation and the Department's policy with respect to its use. Additional training shall be provided at periodic intervals to ensure the continued effective use of the equipment and to incorporate changes, updates, or other revisions in policies and equipment.
  2. BWC and related equipment is the responsibility of the individual officer and will be used with reasonable care to ensure proper functioning. Malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be assigned. Officers shall inspect and test their body worn camera prior to each watch to verify proper functioning and shall notify their supervisor of any problems.
  3. In the event that a body worn camera is lost, the officer shall immediately notify his/her supervisor.
  4. Personnel will not remove, dismantle or tamper with any hardware and/or software component or part of a body worn camera.
  5. Officers will not edit, alter, erase, duplicate, copy, or otherwise distribute in any manner body worn camera recordings without proper authorization.
  6. Personnel will not make copies of any body worn camera file or screen shot for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record such.
  7. Under no circumstances will audio/video evidence be converted for personal use. Accessing, copying, editing or releasing recordings or depictions of recordings without proper approval is strictly prohibited.
  8. Officers assigned a body worn camera may use the camera at approved off-duty employment, but only in compliance with Departmental duties. Officers will download all evidence recorded during their off-duty employment no later than during their next regularly assigned on-duty shift or when directed by a supervisor.
  9. Non-Department personnel shall not be allowed to review recordings unless pursuant to written consent of the Chief of Police. Recordings may be reviewed by other law enforcement agencies with supervisor approval.
  10. Officers are encouraged to inform their supervisor of any recording that may be of value for training purposes.
- B. Officer Responsibilities
  1. Officers will request additional instruction as needed from a supervisor if they have questions relating to the correct operation of the equipment.
  2. At the beginning of each shift, officers will ensure:
    - a. That the BWC is fully charged and operational.
    - b. That the BWC is secured to their uniform as trained.
  3. Prior to the end of each shift, officers will ensure:
    - a. Video evidence is properly categorized for retention on the server. (Arrest, Pursuit, Citation, Offense, etc.)
    - b. That the camera is synced and docked for downloading video.
    - c. Indicate in their offense/arrest reports and citations the existence of any body worn camera video.
  4. Officers will inform their supervisor of any video that has significant evidentiary value or that may be utilized for training purposes.
- C. Supervisory Responsibilities
  1. Supervisors shall ensure that officers assigned a body worn camera utilize them in accordance with policy and procedure.
  2. Supervisors will ensure videos related to critical incidents are uploaded to corresponding digital files and tagged for retention as soon as practical.
  3. Supervisors may have the ability to resolve citizen complaints by reviewing video captured by an officer's body worn camera. In those circumstances where a complaint is resolved with no further action needed, the supervisor shall document their review.
  4. Supervisors, when reviewing video should look for training opportunities to enhance officer performance. In addition, any video believed to benefit recruit and/or in-service training should be forwarded through the chain of command to the police academy.
  5. Minor infractions of policy or procedure will be handled as a training issue and supervisors should use the opportunity to counsel with employees to ensure no future violations occur.

### **332.04 When and How to Use the Body Worn Camera**

- A. Officers will utilize the BWC in the following circumstances:
  1. Officers will activate their body worn camera to record all contacts that are conducted within the scope of an official law enforcement capacity, including but not limited to:
    - a. Before any enforcement stop, pedestrian or vehicle, officers will activate the body camera upon exiting the police vehicle. An officer may activate the camera any time prior to exiting the vehicle. If the BWC cannot be activated upon exiting the police vehicle, it will be activated as soon as practical and safe to do so.
    - b. Upon arrival when on any call for service. Officers may activate the camera while enroute to a call destination if they deem it necessary.
    - c. During non-vehicle pursuits (foot, bike, T3, etc.) as soon as the officer can do so safely.
    - d. During vehicle pursuits in vehicles without in-car DVR systems, as soon as the officer can do so safely.
    - e. Upon arriving to all crime in progress calls as soon as the officer can do so safely.
    - f. During the execution of a warrant or "knock and talk" operation.
    - g. When requesting and conducting a consensual search.
    - h. Before any planned or anticipated arrest.

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- i. During the inventorying of seized narcotics, money, or any high value property.
  - j. When conducting the Standard Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) test.
  - k. Any situation where the officer's training and experience causes him/her to believe the incident needs to be recorded to enhance reports, preservation of evidence, and aid in subsequent court testimony.
  - l. Any time an officer deems necessary.
  - m. Officers are encouraged to review video recordings of incidents prior to writing any offense, arrest, or incident report to ensure the accuracy and consistency of the report.
  - n. Critical Incident Team (CIT) calls.
  - o. Any incident or contact that may result in an enforcement action being taken or official report being generated
- 2. The BWC may be deactivated during non-enforcement activities such as when protecting a traffic crash scene, or other incident that provides no evidentiary value.
  - 3. Officers shall have the latitude to terminate a recording when there is no likelihood of anything else of evidentiary or law enforcement value occurring. It shall be deemed a violation of this policy for an officer to fail to activate the body worn camera or intentionally terminate a recording in order to commit a violation of Department policy or law.
  - 4. Officers are not required to obtain consent from a private person when in a public place or in a location where there is no reasonable expectation of privacy. It is at the discretion of the officer to determine if they want to announce a recording is occurring.
  - 5. While in public areas, officers are not required to advise a subject that they are recording their interaction unless the subject specifically asks if they are being recorded, at which point the officer will inform the subject that they are being recorded.
  - 6. When in a private residence in an official capacity, officers are not required to advise the resident they are recording. The officer is not prohibited from but encouraged to advise the citizen of the recording if doing so would better serve the handling of the incident.
- B. Prior to deactivating the BWC, officers will make a recorded announcement as to the reason the device is being deactivated such as-
  - 1. "Contact completed"
  - 2. "Incident concluded"
  - 3. "Instructed by supervisor (name) to end recording"
  - 4. "Officer or supervisor discussion in the field"
- C. If the BWC fails to activate, the officer will document the failure in a MIR or offense supplement report. The officer will also notify their supervisor of the equipment failure.
  - D. If an officer fails to activate the BWC or fails to record the entire contact, the officer shall document the reasons in a MIR or offense supplement report.

### **332.05 Prohibited Use of BWC Equipment**

- A. In any situation where individuals have an expectation of privacy such as bathrooms and locker rooms, unless it is required to capture evidence for a criminal investigation.
- B. The use of BWCs in a hospital or doctor's office setting will be limited to investigative use only. Officers will not record a patient's medical interaction and procedures with hospital or medical personnel unless all parties are aware that a recording is taking place and it is needed as evidence.
- C. When on break or otherwise engaged in personal activity.
- D. During administrative investigations.
- E. Images of undercover officers or confidential informants will not be recorded, unless requested by the undercover officer or their supervisor in the furtherance of an investigation.
- F. During any work related meetings, details or conversations of fellow employees without their knowledge during non-enforcement related activities.
- G. Any personal conversations of or between another Department member or employee without the recorded members/employee's knowledge or permission.
- H. Officers will use only the Department issued body worn camera.
- I. The Moto G3 mobile viewing device will only be used for legitimate law enforcement purposes. Browsing the internet or loading apps onto the phone outside of a law enforcement purpose is strictly prohibited.

### **332.06 Retention, Storage and Handling of Videos**

- A. Public Information Act requests for videos will be handled in accordance with Chapter 552 of the Texas Government Code and Departmental procedures.
- B. All video will be maintained for a minimum of 90 days. If the video has not been categorized as one which is to be retained it will automatically be deleted after 90 days.
- C. Video recording hardcopies will only be created for official reasons, to include:
  1. Criminal evidence.
  2. Public Information Act (Open Records) requests.
  3. Internal Affairs Division requests.
  4. Approved Training Section requests.
  5. Other if approved by the Division Commander.
- D. BWC recordings will not be provided to anyone outside of the Dallas Police Department unless the recording is requested through the proper Public Information Act request process or through a Criminal Justice request received on a completed and approved request form.

**Dallas Police Department General Order  
332.00 Body Worn Cameras**

Revised 08/31/2015

- E. The Open Records/Records Management Unit will set charges for duplications of videos for Public Information Act requests.
- F. Per Texas state law, an officer is entitled to access recordings of an incident involving the officer before the officer is required to make a statement about the incident..
- G. Copies of recordings not involving pending criminal action, civil litigation, or internal investigations may be used for training purposes with the approval of the Training Division Commander.



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David O. Brown  
Chief of Police

Revised 6/17/2015

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## Dallas Police Department General Order

### 401.00 Equal Employment Opportunity Program

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/01/08

#### 401.00 EQUAL EMPLOYMENT OPPORTUNITY

##### 401.01 Appointment of Equal Employment Opportunity Coordinator

- A. The Commander of the Personnel and Development Division will serve as the Equal Employment Opportunity (EEO) Coordinator for the Dallas Police Department.
- B. Responsibilities of the EEO Coordinator
  1. Ensuring adherence to the City of Dallas Personnel Rules Section 34-35 governing the Fair Employment Practices as it relates to the Dallas Police Department.
  2. Acting as Departmental liaison with the Civil Service Board, City Human Resources Department, and other applicable agencies.
  3. Ensuring all employment actions under his or her direction are non-discriminatory, job related, and meets all applicable federal guidelines.
  4. Providing information and training to Dallas Police Department supervisory personnel on their responsibilities in order that they may deal with their employees in a non-discriminatory manner.
  5. Maintaining or causing to be maintained records necessary for the completion of reports and responses to the Equal Employment Opportunity Commission or other compliance agencies.

##### 401.02 Equal Employment Opportunity Representatives

- A. Each Bureau Administrative Sergeant will serve as a point of contact for employees and supervisory personnel to facilitate EEO/Fair Employment Practices issues with resolutions involving assignments, reassignments, and training of both sworn and non-sworn employees of the respective Bureau.
- B. It will be the responsibility of the Administrative Sergeant, along with the EEO Coordinator, to gather information and documentation necessary to respond to inquiries from the Equal Employment Commission, Texas Commission on Human Rights, or other compliance agencies.
- C. In addition, the Chairperson of the Grievance Review Committee, upon receipt of a formally submitted complaint, will determine if the complaint was submitted in accordance with City of Dallas Personnel Rules grievance and appeal procedures.
- D. The Chairperson and Administrative Sergeants will attend periodic meetings and receive training from the City Attorney's office, the Department of Human Resources, and other applicable agencies in order to stay current on EEO/ Fair Employment Practices policies and procedures as needed.
- E. Bureau Administrative Sergeants will refer employees to General Orders, Section 430.00 Grievance Procedure, in the event an employee desires to file a formal complaint involving an EEO/Fair Employment Practices issue.

##### 401.03 Responsibility of all Commanders, Managers, and Supervisory Personnel

- A. To ensure all applicable job actions are non-discriminatory as they relate to race, color, sex, religion, national origin, age, or disability and are made in compliance with Title VII of the 1964 Civil Rights Act, as amended.
- B. To refer any employee who may experience problems with matters concerning EEO/Fair Employment Practices to their respective EEO Bureau Administrative Sergeant and/or to General Orders, Section 430.00 Grievance Procedure, in the event they want to file a formal complaint.



## Dallas Police Department General Order

### 402.00 State Certification of Police Officers

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/01/08

#### 402.00 STATE CERTIFICATION OF POLICE OFFICERS

- A. Reason for Certification - Article 4413 V.C.S. as amended by the 61st Legislature, Regular Session, 1969, makes it mandatory that all peace officers attaining permanent status on or after September 1, 1970, be certified by the Texas Commission on Law Enforcement. The law does not apply to peace officers attaining permanent status prior to September 1, 1970.
- B. Responsibility for Basic Certification  
It will be the responsibility of the Applicant Processing Unit, upon the appointment of an Apprentice Police Officer, and the Training Section, upon the officer's completion of basic training, to forward the required forms for basic certification to the Texas Commission on Law Enforcement Officer.
- C. The four levels of certification are:
  - 1. Basic
  - 2. Intermediate
  - 3. Advanced
  - 4. Master
- D. Certification beyond the Basic level is the responsibility of the individual officer. The Employee Relations Unit and the Applicant Processing Unit must each receive a valid college transcript in order to inform the Texas Commission on Law Enforcement (TCOLE) of the college hours earned by the officer after the hiring date. Information on the requirements for each level of certification is available on the Dallas Police Department home page under Training heading then Academy link. These standards are mandated by the Texas Commission on Law Enforcement.



## Dallas Police Department General Order

### 403.00 Personnel Status

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/01/2016

#### 403.00 PERSONNEL STATUS

##### 403.01 Change in Family Status and/or Name

- A. All members of the Department, sworn and non-sworn, are required to notify in person the Personnel Services Unit of the Personnel and Development Division within 15 days of an employee status change which includes: marriage or divorce, any name change, birth or legal adoption of a child, or death of a husband, wife, or a child under the age of 17. If an employee undergoes a personal status change that doesn't fall into the above categories, the employee will contact the Personnel Services Unit of the Personnel and Development Division for further instruction.
- B. The Personnel and Development Division will forward a copy of name change memorandums to the Crime Scene Response Section so identification files can be updated.

##### 403.02 Change of Address and/or Telephone Number

- A. All members of the Department, sworn and non-sworn, will keep their current address and telephone number on file with the Department for official use. Any change of address and/or telephone number will be reported to the employee's immediate supervisor within 24 hours. The supervisor will prepare a memorandum containing the following information: name, employee number, badge number, address, City, zip code, and telephone number(s) of the affected employee.
- B. The original memorandum will be forwarded to the Personnel Services Unit of the Personnel and Development Division, and a copy will be retained by the Organization Commander.
- C. All employees are required to ensure that their contact information is up to date in Intelligent Workforce Management (IWM) . Employee's home address must be the actual address at which they reside. A mailing address may be listed in addition to the physical address. Contact phone numbers must be listed as well. If the residence does not have a land based line, then a cellular phone number must be given.

##### 403.03 Data for Emergency Call Lists

- A. All Organizational Commanders will ensure that any changes in the following personnel information which occur in their respective organizational levels will be entered into IWM within 48 hours:
  1. Days off.
  2. Home address.
  3. Home telephone number.
  4. Assignment.
  5. Watch and/or work hours.
- B. Any change in rotating/fixed watch created by a change in assignment must be completed through the use of a Personnel Action Request.
- C. Organizational Commanders are responsible for maintaining and distributing an Emergency Contact List for their respective Units.
- D. Organizational Commanders will ensure that supervisors conduct audits of the contact information for all personnel under their command at least once per quarter. The contact information in IWM and the Emergency Contact List will be updated as necessary. Copies of the current Emergency Contact List will be forwarded to the Bureau Commander on a quarterly basis due by April 1, July 1, October 1, and January 1 of each year.

##### 403.04 Required Personnel Information on Correspondence

- A. On all correspondence, forms, and memorandums pertaining to City employees, the following information should be included in the sequence indicated: the employee's name, Department payroll number, and 5-digit employee number. **(Note: A Police Officer's badge number is not the employee number.)**
- B. The following are types of data forms that should contain the above information:
  1. Civil Service Ratings (performance ratings).
  2. Suspension Memorandums.
  3. Accident Reports P-8.
  4. Military Leave requests.
  5. Departmental Memoranda Concerning Employees' Status.
- C. Numbers to be Used
  1. Departmental Payroll Number
    - a. Sworn - 12-1
    - b. Non-Sworn - 12-2
  2. The above numbers may be obtained from the Position Classification Assignment printout that is distributed to each organizational level on a monthly basis.

**Dallas Police Department General Order**  
**403.00 Personnel Status**

Revised 01/01/2016

**403.05 Requests for Information on Police Department Employees**

- A. Requests for lists of names, addresses, and/or telephone numbers of Dallas Police Department employees, sworn or non-sworn, are to be refused regardless of the source of inquiry.
- B. If any doubt arises concerning the refusal of any such request, refer the request to the Chief of Police.
- C. Unlisted telephone numbers will be given to representatives of the criminal justice system and Dallas Police Department personnel if their identity can be verified.
- D. Attorneys for the City of Dallas may obtain this information by telephone provided proof of their employment can be verified. Attorneys and investigators working for the Dallas County District Attorney's Office may obtain this information by contacting the officer/employee's organizational level (and their employment can be verified). The information is also available through the Dallas Police Department web site if the requester has access to the IWM program.
- E. Commanders of organizational levels that have computer terminals with the capability of accessing the names, addresses, and telephone numbers of Police Department employees, sworn and non-sworn, will be charged with maintaining the security of that information.

**403.06 Unit Personnel Jackets**

- A. Organizational Commanders will cause a manila file jacket or brown six-part folder to be maintained by the Section, Watch, or Unit Commander for each supervisor and employee under their command.
- B. All Supervisor's Reports will be filed in these unit jackets when received. These jackets will be forwarded with the time card of the employee in case of transfer.
- C. When an employee is terminated, the unit jacket and time card will be forwarded to the Personnel and Development Division and filed in the employee's personnel file.

**403.07 Identification Cards**

- A. Dallas Police Department Sworn and Non-sworn identification cards will be issued by the Facilities Management Team to all members of the department. The card will reflect the current rank or grade of the employee and the employee's photograph.
- B. The Applicant Processing Unit of the Personnel and Development Division is responsible for procurement, accountability, issuance, and destruction of identification cards as mandated by the Texas Commission on Law Enforcement Officer Standards and Education or State Regulation.
- C. Cards are issued as follows:
  - 1. Sworn identification card issued to those having arrest powers
  - 2. Reserve identification card issued to those having arrest powers
  - 3. Chaplain identification card
  - 4. Cadet / Explorer identification card
  - 5. Non-Sworn identification card
  - 6. Retiree identification card
  - 7. Tactical Team Doctor identification card
  - 8. Pre-hire identification card
  - 9. Vendor identification card
  - 10. City Marshall identification card
  - 11. Sworn Peace Officers of Dallas Fire Rescue identification card
  - 12. Separated/Good Standing with 10 or more years of service card will be issued to sworn personnel who resign from the Department in good standing with a minimum of 10 years of service but not retiring.
- D. Non-sworn personnel not in uniform and Chaplains will wear the identification card affixed to an outer garment when visiting or working in any restricted area in a police facility. Sworn personnel not in uniform will wear their badge or identification card on an outer garment while in restricted areas of a police facility.
- E. Employees will not alter or duplicate any Department identification card.
- F. Employees will promptly notify their immediate supervisor of a lost or stolen identification card in accordance with General Order Section 805.01. In order to replace the card, the employee will report to the Personnel and Development Division and present a copy of the Offense/Incident Report along with the memorandum from the Division Commander as to the requirement to pay or not pay for the replacement identification card. If a card is recovered after the replacement card has been issued, the recovered card will be turned in to the Personnel and Development Division and a supplement will be made to the Offense/Incident Report by the Officer's assigned Division.
- G. All employees terminating employment with the Department (to include transfers to other City Departments) will turn in their Department identification card to the Personnel and Development Division while out-processing as set forth in General Order Section 405.01.
- H. Personnel retiring "Honorable" from the Department will receive a Retired identification card with "Honorable Retired" in red ink on the card face. An employee retiring under investigation will not receive a Retired identification card. The rank or classification on a Retired identification card will be that rank or classification held by the individual at the time of retirement.
- I. Sworn Personnel retiring and applying for a License to Carry Handgun must meet the criteria as set forth in General Order Section 212.01 and will be issued the proper identification card.
- J. Retired Personnel that lose their identification cards must file a lost or stolen report with the proper agency and pay for a replacement identification card. If the lost or stolen card is recovered the card must be returned to the Applicant Processing Unit immediately.

**Dallas Police Department General Order  
403.00 Personnel Status**

Revised 01/01/2016

- K. Sworn identification cards and Retiree identification cards will be replaced on a five year cycle to reflect physical changes in the officer's / Retiree's appearance per State Regulation. If a sworn officer / retiree has a major change in physical appearance before that time the identification card may be corrected before the five year mark.
- L. Officers will be contacted by the Application Processing Unit by memo or electronic mail as to when and where the officer should report for the new card to be made. This process will be phased in over the five year cycle as required by the State Regulation or as mandated by changes in the State Regulation.



# Dallas Police Department General Order

## 404.00 Leave From the Department

DAVID O. BROWN  
CHIEF OF POLICE

Revised 4/26/2011

### 404.00 LEAVE FROM THE DEPARTMENT

#### 404.01 Leave Without Pay for Sworn Personnel

- A. Officers requesting leave without pay will:
  1. Make their request in a memorandum to the Chief of Police stating the reason for the request, the effective dates requested, and how it will benefit the Department or City if it is educational leave.
  2. Include the following statements in their request:
    - a. "I make this request with the full understanding that this leave, if granted, is given with the expectation that upon completion I will return to full time employment with the City of Dallas."
    - b. "I have reviewed my pension plan with pension personnel, and I understand the effects an absence will have on my benefits."
    - c. "I further understand that my absence will require that I undergo a fitness for duty evaluation, and if applicable, I will be required to take a polygraph examination upon my return to full duty covering my conduct during the absence and undergo a fitness for duty evaluation." (Personnel whose absences are due to military duty or training will not be required to take the polygraph exam).
  3. Forward the request through the chain-of-command for approval.
  4. If the request is approved, the officer will be notified by a memorandum from the Commander of the Personnel and Development Division. The officer's weapon and badges will be turned in at the Quartermaster Unit. The officer's identification card and warrant of appointment will be turned in to the Personnel and Development Division. It will be at the officer's discretion to turn in other uniform items to the Quartermaster Unit.

B. Leave without pay will be granted within the following guidelines with the expectation that the officer will return to full time employment with the City of Dallas:

  1. Leaves will be for a specific time period not to exceed 60 days except for education and training purposes that may not exceed one year.
  2. Any absence that may require a longer period of time than initially authorized will require a new written request and approval.
  3. Leave for education or training must meet the following requirements:
    - a. The results of any training or education should directly benefit the Department or City, and the officer must show how in the request. The following instances are examples of direct benefits.
      - i. The training will increase the officer's ability to perform a specific job that the officer currently holds or will hold upon return to duty.
      - ii. The training will directly relate to obtaining a position of higher responsibility, higher pay, or promotion.
    - b. Courses that would tend to lead officers into fields other than police work will not be authorized for leave. An exception to this would be where the officer could show that the training would result in the attainment of a different position within City government.

C. When returning to work after absences over 60 days, officers (except those returning from military leave) will be routinely given a polygraph examination. Polygraph examinations may be required for absences of a shorter period if the need indicates. Department policy requires returning sworn members of the Department to undergo a fitness for duty evaluation before being re-armed and reassigned to duty. Depending on the circumstances, these requirements may be applicable for extended absences due to Family Medical Leave.

#### 404.02 Leaves of Absence for Employees on Military Duty or Training

- A. Definitions
  1. Regular Component of the Armed Forces: US Army, US Navy, US Air Force, US Marine Corps, US Coast Guard.
  2. Reserve Component of the Armed Forces: US Army Reserve, US Navy Reserve, US Air Force Reserve, US Marine Corps Reserve, US Coast Guard Reserve, Army National Guard, Air National Guard.
  3. Extended Active Duty (EAD): Full-time, exclusive employment with a Regular Component of the Armed Forces based upon induction under the Military Selective Service Act (or any subsequent corresponding law); or voluntary enlistment or commissioning into a Regular Component of the Armed Forces; or any voluntary or involuntary call to active duty of a member of a Reserve Component of the Armed Forces for an indefinite period which results in the individual being assigned to an active duty unit and accountability is charged against active force strength. Completed tours of EAD result in the issuance of a DD Form 214 (*Certificate of Release or Discharge from Active Duty*) to the member.
  4. Active Duty for Training (ADT): A temporary tour of active duty for reserve training under orders which provide for automatic return to non-active duty status when the period of active duty specified is completed. ADT tours are commonly classified as annual tours, school tours, or special tours.
  5. Inactive Duty Training (IDT): Authorized training performed by a reservist/guardsman not on active duty or active duty for training. These days of training are commonly referred to as *drill periods*.
  6. Military Leave Days ("M" Days): Employees of the Department who are members of the reserve components of the Armed Forces are entitled to 15 paid days of military leave ("M" days) per fiscal year (October 1 - September 30). Employees receive the 15-day entitlement regardless of whether they are assigned to a 10/4 or an 8/5-work schedule. The entitlement is based on *number of days* rather than *number of hours*. "M" days may be used in the completion of EAD, ADT, or IDT.
  7. Military Liaison Officer (MLO): Officer assigned to the Personnel and Development Division to assist employees with administrative requirements concerning military service.

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## 404.00 Leave From the Department

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8. Applicant Processing Team (APT): Assigned to the Personnel and Development Division.
- B. Training with a Reserve Component of the Armed Forces
  1. Employees who are members of a Reserve Component of the Armed Forces and receive orders or drill schedules to perform Active Duty for Training (ADT) or Inactive Duty Training (IDT) should prepare a memo to the Bureau Commander, if the employee anticipates the use of any "M" days or Leave Without Pay (W) days, in order to complete the training. This memo should state the military unit to which the employee is assigned, the location where the individual is to report, the inclusive dates of the tour of duty (to include authorized travel time), the balance of "M" days left for that fiscal year prior to the start of the tour, and the number of "M" days to be used. If the employee chooses to use any Vacation, Holiday, Compensatory, or Off days in conjunction with "M" or "W" days in order to complete the training, the submitted memo should also state the number of days to be used in each category. The memo should be accompanied by a copy of the orders or drill schedule.
  2. The original memo and tour orders/drill schedule will be filed in the individual's unit personnel file after review by the Bureau Commander. One copy will be placed in the bureau administrative files, and a second copy will be forwarded to the Police Payroll Team.

### **Military Liaison Officer**

3. If the memo indicates the employee's training period includes 31 or more consecutive days of Leave Without Pay status, the employee should report to the MLO in the Personnel Division with the original memo addressed to the Bureau Commander and EAD orders. A copy of both documents should be submitted to the employee's Division Commander and a copy placed in the member's personnel file. The MLO will assist the employee in meeting all necessary administrative requirements prior to the employee's departure to active military service. The MLO will obtain the contact information of the member while deployed and be a link between the department, and the active duty employee to assist the employee with a wide variety of transitional issues. The MLO will maintain current and relevant information on all employees concerning their military status. This information will contain at a minimum, but not limited to branch of service, military rank and information regarding their current duty station and/or a point of contact via the military. The MLO will make all reasonable efforts to provide information regarding the status of the employee to the appropriate personnel via the chain of command.

The MLO will ensure copies of the memo and orders are distributed to:

Bureau Commander  
Applicant Processing Unit  
Payroll Unit  
Human Resources

When members are deployed for EAD, the MLO will consult with the member concerning: the Uniformed Services Employment and Reemployment Rights Act (USERRA), Service Members Civil Relief Act of 2003.

4. The APT will complete TCOLE Form F5 for any sworn member whose absence includes 31 or more consecutive days of Leave without Pay status. The form will be submitted by the Personnel and Development Division on the 31st day of the absence. Upon return to City duty, the sworn member will report to the MLO to begin the in processing procedures. The returning employee should provide a copy of their DD214 and Release from Active Duty Letter.
  5. The APT will complete the TCOLE Form L1.
  6. Employees who intend to use only ordinary paid leave (V, H, C) or Off days in order to complete ADT or IDT are not required to submit a memo to the Bureau Commander, but will instead coordinate the training requirements with their immediate supervisor for scheduling the time off on the police unit's monthly detail.
  7. Employees who participate in ADT or IDT on a regularly scheduled Departmental work day may reschedule the work day as an Off day, as long as the switching of those Departmental work and Off days occur within the same two week pay period. The employee will make the orders or the drill schedule available to the immediate supervisor upon request.
  8. Employees are encouraged to give advance notice to their immediate supervisor of ADT/IDT tours as soon as possible, in order for the supervisor to plan work schedules.
  9. Employees performing ADT or IDT retain possession of all Departmental issued equipment.
  10. Employees will not be required to undergo any testing or evaluation (such as would be given to new Departmental applicants) upon their return from ADT or IDT.
  11. If the employee remains in normal Departmental pay status (i.e., no Leave Without Pay is charged on the Exception Payroll) throughout the period of ADT/IDT, then the employee continues to receive all normal employment benefits, to include accrual of vacation, holiday, and sick time. Accrual of vacation, holiday, and sick time ceases at the point an employee begins any Leave Without Pay status. Accrual resumes with the return of the employee to pay status.
  12. Upon completing training and allowing time required for return travel, the employee must report back to the first regularly scheduled Departmental shift, unless the return travel is delayed by factors beyond the member's control.
- C. Duty with a Regular Component of the Armed Forces, or EAD with a Reserve Component of the Armed Forces
1. An employee who requests a leave of absence from the Department for the purpose of voluntarily or involuntarily entering a Regular Component, or EAD with a Reserve Component for an indefinite length of service, or for a four-year statutory tour, should submit a memo as described in paragraph 404.02.B.1. If the memo indicates the employee's leave of absence will include 31 or more consecutive days of Leave Without Pay status, the MLO will ensure that a copy of the memo is forwarded to the APT and Payroll Unit.
  2. A copy of the request for military leave memo and EAD order will be filed in the individual's unit personnel file after review by the Bureau Commander. One copy will be placed in the bureau administrative files and the MLO will forward a copy to the Police Payroll Team.

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3. The APT will complete TCOLE Form F5 for any sworn member whose absence includes 31 or more consecutive days of Leave Without Pay status. The form will be submitted by the Personnel and Development Division on the 31st day of the absence.
  4. An employee entering EAD will have the option of receiving lump sum payment for accrued vacation, holiday, and compensatory leave; using a portion or all of it in conjunction with the absence; or leaving the balance intact for use upon return to the Department. Any sick time balance existing at the time the employee departs will be banked for the employee's use upon return to the Department.
  5. An employee who requests an unpaid leave of absence for entry into a Regular Component or EAD (indefinite or four year statutory tour) with a Reserve Component will turn in all issued equipment to the Quartermaster Unit and Personnel and Development Division as appropriate. The employee will be reissued the same or new equipment upon return. Reserve Component members activated under a 180-day Presidential call-up will retain possession of their issued equipment.
  6. An employee's right to return under Chapter 43 (Veterans' Reemployment Rights) of Title 38 US Code is protected for an absence of up to four years, or up to five years if the fifth year is at the request and convenience of the US Government.
  7. An employee who completes a tour as a member of a Regular Component, or a Reserve indefinite or four-year statutory tour of EAD, will:
    - a. Notify the Department in writing within 90 days of the employee's discharge/separation from active duty of the employee's desire for reinstatement. The employee will prepare a letter to the Commander of the Personnel and Development Division giving name, employee number, first date of active duty, date of discharge/separation, and a statement that the member is returning for reinstatement.
    - b. Hand deliver the letter to the Personnel Division MLO. The MLO will conduct an after deployment interview. The member will then report to the APT, where TCOLE Form L1 will be prepared and submitted.
    - c. Furnish to the APT a copy of the employee's DD Form 214 to verify that the member's military service was characterized as *Honorable* or *General (under Honorable conditions)*.
    - d. Undergo a fitness for duty evaluation before being re-armed and reassigned to duty. (No other tests will be administered.)
    - e. Receive instructions for obtaining equipment from the Quartermaster Unit and determine any need for weapons qualification at the Range and/or accelerated classroom training at the Academy.
- D. General Provisions
1. An employee - who is normally eligible for a merit step increase but on EAD, ADT, or IDT during a portion of a merit step increase evaluation period - will be eligible for the increase if supervisors in the chain-of-command are able to fairly evaluate the employee's performance for a majority of the evaluation period. The employee's performance during the period must reflect performance that exceeds the minimum level of satisfactory performance.
  2. A sworn member of the Department whose military absence from the Department is for one year or longer will, upon return, be temporarily assigned to the Training Section for accelerated retraining, the length of which will be determined by the Commander of the Training Section. The purpose of this retraining will be to ensure the member is updated on any changes in state or municipal law, the Code of Criminal Procedure, and/or significant Departmental policies.
  3. Employees entering EAD (Regular or Reserve) or performing ADT or IDT retain their original dates of employment and dates of rank with no loss of seniority.
  4. Employees who use Leave Without Pay ("W" days) in order to perform EAD, ADT, or IDT are eligible to maintain full pension credit covering the period of their absence by making payment of pension fund contributions (plus interest compounded annually) after their return to the Department. Payment of amount due must be made within one year from the date of calculation by the fund administrator. Details should be obtained from the Police and Fire Pension Board administrator.
  5. Employees who remain on paid or unpaid leave status while on EAD, ADT, or IDT may retain the insurance coverage available to active employees. Employees who terminate may be eligible to maintain certain health and life insurance coverage under COBRA. Details about coverage and costs should be obtained from the Employee Benefits Division, Department of Human Resources.



## Dallas Police Department General Order

# 405.00 Resignation, Retirement and Termination of Employees

DAVID O. BROWN  
CHIEF OF POLICE

Revised 3/12/12

### 405.00 RESIGNATION, RETIREMENT, AND TERMINATION OF SWORN AND NON-SWORN EMPLOYEES

#### 405.01 Responsibilities of Employees

- A. All employees voluntarily terminating their employment with the Dallas Police Department will submit a memorandum to the Chief of Police through their chain-of-command. The memorandum will reflect the resigning or retiring individual's last date of employment.
- B. *Employee Termination Checklist* Form
  1. An *Employee Termination Checklist* form, consisting of three sections, will be completed for all terminating employees. This form documents the return of City of Dallas property at various Departmental offices. Applicable sections will be completed in the order listed.
    - a. Section I documents the return of certain City equipment at the Division, Section, or Unit level and will be completed by the terminating employee with the assistance of his/her supervisor.
    - b. If applicable, the terminating employee will call the Quartermaster Unit to request an equipment audit and schedule an appointment to return all issued items. At the appointment time, the employee will bring the original copy of the *Employee Termination Checklist* to have Section II completed.
    - c. Section III documents the return of the identification card, warrant of appointment or security officer commission to the Personnel and Development Division Employee Relations Team and will be completed in that office during the Exit Interview.
  2. The Personnel and Development Division will retain the completed *Employee Termination Checklist* form.
- C. Exit Interviews
  1. The purpose of this interview is to discuss benefits, salaries, and reimbursements for which the terminating employee may be eligible. An *Employee Exit Interview Checklist* form will be completed for all employees resigning, retiring, or discharged from the Dallas Police Department. All employees will call and schedule an appointment prior to reporting to the Employee Relations Team for an Exit Interview.
  2. Terminating employees wishing to receive a refund of pension contributions may complete the related paperwork in:
    - a. The office of the Police & Fire Pension Fund (sworn).
    - b. The office of the Employee Retirement Fund Pension Office (non-sworn).
- D. Discharged employees must complete the *Employee Termination Checklist* and schedule an appointment for an Exit Interview with the Employee Relations Team.
- E. All retiring employees should advise the Employee Relations Team of the impending retirement at least 4 weeks prior to the close of the business date or retirement party date to allow sufficient time for ordering the service plaque. Sworn personnel, Park Rangers, and Security Officers who are retiring "Honorable" will provide the Employee Relations Team with their badge(s) and those awards (on a solid backing) that will be placed on their service plaque. Prior to relinquishing these items to the Employee Relations Team, these employees will obtain a temporary badge from the Quartermaster Unit. The temporary badge must be returned to the Quartermaster Unit when Section II of the *Employee Termination Checklist* form is completed.
- F. Retiring employees should also confer with their Pension System administrators for an explanation of benefits prior to their retirement date.
- G. All terminating employees will be given copies of the *Employee Termination Checklist*, *Exit Interview*, and any other forms completed during the termination process.

#### 405.02 Responsibilities of Supervisors

- A. To verify completion of Section I of the *Employee Termination Checklist*, the terminating employee's supervisor will initial all applicable items. The supervisor will direct the employee to take the original *Employee Termination Checklist* form to the Quartermaster for clearance (if applicable) and then to the Employee Relations Team or Payroll Unit (as applicable), where Section III will be completed and the Exit Interview conducted. Except for retiring employees, the Exit Interview and Section III of the *Employee Termination Checklist* form may be completed in the Personnel and Development Division at the same time.
- B. Resignations or Retirements
  1. The immediate supervisor will prepare a separate cover memorandum, addressed to the employee, accepting the employee's resignation or retirement in the name of the Chief of Police. The following information will be included in the cover memorandum:
    - a. The effective date of resignation or retirement.
    - b. An acknowledgment to be signed by the employee which will be placed below the supervisor's signature.
  2. The employee will be given the original letter of acceptance. A copy of the letter of acceptance will be attached to the employee's letter of resignation or retirement.
  3. The immediate supervisor will also prepare a cover memorandum to the Chief of Police stating the employee's rehire eligibility. The supervisor should document the reasons for the recommendation, citing the employee's performance and/or other factors in making the recommendation. Employees leaving service while under investigation or prior to the administration of any formal discipline, written reprimand or above, are not eligible for rehire.
  4. The letters of resignation, acceptance, and eligibility for rehire will be forwarded through the chain-of-command to the Bureau Commander (Assistant Chief/Executive Assistant Director). Each level of supervision will note concurrence or non-concurrence on the letter of eligibility for rehire and will document any non-concurrence. The rehire recommendation of the highest-ranking supervisor will be the official position of the Department. The

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- letters of resignation, acceptance, and eligibility for rehire will then be forwarded to the Personnel and Development Division to be placed in the employee's personnel file.
- C. If the retiring or resigning sworn or non-sworn employee meets the criteria in Section 405.04 regarding service plaques, it will be the responsibility of the unit/watch commander or section manager to:
1. Notify the Personnel and Development Division Employee/Relations Team by telephone at least ten days in advance of the planned retirement date, or as soon as possible, so arrangements can be made to order the service plaque.
  2. Plan and coordinate a retirement reception if the employee desires one.
  3. Notify the Office of the Chief of Police by telephone at least ten days in advance of the retirement date, or as soon as possible, confirming the Chief's availability to attend the reception.
  4. Prepare and distribute a memorandum Department-wide announcing the retirement and reception, if applicable.
  5. Contact the Media Relations Unit to ensure announcement in the *Police News*.
- D. Issuance of photographic ID Card
1. H.R. 218 – The Law Enforcement Officers Safety Act requires all local, State or Federal law enforcement agencies to issue photographic identification to officers who separate from the agency with an aggregate of ten years of service.
  2. The stated purpose of the Act is to provide an exemption to qualified law enforcement officers from State laws that prohibit the carrying of concealed firearms.
  3. The change in the Act requires the issuance of an I.D. card when an officer:
    - a. Separates in good standing with 10 or more years of service, or is separated due to a service-connected disability.
    - b. Was authorized to prevent, detect, investigate or incarcerate under the law.
    - c. Had statutory powers of arrest.
    - d. Is not under the influence of alcohol or hallucinatory drugs.
    - e. Is not prohibited by Federal law from possessing a firearm.
    - f. As a result, sworn officers who separate from the Department in good standing after a total of 10 years or more service, but who are not eligible for retirement, will be issued an I.D. card with "Separated/Good Standing \_\_\_ Years" in red print on the card face.

**405.03 Phase Down Program**

- A. General Provisions
- When a Police Officer enters the Phase Down Program, he or she is no longer actively employed by the City.
1. The Police Officer who participates in the Phase Down Program ("Phase Down Participant") will not accrue any leave (vacation and sick leave) or be paid for City Holidays.
  2. The Phase Down Participant is also not eligible for the Attendance Incentive Leave (AIL) programs.
  3. The Phase Down Participant will have no rights to salary, Worker's Compensation or other benefits afforded employees except as outlined in the Meet and Confer Agreement.
  4. The Phase Down Participant is not an active employee once he or she enters Phase Down and will not pay pension contributions on Phase Down payments.
  5. The Phase Down Participant cannot work part time at the City to supplement his or her lost hours. The Phase Down Participant must leave the City's employment completely by the effective date of entering the Phase Down Program.
- B. Minimum Requirements
1. A Police Officer must have at least 1000 hours of sick leave accrued before qualifying to enter the Phase Down Program, and at the time he or she enters the Phase Down Program.
  2. The minimum balance is for sick leave only and cannot include a combination of other leave balances (i.e. Vacation, and AIL).
- C. Applicable Leave Balances
- Subject to the restrictions on the appropriate amount of accrual of sick leave stated above, Phase Down Participants may use the following leave banks as the basis for compensation in the Phase Down Program:
1. Accrued Sick leave time (maximum of 720 hours for Police);
  2. Accrued Vacation leave time;
  3. Accrued AIL leave time; and
  4. Accrued Compensatory time.

- During the time he or she is in the Phase Down Program, the Phase Down Participant's applicable leave balances shall be valued using an hourly rate of pay based on his or her total pay (applicable pay and all special pay items) or as required by law.
- D. Payment Options
- A Phase Down Participant has two options to receive payment of accrued leave balances per pay period:

Department	Option	Hours Per Pay Period
Police	A	40
	B	80

- E. Beneficiary
- If a Phase Down Participant dies during the PDP, the balance of his or her Phase Down bank shall be paid to his or her designated beneficiary (or beneficiaries). The value of the remaining leave shall be determined based upon the value assigned for Phase Down payment when the Phase Down Participant opted to enter the PDP.
1. The employee must designate a beneficiary (or beneficiaries) when filling out the application to enter the PDP.
  2. The designated beneficiary (or beneficiaries) for the PDP applies to the Phase Down payments only.
- F. Lump Sum Payments

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1. Employees wishing to receive a lump-sum payment of their leave balances rather than entering phase-down will be allowed that option if they were hired at the City prior to October 1, 2003.
  2. Employees hired on or after October 1, 2003 may receive lump-sum payments rather than entering the Phase Down Program, but will not receive any payment for unused sick leave balances.
  3. Phase Down Participants who were rehired on or after October 1, 2003 and have already received a lump sum payment for their sick leave, will not be paid for sick leave in the Phase Down Program in accordance with Section 34-22 (t) (4) of the Dallas City Code.
- G. Health Benefits**
1. Phase Down Participants will be allowed to purchase health insurance at the active employee rate during the time they are in the Phase Down Program. This will include medical, dental, and vision. This does not include Basic Life Insurance, Accidental Death and Dismemberment, and other Voluntary Benefits (i.e. AFLAC or Colonial Life). Employees, who wish to continue receiving these benefits on their own, must contact the vendors who provide them.
  2. Employees must currently be participating in one the City's health insurance plan in order to purchase benefits during the Phase Down Program.
  3. An employee must continue health insurance during the Phase Down Program if he or she wishes to elect the City's insurance as a retiree.
  4. Employee monthly premiums will be deducted from their bi-weekly Phase Down payment.
  5. Phase Down Participants must schedule an appointment with the Benefits Administration Division in the Human Resources Department to determine their eligibility and set up benefits for Phase Down and retirement 30 days prior to each change in status (i.e. from active employee status to phase down status and from phase down status to retiree status).
  6. Employees can schedule appointments by calling 1-888-752-9122, or in person at:  
Dallas City Hall  
Human Resource Department, 1DS  
1500 Marilla Street  
Dallas, TX 75201
7. Employees who want to elect Medicare Part A benefits must meet the eligibility requirements. The most important requirement is the employee must be age 65 or older. Employees should consult the Benefits Administration Division to determine eligibility and learn the procedures prior to choosing to elect the Phase Down Program.
- H. Disqualification**
- Phase Down Participants who elect to participate in the Phase Down Program can be disqualified during the ninety (90) day period after they have submitted their application for the following reasons:
1. They do not meet the minimum sick leave balance requirements on the date they are to enter the Phase Down Program. In this circumstance, the employee would receive a lump sum payment in accordance with the Dallas City Code.
  2. If the employee is terminated for cause, he or she cannot participate in the Phase Down Program and would receive a lump sum payment in accordance with the City of Dallas Personnel Rules in Chapter 34 of the Dallas City Code.
- I. Procedures**
- If a Police Officer chooses to enter the Phase Down Program, he or she must complete the following steps:
1. A Police Officer must inform the Dallas Police Department of his or her intent to enter the Phase Down Program by reporting said intent to the Personnel Division of the officer's respective department no less than 90 (ninety) calendar days prior to his or her intent to enter the Phase Down Program. The employee will receive the following information packet that includes:
    - a. Application and Irrevocable Election Statement
    - b. Terms and Conditions
    - c. Frequently Asked Questions
  2. The Personnel Division will determine his or her eligibility. Once eligibility is determined, the employee's Personnel Division will go over the Terms and Conditions of the Phase Down Program.
  3. The employee will fill out the Application and Irrevocable Election Statement. The effective date (date they will enter Phase Down) will be established.
  4. The Personnel Division will submit a copy of the Application and Irrevocable Election Statement to the City Controller's Office – Payroll Division. The Benefits Administration Division and Payroll Division of the Human Resources Department will be copied. The employee shall retain a copy for his or her records.
  5. The City Controller's Office - Payroll Division will verify the employee's leave balances to determine his or her eligibility; and will set up the payments in the system.
  6. The City Controller's Office – Payroll Division will also place the employee into a Phase Down (PD) Status.
  7. The employee must schedule an appointment with the Benefits Administration Division of the Human Resources Department 30 days prior to their effective date.
    - a. The Benefits Administration Division of the Human Resources Department will determine the employee's eligibility to continue purchasing health insurance at the active employee rate during participation in the Phase Down Program.
    - b. The Benefits Administration Division of the Human Resources Department will also inform the employee of the benefits process, and the procedures for retiree health insurance. An employee must continue health insurance during the Phase Down Program if he or she wishes to elect the City's insurance as a retiree.
    - c. The Benefits Administration will inform the employee that he or she must schedule an appointment 30 days before their last Phase Down payment to convert over to retiree health insurance.
    - d. Benefits Administration will work with the City Controller's Office – Payroll Division to make the necessary changes to ensure the employee will have the active employee benefit rate during Phase Down.

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8. The City Controller's Office - Payroll Division will mail out a final notice providing the employee his or her final balance and last payment in the Phase Down Program.
    - a. The notice will also confirm the employee's eligibility (i.e. if they still have the required minimum sick leave balances).
    - b. If the employee is no longer eligible to participate in the Phase Down Program, the notice will explain to the employee that he or she will be required to leave the City on his or her effective date. The employee will receive a lump sum payment for the balance of his or her accrued leave accruals upon termination of employment in accordance with the City of Dallas Personnel Rules in Chapter 34 of the Dallas City Code.
    - c. The City Controller's Office will also notify the Benefits Administration Division of the Human Resources Department that the employee's status has been changed to PD.
  9. Once the employee signs the Irrevocable Election Statement, he or she is committed to the program and must leave the City on their effective date.
  10. If an employee decides to not participate in the Phase Down Program and return to work during the 90 day period, he or she will return as a P2, Step 1 (Police Officers). The employee will lose all certification and incentive pay. He or she will be allowed to keep their service pay.
- J. Entering Phase Down
1. The employee must complete the exit interview process.
  2. The department must complete employment termination checklist as part of the exit interview process.
  3. In the event, the employee no longer meets the requirements for Phase Down on his or her effective date, the employee will receive a lump sum payment for the balance of his or her accrued leave upon termination of employment in accordance with the City of Dallas Personnel Rules in Chapter 34 of the Dallas City Code.
  4. The employee's status will change to Retiree Status after he or she has completed the Phase Down Program. The City Controller's Office – Payroll Division will make the switch and coordinate with the Benefits Administration and Payroll Divisions of the Human Resources Department.
  5. As previously mentioned, the employee must schedule an appointment with the Benefits Administration Division of the Human Resources Department at least 30 days before his or her last Phase Down Payment to switch over to retiree health insurance.

**405.04 Re-employment Policy**

It will be the general policy of the Dallas Police Department not to re-employ persons who have twice resigned from the organization. Exceptions to this policy may be made by the Chief of Police if the Department will benefit from the re-employment. Sworn personnel re-employed after a voluntary resignation, retirement, or other separation from police service will start at the rank of Police Officer. Any rank higher than Police Officer must be gained through the competitive promotion process. Employees entering military Extended Active Duty or performing Active Duty Training or Inactive Duty Training, however, retain their original date of employment, rank, and date of rank with no loss of seniority upon return.

**405.05 Service Plaques**

- A. Service plaques will be presented to both sworn and non-sworn employees of the Police Department (or next-of-kin) under the following circumstances:
  1. An employee retires and is eligible to start receiving retirement benefits.
  2. An employee resigns, having completed at least 20 years of service to the Police Department.
  3. An employee dies or is killed.
  4. An employee receives a disability retirement.
  5. An appointed, executive employee resigns.
- B. Design of Service Plaques
  1. Sworn service plaques will contain the breast badge or cap badge or both; awards; long service pin; employee name; and completed years of service.
  2. Non-sworn service plaques will contain the Departmental three-badge logo; employee name; and completed years of service.
  3. A sworn employee retiring while under investigation will not receive a sworn service plaque but may opt to receive a non-sworn service plaque.
- C. Upon the death of an employee, it will be the responsibility of the employee's unit/watch commander or section manager to coordinate the ordering of the plaque with the Employee Relations Team, Personnel and Development Division. Once the plaque is ready for presentation to the employee's next-of-kin, the Employee Relations Team will coordinate with the Office of the Chief of Police and will notify the employee's chain-of-command.

**405.06 Reinstatement Policy**

- A. When the Civil Service Trial Board, District Court, an Administrative Law Judge, the Chief of Police, or the City Manager's Office orders reinstatement of a discharged employee, the Employee Relations Team of the Personnel and Development Division will immediately contact the reinstated employee and provide reporting instructions.
- B. The Chief of Police retains the right to assign a reinstated employee to any position in the Department that is the same classification and grade as his/her original position.
- C. Reinstated sworn members of the Department are required to undergo a fitness for duty evaluation by the police psychologist before being re-armed and reassigned to duty.
  1. In all cases the employee must report to the Personnel & Development Division for processing and then report to the Academy for required training prior to re-licensing.
  2. Upon completion of the required training, the employee will be assigned to an administrative position by the Commander of the Administrative Services Bureau. Subsequent transfers will be in accordance with the departmental transfer policy.

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Revised 3/12/12

- D. Reinstated employees will be provided with necessary job training. A performance plan will be developed and reviewed according to the guidelines in Section 411.00 (Performance Reviews and Appraisals).
- E. Reinstated employees will be assigned to their new duty assignment for a period of one year. However, they may request a voluntary transfer after six months following their actual return to duty. The request for transfer may be denied when in the best interest of the Department.
- F. Reinstated employees will not be allowed to work off-duty police service jobs for a minimum of one year following their actual return to duty.



## Dallas Police Department General Order

### 406.00 Seniority and Time in Grade

DAVID O. BROWN  
CHIEF OF POLICE

Revised 08/31/2015

#### 406.00 SENIORITY AND TIME IN GRADE

##### 406.01 Determining Seniority

###### A. General Provisions

1. The purpose of the Department's seniority system is to establish a method to assist supervisors in determining employees' days off, holidays, vacation days, and special event assignments (e.g., State Fair assignments). Establishment of a seniority system for this reason is within the purview of the Chief of Police.
2. An employee's *service credit date* (established by City directives) should not be confused with the Department's internally established seniority system. Section 34-10 of the City of Dallas Personnel Rules will be consulted to determine *retrieving continuous full-time service* when considering service related benefits such as calculation of longevity pay and sick leave earnings. Credit for retirement and pension programs is defined in the governing documents establishing those programs.
3. Organizational Commanders will maintain a seniority roster of the personnel under their command for use in the assignment of vacations, days off, holidays, and special events (parades, State Fair, football games, etc.). The seniority roster will reflect any adjustments for time during which an employee was suspended ("Z"), Absent without Leave ("X"), or not employed by the Department, as stipulated in B.2 and B.3 below. Approved Leave Without Pay ("W") will not be deducted from an employee's seniority.
4. The Personnel and Development Division's records will be used to settle disputes of seniority or time in grade.
5. All seniority is retained, including all time away from the job, when the absence was the result of a military duty or training.
6. Any adjusted dates of rank or appointment due to suspension will be based only on the number of days ordered by the Chief of Police and will not include any normally scheduled off days.

###### B. Sworn Personnel

1. All officers' seniority will begin the day they report for duty as sworn members of the Department. Time spent in another City Department or as a non-sworn employee within the Police Department will not be considered when determining seniority. Should two or more officers report on the same day and there are no adjustments for suspensions, AWOL, or periods when not employed by the Department, the officer with the lowest badge number will be senior.
2. Seniority for all officers promoted to Senior Corporal on May 1, 1988, will be determined by the appointment date of their previous rank. Any adjustments due to suspension will be made to their service date. Their promotion date remains May 1, 1988. Dates of rank will be adjusted to reflect AWOL and non-employment status as stipulated in Section A.3 above.
3. All other officers' time in grade for those ranks above the classification of Police Officer will begin on the date of promotion to the rank. If two or more officers are promoted on the same day, the officer having the highest promotional test score will be senior. Dates of rank will be adjusted to reflect suspension, AWOL, and non-employment status as stipulated in Section A.3 above.
4. Seniority for officers having identical promotional test scores and promoted on the same day will be determined by their time in grade in the previous rank or classification.
5. Any sworn officer who resigns, retires, or otherwise terminates employment from the Department and is re-appointed into a sworn position will regain all seniority based on previous tenure. The adjusted date of appointment and date of rank will be based on total time employed as a sworn member of the Department. It will include the initial employment period and any subsequent re-employment period, but will exclude periods of suspension, AWOL, and time not employed by the Department.
6. When officers are demoted, they will retain all time spent in both higher and lower rank as time in grade in the lower rank.
7. All officers reinstated to a higher rank after a demotion will resume their time in grade in that rank forfeiting only time spent away from the higher position.

###### C. Table of Sworn Seniority Ranks

<b>Exempt Employees</b>
Chief
First Executive Assistant Chief
Executive Assistant Chief
Assistant Chief
Deputy Chief
Major
Captain

<b>Non-Exempt Employees</b>
Lieutenant
Sergeant
Senior Corporal
Corporal/Police Officer
Probationary Police Officer
Apprentice Police Officer
Trainee Police Officer

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**D. Non-Sworn Personnel**

1. All non-sworn employees' seniority will first be determined by grade level. When two or more employees have the same grade level, seniority will be determined by time in grade. If time in that grade level is the same, seniority will be determined by the initial date they reported for duty with the Police Department. Should two or more employees report on the same date, the beginning employment date with the City of Dallas will be used. If the beginning employment date is the same, the date the employee's name was posted to the Register of Eligibles will be used to determine seniority.
2. Non-sworn personnel who retire, resign or promote to become sworn employees begin a new date for time in grade for seniority purposes and consideration for days off, holidays, vacation days, and special event assignments.
3. When employees are demoted, they will retain all of the time spent in both higher and lower grade as time in the lower grade.
4. All employees reinstated to a higher rank after a demotion resume their time in grade in that grade, forfeiting only the time spent away from the higher position.
5. An employee who resigns, retires, or otherwise terminates employment from the Department and is reappointed regains all non-sworn seniority based on previous tenure. The adjusted date of appointment and date of grade will be based on total time employed by the Department. It will include the initial employment period and any subsequent re-employment period, but will exclude periods of suspension, AWOL, and time not employed by the Department.
6. Sworn personnel who retire, resign, or demote to become non-sworn employees, and assume their non-sworn position on October 28, 1994 or later, will begin a new date in grade for seniority purposes as a non-sworn employee and consideration for days off, holidays, and vacation. Time spent as sworn personnel will not be considered for seniority purposes.
7. Sworn personnel who retired, resigned, or demoted to become non-sworn employees and assumed their non-sworn position prior to October 28, 1994, will be permitted to carry their previous sworn seniority into their non-sworn position.

**406.02 Assignment of Days Off, Holidays, Vacation Days, and Special Events by Seniority or Time In Grade**

- A. Vacation and holiday leave will be granted at such time as will best serve the Department's interest. For sworn personnel, preference will be given on the basis of seniority for Police Officers or time in grade for sworn personnel above the rank of Police Officer. For non-sworn personnel, preference will be given on the basis of grade level, time in that grade level, time with the Department, total employment time with the City, and date posted to the Register of Eligibles, in that order.
- B. Days off will be assigned on the basis of seniority for Police Officers; time in grade for sworn personnel above the rank of Police Officer; and grade level and time in grade for non-sworn personnel only when all factors are equal and the interests of the Department have been satisfied. Personnel transferring into a unit or higher departmental organizational level may be required to relinquish those seniority privileges for a maximum of six months to allow those being bumped to make personal accommodations. This does not prevent the acquisition of those privileges at an earlier time if it can be arranged.
- C. Special event assignments will normally be based on seniority unless bona fide reasons exist as determined by an Assistant Chief or Executive Assistant Director.
- D. Permanent duty assignments and transfers are addressed in the Department's Transfer Policy in Section 407.00.
- E. When non-supervisory sworn and non-sworn employees are performing similar tasks that require their time off to be considered together in the work setting, their seniority will be compared and based on time in grade.



## Dallas Police Department General Order

### 407.00 Transfer Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/03/2015

#### 407.00 TRANSFER PROCEDURES

##### 407.01 General Provisions

- A. The mission of the Police Department to provide for public safety on a 24-hour, 7 days a week basis requires that the needs of the Department and the community served is considered in regard to personnel assignments. The Chief of Police or his designee may take into consideration these special needs for the assignment of personnel. All assignments are the prerogative of the Chief of Police. For the purposes of General Order 407.00, the word "transfer" refers to and means a "reassignment" as defined in Section 34-13 of the Personnel Rules, which states that "A department director may reassign positions and staff within a department to provide for the best interest of the employee or the department. A reassignment is not "grievable".
- B. No employee, sworn or non-sworn, has a property right to a specific assignment within the Department. This transfer procedure is designed to allow individual growth and increased job knowledge of employees.
- C. The transfer policy does not apply to special assignments, special drafting or involuntary assignment procedures. If the transfer(s) is involuntary, it will be governed by G.O. 407.01 E.
- D. Employees will not be allowed to work under the line of supervision of their spouse, mother, father, brother, sister, son, daughter, or any other relative living in the same household.
- E. Requests for involuntary transfers will be made by Organizational Commanders and forwarded to the First Assistant Chief of Police and Chief of Police through the respective Bureau Commander or Assistant Director. Written justification for the transfer must be included in the request. The Chief of Police will not be required to provide oral or written justification beyond that already provided for an involuntary transfer.
  - 1. If circumstances prevent the employee from remaining in the current assignment pending an involuntary transfer, the employee will be placed on administrative leave with pay or special assignment until the effective date of transfer.
  - 2. Involuntary transfers will not become effective until at least seven calendar days after the employee is notified of the transfer.
- F. There will be neither stigma attached nor retaliation taken against any member of the Department who voluntarily seeks to transfer or who is involuntarily transferred under this procedure.
- G. Unless an overriding departmental need exists (as determined by a Bureau Commander) before being allowed to transfer, all sworn personnel will be required to serve:
  - 1. A minimum of four years from date of appointment as a sworn member of the Department. This does not apply to Police Officers and Senior Corporals transferring within the Patrol Bureau.
  - 2. A minimum of one year in an assignment for which the employee volunteered. The one year minimum does not apply for an involuntary assignment, which includes assignments following a promotion.
  - 3. A minimum of one year from date of proficiency on a dispatch console for Police Officers, Senior Corporals, and Sergeants if transferred to the Communications Services Section. This includes both voluntary and involuntary transfers.
  - 4. If a departmental need exists to override the above listed requirements in 407.01 G. 1-3, it must be justified, and written documentation must be provided to the Bureau Commander where the officer is assigned who will make the decision to approve or deny the transfer.
- H. All Executive, Captain, and Lieutenant assignments are not subject to a transfer procedure. The First Assistant Chief of Police, an Assistant Chief or Assistant Director may recommend specific assignments or reassessments, but the Chief of Police has final approval authority.
- I. Sergeant assignments are governed by General Orders 407.05
- J. Officers on temporary light duty may apply for a transfer. When the transfer procedure begins, the temporary light duty officer must submit a memorandum to the Commander of the Bureau where the officer wishes to transfer. The memorandum must describe the nature of the light duty and any information affecting the future status of the light duty and its potential effect on the transfer. The Bureau commander will make a recommendation to the Chief of Police whether to allow the officer to proceed with the transfer procedure. The Chief of Police will make the final decision.

##### 407.02 Patrol Bid Procedures

- A. The Patrol Bid is designed to allow officers the opportunity to select their station and shift based on their seniority. This allows officers the flexibility to select the best working conditions to meet their professional and personal goals.
- B. Prior to October of each year, the Chief of Police will review staffing levels and personnel distribution in the Patrol Bureau and determine if a Patrol Bid is required. At that time the following steps will be conducted:
  - 1. A Chief's Update will be published which will outline if a Patrol Bid will occur,

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2. The Patrol Bid Guidelines will be published and available for review.
3. Dates and deadlines will be established for all steps of the process.
- C. The Chief of Police may designate a number of positions to be exempted from the Patrol Bid to address a variety of issues including, but not limited to, experience, specialized programs, and strength distribution. All personnel withheld from the Bid will be placed into assignments based upon the needs of the Department.
- D. The Patrol Bid will take effect in January of each year unless an overriding need exists. In that case, the Patrol Bid will take effect as soon as possible.
- E. The Patrol Bid Guidelines establish the policy and procedures of each year's Bid.

#### **407.03 Police Officer/Senior Corporal Transfer Policy**

- A. The following procedure applies to all sworn positions below the rank of Sergeant throughout the Department.
- B. Formal, Department-wide Transfer Procedure
  1. When vacancies occur or are anticipated, the affected Organizational Commanders or Watch Commander will consult their Division Commander to determine if it is appropriate to begin the process to fill the position immediately.
  2. With Division Commander approval, Organizational/Watch Commanders will advertise their vacant positions via a memo routed through the Division Commander and addressed to the Commander of the Personnel and Development Division. The memo will state:
    - a. The vacant position or anticipated vacancy.
    - b. The specific position description, including but not limited to: exact job duties, working conditions, working hours, expectations, project requirements, and etc.
    - c. Any specific job qualifications such as the requirement to speak a foreign language or ability to perform a specific task.
    - d. Any special needs such as prior experience required, training requirements, seniority consideration, project skills, Knowledge/Skills/Abilities preferences, etc.
    - e. A contact person and telephone number.
  3. The Commander of the Personnel and Development Division will have the memo posted on the Department's Intranet Home Page and may also place an announcement in the *Police News*.
  4. Organizational/Watch Commanders will ensure that the notice is placed on a bulletin board or clipboard specifically used for that purpose and available for review by all potentially interested assigned personnel.
  5. Applicants interested in the vacancy will have 10 calendar days from the date of Personnel and Development Division's announcement to respond directly in writing to that Commander and request consideration for the position.
  6. Individuals applying for a position opening must hold the rank of the position for which they are applying.
  7. All applicants meeting the minimum requirements stated in the advertisement and who have no disqualification factors are eligible for selection. Some disqualification factors that may be cited are:
    - a. Formal disciplinary action involving a written reprimand or higher (one year limit following the date of the written reprimand, ending date of suspension or demotion).
    - b. Overall disciplinary record.
    - c. Documented abuse of sick time (documented by written corrective action).
    - d. Employee currently under an internal investigation by Internal Affairs or Public Integrity.
    - e. Currently on non-driving status when position requires the employee to drive.
    - f. Residency or mileage radius requirement as applicable in Canine Squad or Tactical Unit assignment.
    - g. Unsatisfactory job performance in current position.
    - h. Physical test requirement (if applicable).
    - i. Special skill requirements including, but not limited to, a pilot's license for Helicopter Unit or polygraph operator's certification or computer operation skills.
    - j. Psychological test (if required).
    - k. Lacking foreign language skills where a position requires it.
    - l. Lacking prior experience in dealing with a particular neighborhood or citizen group(s) that a position requires.
  8. The Organizational/Watch Commander will contact the Personnel & Development Division via a memorandum requesting that an interview panel be composed for the designated position. The memorandum will state the name of the person that is the immediate supervisor that will serve on the interview panel and what watch the interviews will be conducted on. The Personnel & Development Division will designate two additional interview panel members who hold a rank at least one level above the level being selected. The originating Division will be responsible for coordinating the date and times of the interviews. Every effort will be made to ensure the diversity of the panel members.
    - a. All eligible individuals who responded in writing to the announcement and meet the minimum advertised requirements will be interviewed by the panel.
    - b. Applicants who fail to appear or reschedule an interview will forfeit the opportunity for an interview.
    - c. Every reasonable effort will be made to ensure that the same members of the interview panel interview each applicant. If this is not practical, the circumstances must be documented on the Transfer Check List for the Transfer Review Panel.
  9. The immediate supervisor serving on the interview panel will compile all notes and paperwork from the interview process. The Division Commander will meet as soon as possible with the interview panel to assess panel recommendations.

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10. The Division Commander may request an interview with any of the applicant if he/she has any questions or concerns.
  11. The Division Commander will be given a list of the top three candidates and make the final selection of the candidate. If the Division Commander does not concur with any of the submitted candidates, they may ask for additional names and provide reasons for non-concurrence with the original list.
  12. Bureau level concurrence is required prior to the Division Commander notifying applicant(s) of the selection. Bureau Commanders will make every effort to ensure diversity in the selection process and work unit before giving final approval to the selection.
  13. All applicants will be notified by the Division Commander of their selection or denial. This will be done by one of the following ways: phone call, email, or memorandum.
  14. If there are no qualified candidates that apply, then the Bureau Commander may reorganize positions within the Division in order to fulfill the goals and objectives of the Department.
  15. Transfer Check List Form
    - a. Once approved, the gaining immediate supervisor will begin documentation of the transfer process on the "Transfer Check List Form." The "Transfer Check List Form" can be found on the N:\ Drive – Personnel Forms Folder/Transfer Form. It is the responsibility of the gaining immediate supervisor to ensure that all steps of the process are completed and documented on the form. Upon completion of the process, the form will be forwarded through the gaining Bureau Commander who will certify that the process was conducted correctly and will forward the completed form to the Sworn Transfer Review Panel.
    - b. The transfer cannot become effective prior to review by the Sworn Transfer Review Panel, unless ordered by the Chief of Police.
  16. The gaining Division Commander will contact the losing Division Commander and agree on a date for transfer; however, a transfer may not be delayed for more than 30 days.
  17. Changes in assignment will be reported in accordance with G. O. Section 407.06. There will be no physical changes in assignment until notification is received from the Personnel and Development Division.
- C. Standing lists of desired transfers for any assignments will not be maintained at any organizational level.
- D. Any special assignment which subsequently becomes a permanent position will immediately become subject to the sworn transfer procedure. The position will be filled according to G.O. 407.03. Any officer currently assigned in the special assignment position must compete for the permanent position according to the sworn transfer procedure.
- E. Sworn Transfer Review Panel
  1. The Sworn Transfer Review Panel will have the same composition as the Sworn Grievance Committee and will be governed under the same rules and regulations described in G.O. 430.06 A-F. The purpose of the panel is to review sworn transfers for adherence to procedures.
  2. The Panel will have two responsibilities:
    - a. Review all completed Sworn Transfer Check List Forms for adherence to the procedures. If the form is incorrect or incomplete:
      - i. Written instructions for correction or completion will be sent to the appropriate Bureau Commander.
      - ii. The Bureau Commander will make the correction/completion and submit the revised form to the Chairperson of the Sworn Transfer Review Panel for prompt review and approval. The correction/completion need not be reviewed by the entire panel. If the Chairperson and the Bureau Commander do not reach agreement, the Chairperson may refer the matter back to the full panel or directly to the Chief of Police who will make the decision on the transfer.
      - iii. The transfer may not be made until the corrections/completions are concluded and/or resolved, unless directed by the Chief of Police.
    - b. Hear sworn employees who believe that the transfer procedure has not been followed in their case.
      - i. If the employee applied for a transfer and believes that the transfer procedure was not followed, he may request a hearing before the Sworn Transfer Review Panel. This request must be in writing and directed to the commander of the Personnel and Development Division within five working days after the Sworn Transfer Review Panel has reviewed and approved the transfer procedure for the particular position for which the employee was applying. An exception to the five day limit may be granted if the employee can prove to the commander of the Personnel and Development Division that he could not reasonably have known about the Panel's decision within the five day limit.
      - ii. Only the involved employee will be allowed to discuss the matter with or address the Panel.
      - iii. The Panel will review the transfer procedure for non-adherence to the policy. The merits of the transfer or reasons for the non-selection of the employee will neither be heard nor acted upon by the Panel.
      - iv. If the Panel determines that the policy was not followed or is incomplete, the respective Bureau Commander will be contacted.
      - v. If the Sworn Transfer Review Panel and the Bureau Commander cannot resolve the issue(s) presented by the sworn employee, the Chief of Police will make the final decision.
  3. No transfer will become effective until the Sworn Transfer Review Panel has reviewed the Sworn Transfer Check List form, unless directed by the Chief of Police.
  4. Chief of Police may authorize transfers outside the normal process not subject to review by the Sworn Transfer Review Panel in the event of mitigating circumstances.

#### **407.04 Procedures for Filling Non-Sworn Vacancies**

- A. Ten days before (if possible) a non-sworn vacancy occurs or is anticipated, the affected Organizational Commander will consult with their Division Commander to determine if the position can be filled and then prepare a

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memorandum addressed to the City Manager. The Organizational Commander will contact the Personnel & Development Division to determine current hiring procedures and restrictions for non-sworn personnel. After determining current guidelines, the Organizational Commander will:

1. Immediately forward a copy of the memorandum to the Personnel and Development Division.
  2. Forward the original memorandum through the chain-of-command to the Personnel and Development Division.
  3. Complete other forms as required by current guidelines.
- B. If appropriate, the Personnel and Development Division will remove the person's name from the payroll.
- C. Organizational Commanders authorized to fill non-sworn vacancies may:
1. Fill the vacancy internally by transfer of an employee already within their command and same Organizational Number. The Commander must first advertise the vacancy by an intra-office memo for 14 calendar days so that eligible members from within that Organizational Number may apply for the position. The Commander may then select a person who responded by memo to the advertised position. When all internal transfers are completed, the Commander will follow the procedure in G.O. 407.04 C.2.
  2. Notify the Personnel and Development Division Commander by memorandum to announce the vacancy department-wide. The memo will state:
    - a. The vacant position or anticipated vacancy.
    - b. A brief job description.
    - c. Any job qualifications.
    - d. Working Hours.
    - e. A contact person and telephone number.
    - f. Any special needs (e.g., language requirement, technical skills, etc.).
  3. Request the Personnel and Development Division provide certification lists from which the Organizational Commander may contact persons to schedule interviews.
- D. Department-Wide Announcement
1. The Commander of the Personnel and Development Division will post the announcement on the Department's Intranet and may also announce the vacancy in the Police News.
  2. Organizational Commanders may place the announcement on a bulletin board or clipboard specifically used for that purpose and available for review by all potentially interested assigned personnel.
  3. Applicants interested in the vacancy will have 10 calendar days from the date of Personnel and Development Division's announcement to notify the Organizational Commander (or designee) in writing to request consideration for the position.
- E. Applying For and Filling a Non-Sworn Vacancy
1. Non-sworn employees interested in a position may notify the Organizational Commander where the vacancy exists. Notification must be in writing. In order to be eligible for an opening, the non-sworn employee must be of the same grade and classification or on the current Civil Service certification list.
  2. The Organizational Commander or designee will interview all eligible departmental employees who responded in writing to the notification and may also elect to contact other persons on the certification list.
  3. When Organizational Commanders make their final decision, any departmental employees who interviewed but were not selected will be notified in writing.
  4. The Organizational Commander will complete and submit an *Employment Information Short Form*, and forward the *Personnel Action Request* on Intelligent Workforce Management (IWM) to the Personnel and Development Division at least ten working days prior to the appointment date. The Personnel and Development Division will determine a date and time for the person to complete the hiring process.
  5. In all cases, Organizational Commanders will not make a selection until at least 21 calendar days after a vacancy is posted by the Personnel and Development Division to allow Departmental non-sworn employees an opportunity to express interest in the job.
- F. When the hiring process is completed, the Personnel and Development Division will: enter personnel information into IWM .
- G. The organizational level receiving the new personnel will:
1. Be responsible for making a unit personnel file and time card.
  2. Maintain the employee's unit personnel file. Upon termination, an employee's personnel file will be sent to the Personnel and Development Division for storage.

## 407.05 Sergeant Assignment Policy

- A. Sergeants represent the first level of management in the Dallas Police Department and are crucial to the development of officers. This Sergeant Assignment Policy outlines the process for the movement of Sergeants within the Department and recognizes the need to align supervisory skills and abilities with core services in Patrol and other support areas while serving the public.
- B. Sergeants may be assigned throughout the Department by the Chief of Police.

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- C. When vacancies occur or are anticipated, the affected Organizational Commanders or Watch Commander will consult their Division Commander to determine if it is appropriate to begin the process to fill the position immediately. The process of filling a sergeant position may be done either by the Chief of Police designating a Sergeant for the position or by advertising for the position. If the position is to be advertised then the following steps will occur:
1. With Division Commander approval, Organizational/Watch Commanders will advertise their vacant positions via a memo routed through the Division Commander and addressed to the Commander of the Personnel and Development Division. The memo will state:
    - a. The vacant position or anticipated vacancy.
    - b. The specific position description, including but not limited to: exact job duties, working conditions, expectations, project requirements, and etc.
    - c. Any specific job qualifications such as the requirement to speak a foreign language or ability to perform a specific task.
    - d. Any special needs such as prior experience required, training requirements, seniority consideration, project skills, Knowledge/Skills/Abilities preferences, and etc.
    - e. Working Hours
    - f. A contact person and telephone number.
  2. The Commander of the Personnel and Development Division will have the memo posted on the Department's Intranet Home Page and may also place an announcement in the *Police News*.
  3. Organizational/Watch Commanders may place the announcement on a bulletin board or clipboard specifically used for that purpose and available for review by all potentially interested assigned personnel.
  4. Applicants interested in the vacancy will have 10 calendar days from the date of Personnel and Development Division's announcement to respond directly in writing to that Commander and request consideration for the position.
  5. Individuals applying for a position opening must hold the rank of Sergeant at the time of application.
  6. All applicants meeting the minimum requirements stated in the advertisement and who have no disqualification factors are eligible for selection. Some disqualification factors that may be cited are:
    - a. Formal disciplinary action involving a written reprimand or higher (one year limit following the date of the written reprimand, ending date of suspension, or demotion).
    - b. Overall disciplinary record.
    - c. Documented abuse of sick time (documented by written corrective action).
    - d. Employee currently under an internal investigation by Internal Affairs or Public Integrity.
    - e. Currently on non-driving status when position requires the employee to drive.
    - f. Residency or mileage radius requirement as applicable in Canine Squad or Tactical Unit assignment.
    - g. Unsatisfactory job performance in current position.
    - h. Physical test requirement (if applicable).
    - i. Special skill requirements including, but not limited to, a pilot's license for Helicopter Unit or polygraph operator's certification or computer operation skills.
    - j. Psychological test (if required).
    - k. Lacking foreign language skills where a position requires it.
    - l. Lacking prior experience in dealing with a particular neighborhood or citizen group(s) that a position requires.
  7. The Organizational/Watch Commander will contact the Personnel & Development Division via a memorandum requesting that an interview panel be composed for the designated position. The memorandum will state the name of the immediate supervisor that will serve on the interview panel and what watch the interviews will be conducted on. The Personnel & Development Division will designate two additional interview panel members who hold a rank at least one level above the level being selected. The originating Division will be responsible for coordinating the date and times of the interviews. Every effort will be made to ensure the diversity of the panel members.
  8. All eligible individuals who responded in writing to the announcement and meet the minimum advertised requirements will be interviewed by the panel. Applicants who fail to appear or reschedule an interview will forfeit the opportunity for an interview.
  9. Every reasonable effort will be made to ensure that the same members of the interview panel interview each applicant. If this is not practical, the circumstances must be documented on the Transfer Check List for the Transfer Review Panel.
  10. The immediate supervisor serving on the interview panel will compile all notes and paperwork from the interview process. The Division Commander will then meet as soon as possible with the interview panel to assess the applicants.
  11. The Division Commander may request an interview with any of the applicant if he/she has any questions or concerns.
  12. The Division Commander will make final selection of the candidate.
  13. Bureau level concurrence is required prior to the Division Commander notifying applicants of the selection.
- D. Seniority issues within Divisions will be determined by G.O. 406.01.
- E. Any exceptions to the Sergeant Assignment Policy for specialized units, specialized skills, restriction status, etc., must be approved by the Chief of Police. The Chief of Police reserves the right to reassign any employee to best meet the needs of the Dallas Police Department and the City of Dallas.

## Dallas Police Department General Order

# 407.00 Transfer Procedures

Revised 06/03/2015

### **407.06 Reporting Change of Assignment (Sworn and Non-Sworn Personnel)**

- A. A *Personnel Action Request* in IWM will be completed by both the gaining and losing Commanders who are considering the transfer of an employee.
- B. If the change in assignment involves an internal lateral transfer, the gaining Organizational Commander will enter the employee's transfer information into IWM and forward it through the chain-of-command to the losing Bureau Commander (or Division Commander if there is no Bureau Commander). After review by the losing Bureau Commander, the *Personnel Action Request* in IWM will be updated and forwarded to the losing Organizational Commander for concurrence. After these approvals, the *Personnel Action Request* in IWM will be forwarded to the Personnel and Development Division.
- C. If the change in assignment involves a promotion, the Organizational Commander will forward a memo to the Commander of the Personnel and Development Division. The *Personnel Action Request* in IWM will not be completed until the Chief of Police approves the promotion.
- D. Any supervisor not concurring in a proposed transfer will submit a memo outlining the reasons for non-concurrence and attach it to the form.
- E. Difficulties encountered over proposed transfers will be resolved by the tentative losing and gaining Bureau Commanders (or Division Commanders, as applicable).
- F. The losing unit will send the employee's unit personnel file and time card to the gaining unit.
- G. All *Personnel Action Requests* in IWM will be routed through the Personnel and Development Division Commander to assure compliance with procedures outlined herein.
- H. Scheduled changes that involve the rotating of entire watches will not be reported.
- I. There will be no physical changes in assignment until notification is received from the Personnel and Development Division.

### **407.07 Reporting Special Assignments (Sworn and Non-Sworn Personnel)**

- A. The organizational level gaining personnel on any special assignment (five consecutive days or longer), which does not require the move into a P.I. number, will notify the Payroll Team by submitting a *Personnel Action Request* in IWM indicating *Special Assignment Start*. The *Personnel Action Request* in IWM must be forwarded from the gaining bureau to the losing bureau for approval. Once approved by both bureaus, it will be forwarded to the Payroll Team.
- B. When the special assignment is completed, the organizational level regaining personnel will notify the Payroll Team by submitting a *Personnel Action Request* in IWM indicating *Special Assignment Stop*. The *Personnel Action Request* in IWM must be forwarded from the gaining bureau to the losing bureau for approval. Once approved by both bureaus, it will be forwarded to the Payroll Team.
- C. The Personnel & Development Division will conduct audits of Special Assignment time every six months to determine if the Special Assignment will continue.

### **407.08 Inter-Department Transfers (Sworn and Non-Sworn Personnel)**

- A. Transfers to another City Department
  - 1. Non-sworn and sworn employees who are seeking a transfer to any other City of Dallas Department will report in person to the Staffing Division of the City of Dallas Human Resources Department to complete a City of Dallas *Request for Transfer* form. This will enable the employee to be placed on a City of Dallas certification list.
  - 2. If the employee accepts a transfer to another City Department, the losing organizational level will:
    - a. Prepare a memorandum addressed to the Chief of Police stating the name of the person, effective date, and action occurring.
    - b. Prepare a *Personnel Action Request* in IWM .
    - c. Forward a copy of the memorandum immediately to the Personnel and Development Division and send the original memo and the *Personnel Action Request* in IWM through the chain-of-command to the Personnel and Development Division/Payroll Team.
    - d. Send the employee's unit personnel file and time card to the Personnel and Development Division for storage.
  - 3. The Personnel & Development Division will:
    - a. Prepare the Form P-1
    - b. Notify the Department to which the employee is transferring of pertinent personnel data needed.
  - 4. The City Department to which the employee is transferring will send a Form P-2B to the Personnel and Development Division for its approval.

## Dallas Police Department General Order

# 407.00 Transfer Procedures

Revised 06/03/2015

- B. The Division receiving a non-sworn employee from another City Department will prepare a *Personnel Action Request* in IWM and submit it to the Personnel and Development Division at least ten working days prior to transfer date.

### 407.09 Initial Assignment of Officers Permanently Restricted from Performing Patrol Functions

- A. Once a sworn officer is deemed permanently restricted from performing essential job functions of police officers (Ref. Civil Action No. 3-99-CV-1497-G), the Personnel and Development Division will make the initial job assignment after consultation with the employee's Bureau Commander and the First Assistant Chief of Police. Factors to be considered in the assignment include, but are not limited to:
1. Employee's current assignment
  2. Extent of restriction
  3. Maintaining job experience
  4. Needs of the Department
- B. Positions made available to officers who have permanent restrictions are not "permanent light duty" positions. They are positions that are being made available to officers permanently restricted from the performance of patrol functions and/or the ability to affect an arrest. These positions require a full-time sworn officer to perform the position responsibilities.
- C. Officers assigned to these positions are not guaranteed the ability to maintain prior shift/watch or days off.
- D. If a position assignment results in an overage to the particular unit, the non-restricted officer will be subject to mobilization once another vacancy occurs in the Unit, Division, or Bureau, or to Patrol if no vacancy option is readily available.

### 407.10 Filling Restricted Duty Vacancies with Existing Personnel

- A. Vacancies for permanently restricted positions will be advertised in the same manner outlined in 407.03; however, the position announcement must state in the job description "**This position vacancy advertisement is being made available only for those officers who are permanently restricted from performing full patrol duties**".
- B. A Division Commander may re-advertise and select an officer who is not designated as permanently restricted if:
1. No officer who is permanently restricted applies for the position.
  2. Permanently restricted applicants lack the identified skills and/or capabilities to successfully perform all required duties associated with the position.
- C. If a position becomes available that is occupied by a restricted duty officer but the position itself is not designated as restricted duty position then the Division Commander may fill the position by either a permanently restricted officer or a full duty officer. The position vacancy announcement must state in the job description "**This position may be available for officers who are permanently restricted from performing full patrol duties**".

### 407.11 Re-Allocation and Confidentiality

- A. The First Assistant Chief of Police may allocate positions throughout the Department to be made available for officers designated as permanently restricted from performing full patrol duties to ensure the most efficient operation. However, once a position is so designated, the designation cannot be moved while the position is occupied by a permanently restricted officer. The Personnel and Development Division must be notified prior to moving any designation.
- B. Any recommendation by a Bureau Commander to eliminate or add a permanent restricted designation to a position must be approved by the First Assistant Chief of Police.
- C. Due to the confidential nature of the information, only the First Assistant Chief of Police and Bureau Commanders will be given a list of positions designated as permanently restricted that includes officer names. All other requests for position lists must be made by a Division Commander, or an employee who has been designated as permanently restricted, and the provided list will not include officer names.



## Dallas Police Department General Order

### 408.00 Drafting Sworn Personnel

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/17/08

#### 408.00 DRAFTING SWORN PERSONNEL

- A. Due to Departmental projects or special needs, sworn personnel may be involuntarily re-assigned for a specific period of time not to exceed two years.
- B. The selection or drafting of sworn personnel will be done in accordance with G.O. 407 Transfer Procedures.

#### 408.01 Procedure to Draft Sworn Personnel: Police Officers, Senior Corporals and Sergeants

- A. The requesting Bureau Commander must receive written authorization from the Chief of Police to conduct a drafting procedure.
- B. The Commander of the Administrative and Support Bureau will prepare a list of the ten candidates with the least amount of seniority in their rank.
- C. The requesting Commander will select an officer from the list and notify the officer and his or her chain-of-command that the officer's name is being submitted for a draft.
- D. The requesting Commander will prepare and submit the PAR and forward it to the losing ORG.

#### 408.02 Personnel Eligible for Drafting

- A. Police Officers: Only officers who have completed probation and have at least two years service since completing probation will be selected. Any officer wishing to volunteer to be drafted for the draft would be given first consideration.
- B. Senior Corporals and Sergeants: Officers must have completed probation in the new rank. Any officer wishing to volunteer to be drafted would be given first consideration.

#### 408.03 Length of Assignment

- A. After serving in a drafted assignment for two years, officers' will be reassigned to a permanent opening within the Department and all efforts to return the officer to their prior Org if possible.
- B. If drafted officers choose to remain in their new assignments, and a permanent opening is available the officer will be given the option to interview for the position.
- C. An officer may be released before the end of the draft period if another officer requests assignment to that organizational level and the Working Org Commander agrees to the change.

#### 408.04 Special Assignments

- A. Special Assignments are not considered permanent assignments and should not last longer than six months.
- B. Assignments to Operation Disruption or a Federal Task Force position are considered specialized assignments. (refer to G.O. 408.06)
- C. Personnel may be removed from a special assignment at the discretion of the Chief of Police as staffing needs dictate or if the objective of the special assignment is achieved or not being addressed because of the performance of the assigned officer.
- D. Special Assignments caused by promotion will not exceed six months to complete training of replacement officers, close out cases or complete Departmental requirements.
- E. Special Assignments will be outlined in a memo to the Chief of Personnel and Development Division and should include the following information:
  1. Purpose of the position;
  2. A brief job description;
  3. Any specialized needs (e.g., language requirement, technical skills, etc.);
  4. Working Conditions;
  5. Length of Special Assignment.

#### 408.05 Review of Special Assignments

- A. Special Assignments lasting longer than six months will require that a review report be completed by the Division Commander where the special assignment exists and forwarded to the Personnel and Development Division Commander no later than 60 days after the extension of the six month assignment.
- B. The purpose of the review will be to determine if the assignment should be continued, revised, or eliminated. The review will include at a minimum:
  1. A statement of the initial problem or condition that required the implementation of each specialized position or a statement of purpose;
  2. A current evaluation of the problem or condition to determine any progress made to identify assignment weaknesses or needs;
  3. An evaluation of the goals and objectives of the position;
  4. An evaluation of the personnel and /or equipment needs.
- C. Upon completion of the review the Division Commander of Personnel and Development will forward recommendations to reconcile the special assignment position.

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408.00 Drafting Sworn Personnel**

Revised 06/17/08

- D. If Special Assignment extensions beyond the six month period are requested then actions will be enacted to reconcile the position.

**408.06 Specialized Assignments**

- A. A Specialized Assignment is often characterized by increased levels of responsibility and specialized training, but within a given position classification. Examples of this type of assignment include, but are not limited to, the following:
  1. Federal Task Force
  2. State Task Force
  3. Regional Task Force
- B. Specialized Assignments will be advertised and outlined in a memo to the Chief of Personnel and Development Division and should include the following information:
  1. Purpose of the position;
  2. A brief job description;
  3. Any specialized needs (e.g., language requirement, technical skills, etc.);
  4. Working Conditions;
  5. Length of Specialized Assignment.
- C. Personnel may be removed from a specialized assignment at the discretion of the Chief of Police as staffing needs dictate or if the objective of the specialized assignment is achieved or not being addressed because of the performance of the assigned officer.

**408.07 Review of Specialized Assignments**

- A. A review of all specialized assignments will be conducted by the Division Commander responsible on an annual basis and reported to the Commander of the Personnel and Development Division no later than August 1st
- B. The purpose of the review will be to determine if the specialized assignment should be continued, revised, or eliminated. The review will include at a minimum:
  1. A listing of the Department's specialized assignments,
  2. A statement of the purpose for each listed assignment; and
  3. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
- C. The Division Commander of Personnel and Development will forward the analysis to the Executive Command Staff for review and possible action.



## Dallas Police Department General Order

**409.00 Reserved**

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

**409.00 RESERVED FOR FUTURE USE**



## Dallas Police Department General Order

### 410.00 Promotional Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/01/08

#### 410.00 PROMOTIONAL PROCEDURES

As the Department director, the Chief of Police is authorized to implement the promotional procedures and policies of the City of Dallas Police Department. The following policy does not convey any property right to promotion nor limit the Chief of Police from considering other factors such as safety, supervisory recommendations, past performance and cumulative discipline in determining whether to promote, delay or deny a promotion.

##### 410.01 Disciplinary Actions Affecting Consideration for Promotion

- A. A career review of cumulative discipline will be used when promotion to any rank is being considered.
- B. Candidates for promotion who have had disciplinary suspensions or demotions during the one year period prior to the date of promotion will not be interviewed or considered for promotion.
- C. Candidates who are not interviewed and promoted because of a suspension or demotion within the previous one year period, may be interviewed and considered for promotion at a later date if the promotional list is still current. The one-year period commences on one of the following:
  1. The effective date of demotion
  2. The actual date of suspension time (or last date in multiple-day suspensions) as indicated by "Z" on the Exception Payroll and time card
  3. The date of the violation if so determined by the Chief of Police
- D. The list of candidates for promotion is called the *Register of Eligibles* and will give the date of the exam and the *Final Results* date. The list will be valid from the *Final Results* date for the period indicated:
  1. One year for promotion to the rank of Senior Corporal.
  2. Eighteen months for supervisory grades in which a competitive assessment center is utilized.
- E. Candidates may be interviewed by the Promotional Interview Board during an ongoing IAD or Public Integrity investigation, and may or may not be promoted during an active investigation. The decision whether or not to promote a candidate in these circumstances will be at the discretion of the Chief of Police.
- F. Newly promoted employees may be subject to failing promotional probation during the six-month probationary period should an allegation be sustained and the employee receives discipline of a Written Reprimand or higher.

##### 410.02 Promotional Interview Boards for Sergeants and Lieutenants

- A. All candidates for promotion to the Civil Service ranks of Sergeant and Lieutenant will participate in an oral Promotional Interview Board as part of the promotional process. The purpose of the Promotional Interview Board is to allow an opportunity for senior Departmental officers to evaluate candidates eligible for promotion to supervisory ranks and make recommendations to the Chief of Police.
- B. Candidates for promotion to the Civil Service rank of Senior Corporal will not have an oral Promotional Interview Board. The recommendation to "promote" or "not promote" will be made by the officer's current Chain-of-Command. A Final Disciplinary Review Board will still convene making its recommendation to "promote" or "not promote". The final decision to promote will be made by the Chief of Police.
- C. The promotional process will be initiated by the Chief of Police. The Chief and the Bureau Commanders will decide the number of positions to be filled and the targeted promotion dates, and will then notify the Commander of the Personnel and Development Division.
- D. The Commander of the Personnel and Development Division will:
  1. Determine interview dates and location for the Promotional Interview Board, and will immediately begin the selection process for representatives to serve on the board.
  2. Notify the Special Research Unit to begin processing promotional profiles.
  3. Be responsible for notifying promotional candidates of the time and place of their scheduled appointments before the Promotional Interview Board.
- E. The Personnel and Development Division staff will select board members from a pool consisting of the Chief of Police, Assistant Chiefs, and Deputy Chiefs. The selection process will ensure a balance of ethnicity and gender for representatives to the board. If a balanced representation of ethnicity and gender cannot be met from the Police Administrative Staff, an exception will be made to include Captains or Lieutenants as board members. Representation on the Promotional Interview Board by Captains and Lieutenants will not exceed two members per board.
  1. A Promotional Interview Board will be chaired by the Chief of Police or his designated representative. Captain or Lieutenant representatives on a board will not serve as Chair.
  2. The board will consist of no less than three members.
  3. Selection of board members will be done on a rotating basis so that all members of the Police Administrative Staff have an opportunity to participate in the selection of promotional candidates.
- F. The Special Research Unit will prepare a promotional profile package on each candidate to be interviewed by the Promotional Interview Board and will forward the information to the Personnel and Development Division Commander. The promotional profile package will consist of the following information:
  1. Recommendations from the candidate's present and former supervisor and background information
  2. Copies of a candidate's Internal Affairs Resume/Concise History Report describing commendations and disciplinary action
  3. Vehicle safety record
  4. The candidate's performance evaluations for at least the past two evaluation periods
  5. A promotional interview form for recording the decisions and comments of the Promotional Interview Board

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410.00 Promotional Procedures**

Revised 04/01/08

- G. The Commander of the Personnel and Development Division will provide copies of the promotional profile package to the members of the Promotional Interview Board.
- H. The Chief of Police or designated Chair will appoint a member of the board as recorder. The recorder is responsible for documenting on a promotional interview form the events of the Promotional Interview Board. Documentation should include:
  1. Location and date of the Promotional Interview Board.
  2. Name of Chair and board members.
  3. Start and ending time of each candidate's interview.
  4. Any other information deemed relevant by the board.
- I. After the board is convened and introductions have been made, the Chair will provide the candidate with a brief overview of the interview process.
  1. The promotional candidate will be asked to verbally present a brief statement of his or her professional background.
  2. The board members may ask the candidate about material contained in the promotional profile package previously described.
- J. At the conclusion of the interview, the candidate will be excused from the room.
- K. After the candidate is excused from the room, the board will vote whether or not to recommend the candidate for promotion. Board recommendations will be based on a majority vote of the members using the below listed criteria:
  1. Communication skills.
  2. Adherence to rules and policies of the Department as demonstrated by the record of discipline listed in the Internal Affairs Resume/Concise History Report.
  3. Past job performance.
  4. Adherence to safety practices as demonstrated by the Vehicle Safety Record.
  5. Supervisory/Management potential as demonstrated by the candidate during the interview.
- L. The candidate will then be called back into the interview room and informed of the recommendation. The final decision to promote or not to promote a candidate will be made by the Chief of Police.
- M. A form documenting the decision and recommendation of the board will be sent to the Chief of Police. If the board recommends that a candidate not be promoted, the reasons for the recommendation should be listed.
- N. A copy of the form will be forwarded to the Commander of the Personnel and Development Division where a permanent file will be maintained.
- O. The Chief of Police or his designee will personally notify the candidates of his decision to promote or not to promote. Candidates who will be promoted will be notified of their effective promotion date. Candidates who will not be promoted will be told the reason the Chief of Police decided not to promote.

**410.03 Assignments of Newly Promoted Personnel**

Assignments for newly promoted personnel will be determined by the Chief of Police.



# Dallas Police Department General Order

## 411.00 Performance Management System

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/29/10

### 411.00 PERFORMANCE MANAGEMENT SYSTEM

The City of Dallas initiated the Performance Management System to provide Departments with a common approach to performance management. Based on a fiscal year cycle, the system provides a variety of standardized performance procedures for supervisors to record, evaluate, and address job performance for all employees throughout the year. It does not substitute for daily, ongoing supervision.

#### 411.01 Performance Plans

There are four different types of performance processes utilized by the Dallas Police Department.

1. Patrol Response
2. Support, Administrative, Investigative, Deployment (all other Sworn – including Patrol supervision)
3. Civilian (plans/processes established by City of Dallas Human Resources)
4. Executive Sworn (plans/processes established by City of Dallas Human Resources)

#### 411.02 Patrol Response

Patrol Response performance will be based on activity averages in the sector each officer works in, and Compliance issues. The sector average is the total activity daily average of all the officers working within the sector. Compliance Issues are basic performance requirements expected of all employees and rated as either (Yes) – Meets Standard, or (No) – Does Not Meet Standard.

1. A rating of less than 80% of sector average is considered below satisfactory performance for sector activity and is rated "Does Not Meet Standard".
2. A rating of 80% or above of sector average is considered satisfactory performance and is rated "Meets Standard" for sector activity.
3. Three "NO" ratings at the end of the year assessment in the Compliance Issues Section will result in an overall job performance rating of "Does Not Meet Standard" regardless of the sector activity rating.
4. To be rated as "Meets Standard" in the final end of the year assessment, a Patrol Officer should have a "Meets Standard" in overall sector average and at least four "YES" ratings in the Compliance Issues Section.
5. Activity below satisfactory standards for two consecutive months should first be addressed between the supervisor and the employee through a Performance Improvement Plan (PIP) process.
6. Notification of unsatisfactory performance should be made to the employee immediately, or as soon as is reasonably possible. The PIP should identify 1) the unsatisfactory performance, 2) define what actions are necessary to obtain a satisfactory level of performance, 3) time allowed for improvement, 4) actions to be taken if performance requirement is not met, and 5) any other pertinent information. Whenever possible, notification of unsatisfactory performance should be made prior to 90 days before the end of the performance year. Consult the Personnel Services Unit in the Personnel and Development Division for assistance.
7. Unsatisfactory performance may also be cause for referral to the Early Intervention Program in accordance with General Order 433.00.
8. Late year performance problems (within 90 days of the end of the performance year) should still be addressed through the PIP process.
9. If performance standards are not met, the employee is subject to disciplinary action, up to and including discharge.

#### 411.03 Patrol Response Performance Sessions/Scheduling

- A. A new Patrol Officer Performance Evaluation Planning Form should be completed by the end of October each year and filed in the employee's unit file. A performance year is a fiscal year (October through September).
- B. Patrol Response activity is evaluated on a monthly basis, as such, a mid-year review is not necessary. Additional reviews (coaching sessions) may be conducted as needed throughout the performance year.
- C. All documents become a permanent part of the employee's Performance Plan and are maintained in the employee's unit file.
- D. The end-of-year overall performance assessment should be completed by the end of October for the preceding year. Signatures should be obtained. The employee and supervisor may make comments on the end-of-year assessment, and a copy provided for the employee, if desired. The original end-of-year assessment should be filed in the employee's unit file.
- E. Supervisors should recognize and reward exceptional or outstanding performance through supplemental award programs as outlined in General Orders 413.00 and 414.00.
- F. The end-of-year assessment may also include career counseling issues such as training, advancement opportunities, or other related items.
- G. A Divisional memo should be forwarded to the Personnel Services Unit in the Personnel and Development Division confirming that all ratings have been completed. Attach a copy of only those overall performance plans (signature/comments page included) of employees rated as "Does Not Meet Standard".

# **Dallas Police Department General Order**

## **411.00 Performance Management System**

Revised 11/29/10

### **411.04 Support, Administrative, Investigation, Deployment Sworn**

- A. All other non-patrol performance will be based on established Goals/Objectives, Behavioral Competencies, and Compliance Issues. Goals and Competencies will be rated as either M – Meets Standard, or D – Does Not Meet Standard. Compliance Issues are rated as either (Yes) – Meets Standard, or (No) – Does not Meet Standard.
- B. The format of the performance plan can be a memo or any other document as best meets the needs of the individual operational unit. It must contain the 1) Goals and Objectives, 2) Behavioral Competencies, and 3) Compliance Issues. The performance plan must be communicated with the employee, signed by the employee and supervisor, with the original maintained in the employee unit file and a copy provided to the employee.
- C. The performance plan should contain a minimum of 3-5 Goals/Objectives, 5-7 Behavioral Competencies (plus 5 Supervisory Behavioral Competencies when applicable), and all Compliance Issues.
- D. Performance plans must also include applicable performance measures indicating what criteria will be utilized to assess an employee's performance in all areas.
  1. Three "NO" ratings in Compliance Issues Section will result in an overall job performance rating of "Does Not Meet" standard regardless of Goals/Objectives or Behavioral Competencies ratings.
  2. Performance that falls below satisfactory standards during the year should first be addressed between the supervisor and the employee through a performance improvement plan (PIP) process. Consult the Personnel Services Unit in Personnel and Development Division for assistance.
  3. Notification of unsatisfactory performance should be made to the employee immediately, or as soon as is reasonably possible. The PIP should 1) identify the unsatisfactory performance, 2) define what actions are necessary obtain a satisfactory level of performance, 3) time allowed for improvement, 4) actions to be taken if performance requirement is not met, 5) and any other pertinent information. Whenever possible, notification of unsatisfactory performance should be made prior to 90 days before the end of the performance year.
  4. Unsatisfactory performance may also be cause for referral to the Early Intervention Program in accordance with General Order 433.00.
  5. Late year performance problems (within 90 days of the end of the performance year) should still be addressed through the PIP process.
  6. If performance standards are not met, the employee is subject to disciplinary action, up to and including discharge.

### **411.05 Support, Administrative, Investigative, Deployment Performance Sessions/Scheduling**

- A. Performance plans for all other non-patrol sworn should be completed by the end of October of each year and filed in the employee's unit file. A performance year is a fiscal year (October through September).
- B. Supervisors must conduct a mid-year performance review before the end of April each year. Additional reviews (coaching sessions) may be conducted as needed throughout the performance year. The mid-year review should be signed by the employee and supervisor.
- C. All documents become a permanent part of the employee's Performance Plan and are maintained in the employee's unit file.
- D. The end-of-year overall assessment should be completed by the end of October for the preceding year. Signatures should be obtained. The employee and supervisor may make comments on the end-of-year assessment, and a copy provided for the employee, if desired. The original end-of-year assessment should be filed in the employee's unit file.
- E. Supervisors should recognize and reward exceptional or outstanding performance through supplemental award programs as outlined in General Orders 413.00 and 414.00.
- F. The end-of-year assessment may also include career counseling issues such as training, advancement opportunities, or other related items.
- G. A Divisional memo should be forwarded to the Personnel Services Unit in the Personnel and Development Division confirming that all ratings have been completed. Attach a copy of only those overall performance plans (signature/comments page included) of employees rated as "Does Not Meet Standard".

### **411.06 Civilian Performance Plans**

- A. Civilian performance plans and processes are established by the City of Dallas Human Resources Department annually.
- B. Performance categories are normally pre-defined but supervisors have the option of adding additional responsibilities and projects, if applicable.

### **411.07 Civilian Performance Sessions/Scheduling**

- A. The Personnel and Development Division, Personnel Services Unit, will communicate Civilian performance planning and processing requirements to the Dallas Police Department, as established by City of Dallas Human Resources. Generally, all performance evaluations for the prior fiscal year should be completed before the end of October, and new performance plans for the current year should be completed before the end of November.
- B. Supervisors must conduct a mid-year performance review before the end of April each year. Additional reviews (coaching sessions) may be conducted as needed throughout the performance year. The mid-year review should be signed by the employee and supervisor.
- C. All documents become part of the employee's Performance Plan and are maintained in the employee's unit file.
- D. The end-of-year overall performance assessment should be completed in accordance with established guidelines. These normally include an initial overall assessment of performance rating as determined by the immediate

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## **411.00 Performance Management System**

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- supervisor (appraiser) and concurrence by the next level of supervision (reviewer) prior to the actual review with the employee.
- E. The end-of-year assessment may also include career counseling issues such as training, advancement opportunities, or other related items.
  - F. The supervisor should then conduct the end-of-year final review with the employee and obtain the employee's signature. The employee and supervisor may make comments on the end-of-year assessment, and the employee should be provided a copy of the final assessment, if desired.
  - G. The original, signed overall performance page must be forwarded to the Personnel and Development Division, Personnel Services Unit.
  - H. Employees rated as "Unacceptable" or with two consecutive (including mid-year) ratings of "Needs Improvement" or below, are considered below the satisfactory performance standard.
  - I. Unsatisfactory performance may also be cause for referral to the Early Intervention Program in accordance with General Order 433.00.
  - J. Performance below satisfactory standards should first be addressed between the supervisor and the employee through a performance improvement plan (PIP) process. If standards are not met, the employee is subject to formal disciplinary action, up to and including discharge.

### **411.08 Executive Sworn**

- A. The Personnel and Development Division, Personnel Services Unit, will communicate Executive Sworn performance planning and processing requirements for Executive Sworn as established by City of Dallas Human Resources.
- B. Supervisors must conduct a mid-year performance review before the end of April each year. Additional reviews (coaching sessions) may be conducted as needed throughout the performance year. The mid-year review should be signed by the employee and the supervisor.
- C. All documents become part of the employee's Performance Plan and are maintained in the employee's unit file.
- D. Once the end-of-year assessment has been completed, the employee should be provided a copy of the final assessment, if desired.
- E. The original signed overall performance page must be forwarded to the Personnel and Development Division, Personnel Services Unit.
- F. Performance deemed to be below satisfactory standards should be addressed between the supervisor and the employee through a performance improvement plan (PIP) process. Unsatisfactory performance may also be cause for referral to the Early Intervention Program in accordance with General Order 433.00.
- G. If standards are not met, the employee is subject to formal disciplinary action, up to and including discharge.

### **411.09 Final Overall Appraisal and Merit or Step Increase**

- A. Patrol Response and all other Non-Patrol Sworn – in order to be eligible for a merit step, the employee must receive an overall final rating of "Meets Standard". Unless otherwise stipulated, merits become effective on the eligible employee's anniversary date.
- B. Civilian – merit amounts and effective dates are determined by City of Dallas Human Resources annually.
- C. Executive Sworn – qualifications for merit steps are determined by City of Dallas Human Resources annually. Unless otherwise stipulated, merit steps become effective on the eligible employee's anniversary date.
- D. Sworn personnel receiving formal discipline (one day suspension or greater) will not be eligible for their next step increase for a period of one year after the discipline is imposed.
  - 1. The date the discipline is imposed, rather than the date the rule violation occurred, will be used to determine which step increase will not be implemented.
  - 2. The next step increase an officer is scheduled to receive after discipline is issued will be withheld regardless of the officer's overall performance rating for the period in which the discipline is issued or for the period in which the incident occurred.
  - 3. Sworn personnel who receive a final overall rating of "Does Not Meet" standard solely as the result of formal discipline will not be made ineligible for more than one step increase. In this circumstance, the next step increase following either a final performance rating of "Does Not Meet" standard or the issuance of formal discipline (reprimand or above) will be denied.
  - 4. The fact that issued discipline is under appeal will not affect the denial of the step increase.
  - 5. If the discipline is later reduced to a level below a one day suspension, the officer will be entitled to back pay and the implementation of the previously denied step, retroactive to the date the step increase would have been implemented.
  - 6. Officers who have a step denied due to discipline and/or an overall performance rating of "Does Not Meet" standard, will not receive a double step increase during the next rating period to bring their pay to the level they would have been eligible for had they not received formal discipline.
- E. IAD and/or the Safety Unit (vehicle accidents) will notify the Personnel Services Unit in Personnel of any formal discipline of a one day suspension or greater within three days of issuance.
- F. IAD will notify Personnel and Development Division of disciplinary appeals that result in discipline being reduced to a level below that of a one day suspension.
- G. Personnel and Development Division will issue a memo to all officers who receive formal discipline of a one day suspension or greater notifying them they are not eligible to receive their next scheduled step increase.
- H. Personnel and Development Division will be responsible for notifying City of Dallas Human Resources of officers denied step increases and the date of the affected increase.

# Dallas Police Department General Order

## 411.00 Performance Management System

Revised 11/29/10

### 411.10 Rating/Appraising Supervisor

- A. The employee should be rated by the supervisor they are assigned to when reviews come due. The rating/appraising supervisor should seek feedback from an employee's prior supervisor(s) in order to arrive at a final overall assessment. If an employee changes performance plan format during the performance year, i.e., Patrol Response to a supervisory or non-Patrol Response assignment, the supervisor should use the format for the current assignment.
- B. Departures or Reassignments
  1. **Supervisor** – Prior to a supervisor's permanent reassignment, the supervisor will make a performance assessment on each assigned employee reflecting whether or not the employee currently M – Meets standard, or D – Does Not Meet standard (Patrol Response and all other Non-Patrol Sworn). For Civilian and Executive Sworn, a current assessment will be made in accordance with applicable requirements. The second level supervisor will make the assessments in the event of a demotion, termination, or death.
  2. **Employee** – prior to an employee's permanent reassignment, transfer, promotion, or demotion, the supervisor will assess an employee's overall performance reflecting whether or not the employee currently M – Meets standard, or D – Does Not Meet standard (for Patrol Response and all other Non-Patrol Sworn). For Civilian and Executive Sworn, a current assessment will be made in accordance with applicable requirements. The assessment, along with the employee's existing Performance Plan, will be forwarded to the gaining organization.
- C. Rating/Appraising Supervisors should send a memorandum to the Personnel and Development Division, Personnel Services Unit, listing only those employees who are "NOT" eligible for a merit anniversary step or a civilian merit due to:
  1. Final overall performance rating;
  2. Insufficient number of days worked to warrant a rating; or
  3. Any other qualifying circumstance, i.e., reinstatement, military, etc.

### 411.11 Performance Appraisal Appeals

A performance appeal allows an employee to appeal their "Final Overall Appraisal" rating only. Individual category ratings may not be appealed, and the appeal process is not a part of General Order 430.00 (Grievance Procedure). Performance plans, mid-year reviews, and final end-of-year performance assessments are not grievable.

1. **Patrol Response and all other Non-Patrol Sworn** – An employee who wants to appeal their final overall rating must make a written request for a hearing with their second level supervisor. If not resolved, the employee may make a written request for a final appeal with the Division Commander. If the Division Commander is the second level supervisor, the employee may make a final appeal to one level higher. Time requests for employee appeal requests and supervisory responses are all ten working days (Monday – Friday excluding observed Holidays).
2. **Civilian and Executive Sworn** – An employee who wants to appeal their final overall rating will follow applicable appeal guidelines as established by City of Dallas Human Resources annually.

### 411.12 Required Probationary Reports and New Patrol Response Performance Plans

- A. Monthly Performance Evaluation Following Promotion to Senior Corporal, Sergeant, or Lieutenant.
  1. Immediate supervisors will submit monthly evaluations on all probationary Senior Corporals, Sergeants, and Lieutenants under their command.
    - a. The Police Department *Monthly Probationary Performance Report* form will be used for these evaluations.
    - b. All monthly evaluations will be routed through the Bureau Commander to the Personnel and Development Division.
  2. If the overall performance for the six-month probationary period is below standard, a decision should be made on the retention status of the employee, and a memorandum prepared documenting the unsatisfactory performance and forwarded to the Personnel and Development Division through the Chief of Police.
- B. Patrol officers who complete the Field Training segment of their overall training will have their performance measured by activity averages in the sector each officer works, and Compliance Issues, until the beginning of the next fiscal year cycle. The Personnel Services Unit of the Personnel and Development Division will contact supervisors as needed on anniversary year assessments.
- C. Non-Sworn Employee Initial or Promotional Probation Reviews
  1. Non-Sworn employees should have their performance reviewed on a quarterly basis during the six month probationary period (no less than a minimum of two times) during an initial or promotional probationary period. Supervisors may review performance at more frequent intervals during the probationary period, as necessary. Probationary reviews should be documented on the performance plan itself or on a separate memorandum maintained in the employee's performance file.
  2. If it is determined that an employee fails to successfully complete probation, the employee should be immediately notified of the failure and
    - a. terminated, if serving an initial probation;
    - b. given an opportunity to retreat, if serving a promotional probation and a right to retreat exists; or
    - c. terminated, if serving a promotional probation and no right to retreat exists.
  3. Non-Sworn employees who reach the end of their initial or probationary period, including any applicable extensions, are deemed to have successfully completed probation. Supervisors should document the completion as part of the employee's performance file, but there is no need to forward any documentation to the Personnel and Development Division.

**Dallas Police Department General Order  
411.00 Performance Management System**

Revised 11/29/10

**411.13 Non-Performance Related End-of-Year Documentation**

All employees will utilize the annual performance review process to update important file documents. These documents will be updated in November of each year during the open enrollment process. These include, but are not limited to:

1. *Beneficiary Designation Form* (under "Forms" on the DPD Intranet). Ensures your designated beneficiaries receive benefits in accordance with your wishes. Original kept in personnel file in Personnel and Development Division.
2. *Beneficiary Form Group Life Insurance Form* (under "Forms" on the DPD Intranet). Ensures your designated beneficiaries receive life insurance benefits in accordance with your wishes. Original sent to insurance company, and a copy maintained in personnel file in Personnel and Development Division.
3. *Emergency Contact Information Form*. Ensures the Department is able to contact those you have designated in the event of an emergency (See General Order 428.14). This form should be maintained in the employee's unit file with a copy sent to the Special Records Team in Personnel and Development Division.



## Dallas Police Department General Order

### 412.00 Written Commendations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 412.00 WRITTEN COMMENDATIONS

##### 412.01 Personal Commendation Forms (External Commendations)

- A. All supervisory officers and officers assigned to desk duty will be familiar with the blue *Personal Commendation* form 69-57. This form will be used to document commendations made in person or by telephone.
- B. Supervisory officers and desk officers are responsible for completing one copy of the *Personal Commendation* when they receive a commendation by telephone or in person. Multiple employees may be submitted on a single form.
- C. The supervisory officer or desk officer accepting the commendation information will verify the employee's identity, complete the *Personal Commendation* form, and forward the form and all pertinent information to the Division Commander's office for signature.
- D. Other officers (who are not supervisors or desk officers), when informed of a commendable act of another departmental employee, will report the information to their immediate supervisor. The supervisor will complete a *Personal Commendation* form and forward it to the Division Commander.
- E. The *Personal Commendation* form will be returned to the employee's Unit Commander. Two copies will be made. The Unit Commander will give the original form to the commended employee, place a copy in the employee's unit personnel file, and forward a copy to the Internal Affairs Division.
- F. Upon receipt of a completed *Personal Commendation* form, the Unit Commander will ensure a standard *Thank You* note card (DPD-03914) is prepared and mailed to the citizen making the commendation. A copy of the note will be placed in the employee's unit personnel file.

##### 412.02 Supervisor's Report (Commendation & Correction)

- A. This report serves a dual purpose in recording acts and performances of employees and is used as an aid to supervisors in training, efficiency grading, etc. The reports are of special significance when an employee is being transferred from one supervisor to another.
  1. The report may be used by all supervisors to record any excellent performance or act of an employee.
  2. It may also be used to record any poor performance of work or an act that is a violation of the rules, regulations, or policy of the Department, which a supervisor either observes or has personal knowledge about.
- B. The supervisor noting the incident, act, or condition will complete the *Supervisor's Report* form (S/N 753-027-130), endorse it in the space provided, and forward it to the unit to which the employee is assigned.
- C. The employee's immediate supervisor will take the following action:
  1. If the *Supervisor's Report* is a commendation, it will be forwarded through the chain-of-command to the Internal Affairs Division to be logged and then back to the employee's unit. The original will be placed in the employee's unit file and a copy given to the employee. It is not necessary for the employee to sign the report when it is a commendation.
  2. If the *Supervisor's Report* is a correction, the employee will be given the opportunity to make written comments on the *Employee Comment (Optional/Correction)* section of the form, prior to the form being forwarded through the chain-of-command. The employee will sign the *Employee Acknowledgment* and *Date* section.
- D. The unit commanding officer will endorse the *Supervisor's Report* if in concurrence with the action and forward it to the next level of supervision. Non-concurrence requires a memorandum outlining reasons for non-concurrence. Each level of supervision will follow these guidelines up to the Division Commander.
- E. Division Commander Action
  1. If the Division Commander concurs with the action, he or she will endorse the form and forward it to the Internal Affairs Division to be logged. The original form will be retained by the Internal Affairs Division. Two copies will be returned to the Organizational Commander who will ensure that one is placed in the employee's unit file and the other is given to the employee.
  2. If the Division Commander does not concur with the action taken, he or she will mark the *Supervisor's Report* "Void" in his or her *Comment* section, sign in the appropriate block, and forward the document to IAD. It will not be logged on the employee's resume.
- F. During periodic performance ratings, the first supervisor rating the employee's efficiency will comment on the number and nature of *Supervisor's Reports* received by the employee during the rating period.

##### 412.03 Personal Commendation Letters

- A. Employees receiving personal commendation letters will forward a copy through their immediate supervisor to the Unit Commander. The Unit Commander will forward a copy to the Internal Affairs Division and place a copy in the employee's personnel file.
- B. Upon receipt of a personal commendation letter, the Unit Commander will ensure a standard *Thank You* note card (DPD-03914) is prepared and mailed to the citizen making the commendation. A copy of the note will be placed in the employee's unit personnel file.



# Dallas Police Department General Order

## 413.00 Awards and Recognition Programs

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/28/11

### **413.00 AWARDS AND RECOGNITION PROGRAMS**

#### **413.01 The Meritorious Conduct Board**

- A. The purpose of the Meritorious Conduct Board is to review cases involving particularly meritorious service and to make recommendations to the Chief of Police for proper recognition of outstanding acts performed by employees of the Department.
- B. It receives recommendations made by supervisory officers of the Department for the presentation of awards.
- C. It approves or disapproves the recommendations and, if merited, decides what type of award is to be given.
- D. Any supervisor who observes or receives information regarding the action of any officer, which in the opinion of the supervisor would qualify the officer for an award, will submit a report to the Meritorious Conduct Board, Personnel and Development Division, or the first Chief level officer in their chain of command if the award nomination is for a Certificate of Merit or Certificate of Civic Achievement.
  - 1. Any Chief-level officer, by virtue of rank and duty position held, will have authority to approve Certificate of Merit and Certificate of Civic Achievement awards based upon a valid recommendation from the employee's chain of command and/or personal observation. Once approved/denied by the Chief-level officer, the report will be forwarded to the Personnel and Development Division for the issuance of a certificate and/or statistical tracking.
  - 2. The supervisor's report will include a complete account of the incident, the names of all officers involved in the incident, and all actions taken by each officer involved.
  - 3. The recommendation will be submitted within 90 days of the date of the incident, except where there are internal investigations in progress, in which case the 90 day limitation applies to the close of the investigation.
- E. It is also the function of the board to approve recommendations and, in some cases, make the choice of officers to receive awards from outside organizations or individuals.
- F. The board will notify the Media Relations Unit, when appropriate, so that news releases may be made.
- G. Composition of the Meritorious Conduct Board:
  - 1. The board will consist of a chairperson, six Lieutenants, and four non-sworn exempt employees, with Supervisory Pay Grade H or higher. Each of the six Lieutenants will have an alternate at the rank of Lieutenant. Each of the non-sworn exempt employees will have an alternate with the Supervisory Pay Grade H or higher. All members and their alternates will be appointed by the chairperson of the Meritorious Conduct Board with the concurrence of the respective Bureau Commanders.
    - a. The Lieutenant or equivalent Manager, Personnel & Development Division, will serve as permanent chairperson.
    - b. One Lieutenant and one alternate will be appointed from the Office of the Chief of Police.
    - c. One Lieutenant and one alternate will be appointed from the Investigations Bureau.
    - d. One Lieutenant and one alternate will be appointed from the Strategic Deployment Bureau.
    - e. One Lieutenant and one alternate will be appointed from the Patrol Bureau.
    - f. One Lieutenant and one alternate will be appointed from the Support Bureau.
    - g. One Lieutenant and one alternate will be appointed from the Administrative Bureau.
    - h. The non-sworn exempt employees will be appointed to represent all non-sworn personnel.
  - 2. Each member and each alternate will be appointed to a one-year term commencing January 15 each year.
  - 3. Upon completion of one year's service on the board, the alternate will become a regular representative. The new alternate will be appointed to a one-year term commencing January 15 each year.
  - 4. The chairperson of the Meritorious Conduct Board will make new appointments as needed to fill vacancies of sworn members created by promotions or transfers in order to ensure proper representation for the Offices.
  - 5. The chairperson of the Meritorious Conduct Board will make new appointments as needed to fill vacancies of non-sworn members created by promotions or transfers.
- H. The chairperson and six representatives or alternate representatives will constitute a quorum.
- I. The chairperson of the board will serve as the presiding officer and will not have voting power except in the case of a tie vote.
- J. It will be the responsibility of the chairperson to call meetings of the board at least once each month. He or she may call special meetings when deemed necessary.
- K. The Senior Corporal assigned as the Employee Recognition Programs/Benefit Coordinator will serve as secretary to the board and will be a non-voting member.

#### **413.02 Officer of the Year Award (*presented by the Friends of the Dallas Police*)**

- A. Supervisors may submit the nomination of an officer from their individual commands to be considered for the John T. McCarthy Officer of the Year Award. Nominations should be submitted to the Bureau Commander by a date designated by the chairperson of the Meritorious Conduct Board.
- B. The Bureau Commander will review the nominations and select the Bureau Officer of the Year. Each Bureau Officer of the Year will be forwarded to the Chief of Police for final review and selection of the Departmental Officer of the Year.
- C. Letters of nomination should include:
  - 1. Overall performance for the year
  - 2. Commendations and Departmental awards
  - 3. Specific incidents of exemplary performance
  - 4. Work on special projects
  - 5. Attendance record
  - 6. Firearms proficiency score

# **Dallas Police Department General Order**

## **413.00 Awards and Recognition Programs**

Revised 11/28/11

- 7. Civic activities (community involvement)
- D. The officer must have completed two years of service prior to September of the year for which the award is being given.
- E. The Officer of the Year will be awarded the Police Commendation. The remaining Bureau Awardees will receive a Certificate of Merit.
- F. The awards will be presented at the annual Police Awards Banquet held in November.

### **413.03 Supervisor of the Year Award (*presented by the Friends of the Dallas Police*)**

- A. Organizational Commanders may submit the nomination of a supervisor from their command to be considered for the Marvin R. Bullard Supervisor of the Year Award. Nominations should be submitted to the Meritorious Conduct Board.
- B. The board will review nominations and will select three finalists whose names will be forwarded with nominating letters to the Chief of Police for the final selection.
- C. Letters of nomination should include:
  1. Overall performance for the year
  2. Commendations and Departmental awards
  3. Specific incidents of exemplary performance
  4. Work on special projects
  5. Attendance record
  6. Firearms proficiency score
  7. Civic activities (community involvement)
- D. The supervisor must have completed two years of service prior to September of the year for which the award is being given.
- E. The Supervisor of the Year will be awarded the Police Commendation. The runner-ups will receive a Certificate of Merit.
- F. The awards will be presented at the annual Friends of the Dallas Police Awards Banquet.

### **413.04 Field Training Officer of the Year (*presented by the Friends of the Dallas Police*)**

- A. Patrol supervisors may submit nominations for Field Training Officers from their division to be considered for the Field Training Officer of the Year. Nominations should be submitted through the chain of command to the Meritorious Conduct Board.
- B. The board will review all nominations and will select three finalists whose names will be forwarded with nominating letters to the Chief of Police for the final selection.
- C. Letters of nomination should include:
  1. Overall performance for the year
  2. Commendations and Departmental awards
  3. Specific incidents of exemplary performance
  4. Work on special projects
  5. Attendance record
  6. Firearms proficiency score
  7. Civic activities (community involvement)
- D. The Field Training Officer of the Year must have held the title of Primary Field Training Officer for a minimum of two years prior to September of the year for which the award is being given. Nominees should have trained a minimum of four full rotations of basic training classes with three recruit officers in each rotation.
- E. The Field Training Officer of the Year will be awarded the Police Commendation. The runners-up will receive a Certificate of Merit.
- F. The awards will be presented at the annual Friends of the Dallas Police Awards Banquet.

### **413.05 The Non-Sworn Employee of the Year Award (*presented by the Friends of the Dallas Police*)**

- A. Supervisors may submit a non-sworn employee from their individual command to be considered for the James C. Taylor Non-Sworn Employee of the Year Award. Nominations should be submitted to the Bureau Commander by a date designated by the chairperson of the Meritorious Conduct Board. Public Service Officers will be included in this category.
- B. The Bureau Commander will review the nominations and select the Bureau Non-Sworn Employee of the Year. Each Bureau Non-Sworn Employee of the Year will be forwarded to the Chief of Police for final review and selection of the Departmental Non-Sworn Employee of the Year.
- C. Criteria for this award will include:
  1. Overall performance for the year
  2. Commendations
  3. Specific incidents of exemplary performance
  4. Work on special projects
  5. Attendance Records
  6. Civic activities (community involvement)
- D. The employee must have completed one year of service prior to September of the year for which the award is being given.
- E. The Non-Sworn Employee of the Year and the remaining Bureau Awardees will receive a Certificate of Merit.
- F. The awards will be presented at the annual Friends of the Dallas Police Awards Banquet.

# **Dallas Police Department General Order**

## **413.00 Awards and Recognition Programs**

Revised 11/28/11

### **413.06 Reserve Officer of the Year**

Nominations for the Joe C. Jones Reserve Officer of the Year Award are made by supervisors and submitted through the Reserve Coordinator to the Meritorious Conduct Board. The Board will select one Reserve Officer from nominations received to be honored as Reserve Officer of the Year at the annual Friends of the Dallas Police Awards Banquet. The Reserve Officer of the Year will be awarded the Certificate of Merit.

### **413.07 Rookie of the Year Award (*presented by the Dallas Junior Chamber of Commerce*)**

- A. Nominations for the Johnny Sides Rookie of the Year Award are made by supervisors. The nominations must be submitted through the chain-of-command to the Meritorious Conduct Board by a date designated by the chairperson of the Meritorious Conduct Board.
- B. The Board will review all nominations and will select three finalists whose names will be forwarded with the nominating letters to the Dallas Jaycees.
- C. The Johnny Sides Rookie of the Year will be selected from the three finalists by the Dallas Jaycees. The Rookie of the Year and two runners-up will be recognized at the annual Johnny Sides Rookie of the Year Banquet.
- D. The Rookie of the Year and the two runners-up will be awarded the Certificate of Merit by the Meritorious Conduct Board.

### **413.08 Citizen's Certificate of Merit**

- A. All persons whose actions exemplify excellence in performance of civic responsibilities, show unselfish devotion to their fellow men and the community where they live, and/or bring honor to themselves and recognition to the City through their actions are eligible for this award.
- B. Any officer who has knowledge of an incident involving a meritorious act by a citizen will submit, through channels to the Division Commander, a recommendation that the Citizen's Certificate of Merit be awarded. The recommendation should include the home or business mailing address of the prospective recipient. The Division Commander will then forward the report to his/her Assistant Chief/Executive Assistant Director who will determine who will determine, through consultation with the Chief of Police, if such award is to be made.
- C. The Employee Relations Team will coordinate with the nominating Division, to determine whether the citizen is willing to accept the award and will arrange with the administrative aide of the Chief of Police a suitable time for the presentation ceremony.

### **413.09 Officer of the Month Award (Dallas Police Awards Committee)**

- A. The Officer of the Month Award is intended to recognize sworn employees whose duty performance over a period of time has been exemplary and outstanding. Letters of nomination may cite overall duty performance, specific projects and assignments, attendance, commendations, driving record, firearms proficiency scores, and civic activities/community involvement.
- B. Supervisors may submit nominations through their Organizational Commanders to the Meritorious Conduct Board. Nomination memos must reach the Meritorious Conduct Board fourteen calendar days prior to the first Thursday of the month for which the officer is being considered.
- C. The Dallas Police Awards Committee is comprised of twelve citizens from the civilian community who meet monthly and make the selection of the Officer of the Month. The nominations are presented to the committee by the Personnel and Development Division who will be available to answer questions.
- D. Once the committee makes the selection, the Meritorious Conduct Board will notify the Chief of Police and the officer's Organizational Commander.
- E. The officer will be honored at a ceremony where a plaque, an Officer of the Month Bar, and any other awards approved by the Chief of Police will be presented. The officer will have his/her photograph on display in the Office of the Chief of Police for the month chosen.
- F. Any officer not selected by the committee for the first month submitted will be eligible for consideration of the award during each of the following five months.
- G. At the beginning of each year, the twelve officers selected the previous year are voted on by the Dallas Police Awards Committee, to determine which officer will be recognized as the committee's Officer of the Year. The officer will be honored at the Dallas Crime Commission's annual meeting where a plaque and any other awards approved by the Chief of Police will be presented.

### **413.10 Non-Sworn Employee of the Month Award**

- A. The Non-Sworn Employee of the Month Award is intended to recognize non-sworn employees whose duty performance over a period of time has been exemplary and outstanding. Letters of nomination may cite overall duty performance, specific projects and assignments, attendance, commendations, driving record, and civic activities/community involvement.
- B. The employee must have completed one year of service in the Department.
- C. Supervisors may submit nominations through their Organizational Commanders to the Meritorious Conduct Board. Nomination memos must reach the Meritorious Conduct Board by the last day of the month preceding the month for which the employee has been nominated.
- D. The Meritorious Conduct Board will make the selection of the Non-Sworn Employee of the Month.

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- E. Once the board makes the selection, the board secretary will notify the Chief of Police and the employee's Organizational Commander.
- F. The employee selected will be honored by presentation of a plaque.
- G. An employee not selected by the board for the first month submitted will be eligible for consideration of the award during each of the following five months.



# Dallas Police Department General Order

## 414.00 Departmental Decorations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 1/30/2013

### 414.00 DEPARTMENTAL DECORATIONS

#### 414.01 Presentation and Issuance of Awards

The first 10 of the Department's overall 27 decorations (from The Police Medal of Honor to The Theodore Roosevelt Award) are listed in the order of precedence that follows, and will be presented by the level of command as indicated below:

- A. The Chief of Police may personally direct the issuance of awards as warranted.
- B. The Police Medal of Honor, The Police Cross, and The Police Medal of Valor will be presented by the Chief of Police.
- C. The Meritorious Conduct Bar and the Police Commendation Bar can be immediately approved by any Assistant Chief for circumstances that meet the criteria of such award. These awards will be presented by any Assistant Chief or during an awards ceremony by the Chief of Police.
- D. The Lifesaving Bar, The Police Shield, The Certificate of Merit, and The Certificate of Achievement can be immediately approved by any Chief-level officer. These awards will be presented by any Chief-level officer or during an awards ceremony by the Chief of Police.
- E. All remaining Departmental Decorations will not be listed in order of precedence, but are specific to the proficiency, category, or achievement as described in the applicable criteria. These awards may be presented by the recipient's Division or Section Commander or during an awards ceremony by the Chief of Police.
- F. For an award that is being considered for approval by a Chief-level officer, the Meritorious Conduct Board will be available to answer any questions and provide recommendations to ensure that approval of the nominated award is consistent with similar awards given in the past.
- G. Any award that is immediately issued outside the normal guidelines of the Meritorious Conduct Board will be reported to the Personnel and Development Division for issuance of a certificate and statistical tracking.

#### 414.02 Wearing of Awards

The wearing of awards by uniformed personnel is depicted in Section 802.29.

#### 414.03 Eligibility of Reserve Officers

Each member of the Dallas Police Reserve is eligible for all awards, while on assigned duty under supervision of the Dallas Police Department.

#### 414.04 The Police Medal of Honor

- A. The highest award in the Department.
- B. To be awarded to an officer who voluntarily distinguishes himself/herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his or her personal safety, and acted above and beyond the call of duty at the risk of his or her life.
- C. The term *above and beyond the call of duty* in the qualifications for the Police Medal of Honor disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

#### 414.05 The Police Cross

- A. Ranked next in prominence to the Police Medal of Honor.
- B. To be awarded where an officer loses his/her life in performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to in making the supreme sacrifice.

#### 414.06 The Police Medal for Valor

- A. Ranked next in prominence to the Police Cross.
- B. To be awarded for exceptional bravery at imminent risk of serious bodily injury, with the recipient having demonstrated exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
- C. The term *voluntary course of action* in the qualification for the Police Medal for Valor disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

#### 414.07 The Meritorious Conduct Bar

- A. Ranked next in prominence to the Police Medal for Valor.
- B. To be awarded for a heroic deed and exceptional meritorious conduct involving exemplary courage, risk and danger to an officer's personal safety.
- C. May be awarded to an officer for meritorious service in a duty of great responsibility, the duty reflecting excellence in such performance, and whereby the officer distinguishes himself or herself and the Department in carrying out such performance.

**Dallas Police Department General Order**  
**414.00 Departmental Decorations**

Revised 1/30/2013

**414.08 The Police Commendation Bar**

- A. Ranked next in prominence to the Meritorious Conduct Bar.
- B. To be awarded to an officer for outstanding performance involving great risk to his or her personal safety while performing his duties.
- C. May be awarded to any officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions being made in a highly professional degree of accomplishment.
- D. The Police Commendation Bar may be awarded to any officer, upon recommendation of his or her supervisor, who has received three or more Certificates of Merit or three or more Certificates of Civic Achievement. One year must have elapsed after the awarding of the third such award before an officer is eligible, and recommendations must justify such continuous performance before the award will be made.

**414.09 The Life Saving Bar**

- A. Ranked next in prominence to the Police Commendation Bar.
- B. To be awarded to any officer directly responsible for the saving of a human life.
- C. This award may also be made where evidence indicates an officer's actions prolonged a human life at least six hours following the release of the victim into the care of medical authorities, even though the victim expires at a later time.
- D. The saving or prolonging of a human life must occur under one of the following circumstances in which:
  1. The victim has sustained a life-threatening injury or is experiencing life-threatening medical distress.
  2. The individual is in a life-threatening situation and is rescued by an officer who has placed him or herself in imminent physical danger.
- E. Nomination letters must include documentation and supporting evidence to substantiate the award, such as statements from witnesses, physicians, paramedics, or supervisors.
- F. The award may be approved in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.
- G. Meritorious actions not meeting the criteria outlined above may be considered for the award of a Certificate of Merit.

**414.10 The Police Shield**

- A. Ranked next in prominence to the Life Saving Bar.
- B. To be awarded to any Police Officer or other uniformed employee of this Department who is seriously injured in the line-of-duty due to an assault.
- C. May be awarded to any Police Officer or other uniformed employee of this Department who is seriously injured in the line of duty as a result of fires, explosions, etc.
- D. May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
- E. The injury must not be the result of or concurrent with any conduct of the recipient that is less than acceptable by all standards.
- F. The board may not consider injuries sustained from falls on ice, motor vehicle accidents and the like, unless the evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

**414.11 The Certificate of Merit**

- A. Ranked next in prominence to the Police Shield.
- B. For excellence in police work. Also a bar for police personnel who receive such award.
- C. To be awarded to Police Officers of any rank for outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time.
- D. To be awarded to non-sworn police personnel, as well as officers, for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above other officers or civilians of equal rank or grade.
- E. May be awarded to field officers assigned to patrol or traffic duties who permit Law Enforcement Explorers to participate in ride-along activities as outlined in Section 426.02, and the field officer accumulates 200 hours of participation time.
  1. The hours of ride-along time will be tracked for each occasion on a form submitted by the participating officer to the Explorer Advisor on the watch or at the Division where the officer works.
  2. The form will be filed and maintained by the Advisor who will log the hours earned onto a summary sheet.
  3. When an officer has accumulated 200 hours, the Advisor will prepare a memo for the signature of the officer's immediate supervisor for submission to the Division Commander. The summary sheet for the officer being nominated will be attached as the supporting document.
  4. Only one Certificate of Merit may be earned per officer through participation in the Explorer Ride-Along program.
- F. May be awarded (without bar) to any Police Officer from another law enforcement agency qualifying under the above mentioned conditions if earned while aiding, assisting, or working with any officer of the Dallas Police Department.
- G. Under no circumstances will the Certificate of Merit be awarded in conjunction with another award for the same service or deed.
- H. May be awarded to any distinct work group of employees when the actions of the group as a whole meet the qualifications. One certificate will be awarded and it will remain with the unit. Individual employees will not receive a certificate or bar. However, an employee may be recommended for a separate Certificate of Merit based on his or her individual merit.

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**414.12 The Certificate of Civic Achievement**

- A. Ranked next in prominence to the Certificate of Merit.
- B. To be presented to sworn and non-sworn employees of the Department who bring favorable recognition to the Department through their involvement in civic affairs while acting in the capacity of an employee and representative of the Dallas Police Department.
- C. May be awarded as a one-time presentation to sworn and non-sworn employees who were employed by the Department:
  - 1. Prior to September 11, 1991, and who served in a Regular or Reserve component of the Armed Forces during any period designated by the Department of Defense as one for which the National Defense Service Medal or Armed Forces Expeditionary Medal is authorized.
  - 2. On or after September 11, 1991, and who, while employed by the Department, were activated in a Regular or Reserve component of the Armed Forces during any period designated by the Department of Defense as one for which the National Defense Service Medal or Armed Forces Expeditionary Medal is authorized.
- D. To be eligible for the one-time presentation of the Certificate of Civic Achievement under Subsection C, the employee must provide documentation verifying award of one of these medals.

**414.13 The Theodore Roosevelt Award**

- A. Ranked next in prominence to the Certificate of Civic Achievement.
- B. Awarded by the Theodore Roosevelt Association to the Police Officer of any rank who has overcome an adversity whether injury, illness or other disability, and who have rendered, and continue to render, outstanding and praiseworthy service to the Dallas Police Department.

**414.14 The FBI National Academy Bar**

- A. To be awarded to sworn supervisors (Lieutenants and above) who have successfully graduated from the FBI National Academy.
- B. The sworn officer will notify the Personnel and Development Division that they have graduated, and present the graduation certificate.

**414.15 The Caruth Police Institute Bar**

- A. To be awarded to supervisors who have successfully completed a Caruth Police Institute (CPI) supervisory series. This bar will not be awarded to supervisors who have completed various CPI sponsored seminars only.
- B. CPI will notify the Personnel and Development Division by memo of which DPD supervisors have successfully completed the series and have been presented the bar by CPI.

**414.16 The Institute for Law Enforcement Administration (ILEA) Bar**

- A. To be awarded to sworn personnel who have successfully completed the Management College series. This bar will not be awarded to sworn officers who have only attended the course and not received a passing grade under TCOLE regulations.
- B. The sworn officer will notify the Personnel and Development Division that they have completed the courses and produce the certificate awarded at graduation. The bar will be provided by ILEA.

**414.17 The Leadership Command College Bar**

- A. To be awarded to sworn supervisors who have successfully graduated from the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT).
- B. The sworn supervisor will notify the Personnel and Development Division that they have completed three separate training modules and produce a certificate of graduation. The bar will be provided by LEMIT.

**414.18 The Field Training Officer Bar**

- A. All officers of the Department who are designated Field Training Officers will be required to wear this bar. The bar will have a green and gold background with *F.T.O.* in the center.
- B. The bar will be worn as long as the officer is designated as an FTO by the Division Commander. The FTO Bar will become a permanent award for any officer who trains for any consecutive five-year period. Division Commanders will be responsible for certification of an officer's FTO status over the required time period for purposes of making the FTO Bar a permanent award. This award procedure will be retroactive to May 1, 1982.
- C. Permanent award of the Field Training Bar will be accomplished via a memorandum sent by the Division Commander to the Commander of the Personnel and Development Division. The memo will document the five consecutive years of service as an FTO. A copy will be placed in the officer's personnel file.
- D. It is the responsibility of the FTO's Division Commander to ensure that officers holding FTO status are issued a bar; and that the bar is returned to the Division Commander should the officer be removed from FTO status either voluntarily or by the Division Commander.

**414.19 The Officer of the Month Bar**

- A. To be awarded to a Police Officer of any rank who is selected by the Dallas Community Police Awards Committee as its Officer of the Month.
- B. Criteria for nomination and selection as the Officer of the Month are contained in Section 413.08.
- C. Award of this bar is retroactive to February 1972 for active members of the Department.

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- D. The officer selected as the Officer of the Year is authorized to wear a gold-colored, five-point star centered on the original bar awarded.

**414.20 The Safe Driver Award**

- A. All members of the Department, who are currently or have been assigned to a position which requires driving City vehicles or vehicles on City business as part of the daily function of the position, are eligible for this award. An employee may be assigned to a position wherein he or she does not actually drive a City vehicle each day, yet the responsibilities will require frequent use of a City vehicle during the period of assignment as directed by the supervisor or commanding officer. In such instances, the assignment will not render the employee ineligible to accumulate time toward this award.
- B. The method for calculation of an award will be based upon the following guidelines:
  1. The date of appointment is the initial starting date for all employees.
  2. This award is based upon five-year increments. The years are to be consecutive, that is, to receive a five-year award, a person must have five consecutive years without a preventable accident. To receive a ten-year award, a person must have ten consecutive years without a preventable accident. To receive a fifteen-year award, a person must have fifteen consecutive years without a preventable accident, etc. No previously issued award will be canceled. When an employee has been charged with an accident, the day following the accident a new increment is begun.
  3. The following times will be deducted from the timeframe used to calculate eligibility dates:
    - a. Time spent on non-driving status
    - b. Suspensions
    - c. Leave without pay
    - d. Time that the employee was not in compliance with Administrative Directive 3-3.
- C. Records of each employee's driving record will be maintained by the Safety Team. When an employee becomes eligible for a Safe Driving Award, the award will be processed and the recipient's Division will be notified when it is ready for pick-up. All awards recognizing 20 or more years of safe driving will be presented at a Departmental Award Ceremony unless the recipient requests other arrangements. All awards must be picked up and signed for in the Safety Team office unless presented at an awards ceremony, where the recipient would sign for the Award after the presentation.
- D. To be eligible for the Safe Driver Award, an employee must be currently in compliance with Administrative Directive 3-3, which requires Primary Drivers to have a physical once every two years. All drivers must complete a Defensive Driving Class once every three years.

**414.21 The Marksmanship Award**

- A. The Marksmanship Award will be awarded automatically to officers who distinguish themselves as outstanding marksmen by obtaining a firearm proficiency score of 90 or better for three consecutive times during their scheduled firearms training and proficiency qualification.
- B. An officer who qualifies for the Marksmanship Award more than once will be issued a suitable gold numeral to denote the number of times the award has been earned. The numeral will be affixed in the center of the bar.
- C. The Training Section is responsible for maintaining a firearms proficiency record system and forwarding the Marksmanship Award to the recipient's commanding officer for presentation.

**414.22 The Patrol Rifle Bar**

- A. The Patrol Rifle Bar will be awarded automatically to officers who distinguish themselves by passing the Dallas Police Department's Patrol Rifle School and are active patrol rifle officers.
- B. The Firearms Training Center is responsible for maintaining the list of active patrol rifle officers and will issue the bar at the conclusion of each patrol rifle school.
- C. Once an officer becomes inactive, the Patrol Rifle bar will be returned to the Firearms Training Center.

**414.23 The Public Safety Diver Bar**

- A. The Public Safety Diver Bar will be awarded to members of the Dallas Underwater Recovery Team (DURT) who have attained the ranking of Public Safety Diver through the International Association of Nitrox and Technical Divers (IANTD) or equivalent certification.
- B. If this bar is being worn on an officer's uniform, then the Dallas Underwater Recovery Unit Member Bar will not be worn.

**414.24 The Dallas Underwater Recovery Team Member Bar**

- A. The Dallas Underwater Recovery Unit Member Bar will be awarded to any certified member of the Dallas Underwater Recovery Team (DURT).
- B. If this bar is being worn on an officer's uniform, then the Public Safety Diver Bar will not be worn.

**414.25 The Fitness Bar**

- A. The Dallas Police Department has voluntary fitness programs for all personnel, which include, Commitment to Fitness, CrossFit Training and CrossFit workouts. These programs are coordinated by trained professionals and address fitness education, goal setting, support, and evaluation. Personnel are encouraged to obtain medical advice from their physician prior to participating in any fitness program.
- B. The Fitness Bar will be awarded to any officer who has completed the Commitment to Fitness program and has passed the Fit Force test by the third attempt.

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**414.26 The Drug Recognition Expert Bar**

- A. All officers of the Department who are designated Drug Recognition Experts will be required to wear this bar. The bar will have a blue and gold background with *D.R.E.* in the center.
- B. The DRE Bar will be worn as long as the officer is designated as a DRE officer by the Division Commander. The DRE Bar will become a permanent award for any officer who remains certified for any consecutive five-year period. The Department DRE Coordinator will be responsible for certification of an officer's DRE status over the required time period for purposes of making the DRE Bar a permanent award. This award procedure will be retroactive to November 1, 1990.
- C. Permanent award of the Drug Recognition Expert Bar will be accomplished via a memorandum sent by the DRE Coordinator through the individual's Division Commander to the Commander of the Personnel and Development Division. The memo will document the five consecutive years of service as a DRE officer. A copy will be placed in the officer's personnel file.
- D. It is the responsibility of the Department DRE Coordinator to ensure that officers holding DRE status are issued a bar; and that the bar is returned to the DRE Coordinator should the officer be removed from DRE status either voluntarily or by the DRE Coordinator or the individual's Division Commander.

**414.27 The Perfect Attendance Award**

- A. The Perfect Attendance Award will be awarded to all sworn and non-sworn employees of the Police Department who distinguish themselves by perfect attendance. A bar will be awarded to sworn personnel and uniformed non-sworn personnel.
- B. This award is based upon five-year increments. The years are to be consecutive; that is, to receive a five-year award, an employee must have five consecutive years without taking any sick leave. To receive a ten-year award, an employee must have ten consecutive years without taking any sick leave, etc. No previously issued award will be canceled. When an employee has taken sick leave, the day following the sick leave begins a new increment.
- C. Any break in service or leave without pay will require the employee to begin a new increment.
- D. Annually in February, the Personnel and Development Division will conduct a review of sworn and non-sworn time cards. Organizational Commanders will be notified of those employees who will become eligible for the Perfect Attendance Award in the coming year. Upon the date of the employee's eligibility for the award, the immediate supervisor will forward a copy of the employee's time card to the Personnel and Development Division with a memo indicating the dates and number of years of perfect attendance the employee has completed. The Personnel and Development Division will then forward the award to the Division or Section Commander for presentation.
- E. To be eligible for the Perfect Attendance Award (with bar), Reserve Officers are required to work at least 300 hours each year for five consecutive years. Additional awards for 10, 15, 20 years, etc. are earned by working the 300-hour minimum each year.
  1. The Reserve Coordinator will review the activity hours of those Reserve Officers eligible for the Perfect Attendance Bar and submit the information to the Personnel and Development Division upon the date of the officer's eligibility for the award.
  2. Reserve Officers and Supervisors may not count more than 100 hours of administrative or other non-field work toward each year's minimum activity requirement for this award.

**414.28 The Explorer Advisor Bar**

- A. All officers of the Department who are designated Explorer Advisors or Associate Advisors will be authorized to wear this bar. The bar will have a blue field with one gold vertical stripe near each end and the Explorer emblem in the center.
- B. The bar will be worn as long as the officer is designated as an Advisor by the Division Commander. Appointment and termination of Advisor status will be by the Division Commander in a memo to the officer. The Explorer Advisor Bar will become a permanent award for any officer who trains for any consecutive five-year period. Division Commanders will be responsible for certification of an officer's Advisor status over the required time period for purposes of making the Advisor Bar a permanent award. This award procedure was retroactive to January 1, 1990.
- C. Permanent award of the Explorer Advisor Bar will be accomplished via a memorandum sent by the Division Commander to the Commander of the Personnel and Development Division. The memo will document the five consecutive years of service as an Advisor. A copy will be placed in the officer's personnel file.
- D. It is the responsibility of the Advisor's Division Commander to ensure that officers holding Advisor or Associate Advisor status are issued a bar; and that the bar is returned to the Division Commander should the officer be removed from Advisor or Associate Advisor status either voluntarily or by the Division Commander.

**414.29 The Choir Bar**

The Dallas Police Choir Bar will be awarded to members of the Dallas Police Choir who:

- A. Are choir members in good standing for two years.
- B. Attended at least 33% of all Choir functions during that time.

**414.30 The L.E.T.S. Instructor Bar (Currently in Suspension)**

- A. All officers of the Department who are designated active L.E.T.S. instructors will be authorized to wear this bar. The bar will have a red field with the letters *L.E.T.S.* in gold in the center.
- B. The bar will be worn as long as the officer is designated as an active L.E.T.S. instructor by the L.E.T.S. program supervisor. Certification as a L.E.T.S. instructor will be awarded as a result of successful completion of a L.E.T.S. instructor course. The L.E.T.S. Instructor Bar will become a permanent award for any officer who teaches a minimum of two classes per session for a minimum of three years. The L.E.T.S. program supervisor will be responsible for certification of an officer's instructor status over the required time period for purposes of making the L.E.T.S. Instructor Bar a permanent award. This award procedure was retroactive to September 1, 1996.

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- C. Permanent award of the L.E.T.S. Instructor Bar will be accomplished via notice to the Commander of the Personnel and Development Division. The notice will document three years of service as a L.E.T.S. instructor. A copy will be placed in the officer's personnel file.
- D. The L.E.T.S. supervisor is responsible for ensuring that officers certified as active L.E.T.S. instructors are issued the bar, and that the bar is returned to him/her should the officer be removed from active L.E.T.S. instructor status.

**414.31 The Kids and Cops Trading Cards Bar**

- A. The Kids and Cops Trading Cards Bar will be awarded to members of the Department who:
  - 1. Are selected as participants in the annual Kids and Cops trading cards program; and
  - 2. Who attend at least 50% of the scheduled card-signing events during the calendar year for which they were selected.
- B. This award of this bar is retroactive to the program's inception with the 1<sup>st</sup> Edition.



## Dallas Police Department General Order

### 415.00 Training Advisory Board

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 415.00 TRAINING ADVISORY BOARD

- A. In compliance with Texas Commission on Law Enforcement (TCOLE) guidelines, the Chief of Police will appoint a minimum of three individuals to the Training Advisory Board to advise on the development of curriculum. The Chief of Police may remove an appointed member at any time; however, appointments will normally be for a three-year period.
- B. Law enforcement personnel may be assigned to the Training Advisory Board; however, at least one-third of the members must be private citizens. The Chief of Police and the Police Training Manager will be ex-officio, non-voting members. Decisions will be made by a majority vote.
- C. The Police Academy will furnish a stenographer to keep minutes of the meetings and records of the membership.
- D. The Training Advisory Board is generally responsible for advising on curriculum development and must:
  1. Effectively discharge its responsibilities and otherwise comply with TCOLE rules.
  2. Provide information concerning needs for training, advise on the type of training courses to be offered and the effectiveness of training, and provide other information that may be useful to the Academy or the Police Training Manager.
  3. Meet at least once each calendar year. More frequent meetings may be called by its chairperson, the Chief of Police, or the Police Training Manager.
  4. Comply with the Open Meetings law and keep written minutes of all meetings. The minutes must be retained for a period of five years at the Academy. Copies of the minutes will be distributed as follows:
    - a. One copy placed on file at the Academy.
    - b. One copy to Board members.
    - c. One copy to the Commission (TCOLE).



## Dallas Police Department General Order

### 416.00 Field Training

DAVID O. BROWN  
CHIEF OF POLICE

Revised 07/26/10

#### 416.00 FIELD TRAINING

##### 416.01 Field Training Officer

- A. The responsibilities of a Primary Field Training Officer (FTO) are to train a police officer who can work in a safe, skillful, and professional manner through on-the-job training and evaluation, and assist with in-service training.
- B. The responsibilities of a Relief FTO are to train a police officer who can work in a safe, skillful, and professional manner through on-the-job training and evaluation in the absence of the primary FTO, and assist with in-service training.
- C. Qualifications to become a primary FTO or a relief FTO are outlined in the *Field Training Program Manual*.
- D. The selection process to fill a primary FTO vacancy is contained in the *Field Training Program Officer Manual*.
- E. The actual number and allocation of primary FTO positions will be at the discretion of the Patrol Bureau Commander.
- F. Compensation for FTOs is addressed in General Order 206.00.

##### 416.02 Recruit Officer Training and Probationary Period

- A. Length of Training
  1. The standard length of the field-training program will be 24 weeks.
  2. Assignment of recruit officers to the field-training program will be no less than 24 weeks. The length of training may be extended based upon need.
  3. Recruit officers who commit a gross violation of Departmental rules of conduct may be recommended for termination at any time.
  4. The Personnel and Development Division will be notified of any change in the status of a recruit officer.
- B. Length of Probationary Period
  1. There will be a probationary period of six months after a recruit officer is removed from training status. Two months of the six-month probation will require the probationary officer to be assigned with a senior officer. The two-month assignment may be waived upon recommendation of the First Assistant Chief or a Patrol Bureau Commander.
  2. Under no circumstances will the probationary period end less than one year from the recruit officer's date of appointment.
- C. Recruit officers will not be eligible for vacation or sick leave until six months from their date of appointment however, they are eligible for sick leave with approval from a Training Section Supervisor.
- D. Appeal Procedure
  1. Although a recruit officer has no right of appeal (as stated in the Civil Service Rules), any recruit officer recommended for termination for failure of field training may discuss the termination recommendation with anyone in the chain-of-command up to the level of Bureau Commander.
  2. All recommendations to terminate a recruit while on field training will be fully documented and forwarded through their Division Commander to the Patrol Bureau Commander. The Patrol Bureau Commander will conduct a review and forward his/her recommendation to the Chief of Police who will make the final decision whether to terminate the recruit.



## Dallas Police Department General Order

### 417.00 In-Service Training

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/06/09

#### 417.00 IN-SERVICE TRAINING

##### 417.01 Assignment to Advanced Training Courses

- A. Policy - Organizational Commanders will be responsible for the continuing training of personnel under their command, to include:
  1. Identifying advanced training needs so that all personnel may receive adequate specialized training to effectively carry out their respective assignments.
  2. Staying informed as to upcoming schools that may satisfy training needs.
  3. Effectively assigning personnel to attend training.
  4. Ensuring personnel under their command meet training requirements through the use of periodic reports furnished by the Training Section.
- B. Procedures
  1. The Training Section will be responsible for providing staff assistance to Organizational Commanders in carrying out their continuing training responsibilities. This includes but is not limited to:
    - a. Identifying and evaluating schools that may satisfy Departmental advanced training needs and developing advanced training unavailable through established schools.
    - b. Keeping Organizational Commanders informed of upcoming schools.
    - c. Coordinating all requests for assignment to schools.
    - d. Announcing, via memorandum, the starting and ending dates for TCOLE training cycles at the beginning of the two-year cycle.
  2. At the midpoint and six months before the end of the TCOLE cycle, the Training Section will forward to each Organizational Commander a list of officers under their command who are not in compliance.

##### 417.02 In-Service Training Order Procedures

- A. Thirty days prior to an in-service course, the Training Section will issue a Training Order announcing the course. This Training Order will include:
  1. A brief synopsis of course content.
  2. Specific dates, times and locations.
  3. A suspense date for the return of personnel nominations.
  4. An organizational allocation sheet listing the maximum attendees allowed per organizational number.
- B. Final selection of personnel to attend courses will be determined by the In-Service Training Team. Two weeks prior to a course, the Training Section will issue a Training Order supplement announcing course attendees. Organizational Commanders and their Training Coordinators will receive copies of the Training Order and will be responsible for notifying the affected personnel:
  1. Course attendance is a duty assignment, and classes are held from 8 a.m. to 5 p.m., unless otherwise specified. Employees scheduled to attend training courses are required to be on time. An employee who is tardy will document the reason for being late on a form supplied by Training Section personnel. This form will be forwarded to the employee's supervisor for further consideration and a copy placed with the training records for the class attended. Any employee who is more than 30 minutes late for class will be considered absent and may not be allowed to remain in class. The employee will be advised to contact an on-duty supervisor at the organizational level for reporting assignments. Any adjustments to schedules and personal leave will be handled at the organizational level.
  2. Personnel are required to attend all hours of training. Personnel leaving the class for any reason, temporarily or otherwise, while class is in session, must inform the class instructor, training class coordinator or training supervisor. Personnel will be required to sign out upon their departure on the In-Service Training roster where indicated, citing the reason. They will be required to sign in upon their return. Failure to do so will result in the individual's chain of command being contacted and could result in possible disciplinary action.
  3. With approval of an In-Service Training Coordinator, an employee who misses part of the class may receive credit for the course if: the employee misses no more than 10% of the class course, is not tardy, and completes all performance evaluation measures. Failure to successfully complete required hours or to demonstrate written or skills proficiency in courses requiring a certain competence will result in a recommendation that the officer repeat the course before credit may be awarded.
  4. All training courses are considered duty assignments. Personnel are expected to dress in a professional manner. (Personnel will not be permitted to wear shorts, mini-skirts, excessively revealing clothing or sloppy, torn, or dirty clothing.) Exceptions to wearing shorts and T-shirts will be made for classes that require physical activity, defensive tactics training, or firearms training. Personnel who arrive for training courses dressed inappropriately will be subject to being sent home to change or being returned to their duty assignment.
  5. All personnel attending classes at the Training Section must display an authorized badge or identification card on their outer clothing.
  6. Personnel unable to attend a course should notify their immediate supervisor as soon as possible. The immediate supervisor will notify the Organizational Training Coordinator. If time permits, the Organizational Training Coordinator will submit a memorandum to the Training Section stating that the employee will be unable to attend the course and include the name of any substitute, if substitutions are permitted. If there is insufficient time to submit a memorandum, the Organizational Training Coordinator will notify the In-Service Training Team

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## **417.00 In-service Training**

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- by telephone. Substitutions may be determined by Training Section personnel based upon available seating and course nominations. The reason for failure to attend must be documented in memo form and be forwarded to the Training Section; In-Service Training Unit, stating the reasons and who was contacted at the Training Section.
7. Personnel, arriving to attend a class for which they are not scheduled, will be subject to being returned to their duty assignments. Any adjustments to schedules and personal leave time will be handled at the organizational level.
  8. To ensure proper TCOLE and/or Departmental credit, each person must sign their initials on the attendance roster each day of the course.
- C. Officers attending courses sponsored by other agencies should notify their Organizational Training Coordinator to ensure proper credit is received. In order to receive TCOLE credit for training provided by a non-TCOLE licensed provider, a copy of the certificate of completion of training, showing the dates, times and course name, must be submitted to the Training Section within 15 days of the completion of the training. Information received after the TCOLE deadline will be eligible for Department credit only and will not be reported to TCOLE. It will not count toward satisfying the 40-hour in-service training requirements. Outside agency courses will be credited for in-service training on a case by case basis.
- D. Failure of a TCOLE licensed employee to attend the required training in a two-year cycle will be documented at the end of the training cycle. The documentation will be forwarded to the Chief of Police for further action.
- E. Failure of TCOLE licensed employees to attend mandated training within the two-year cycle of training will subject the employee to appropriate disciplinary action, up to, but not limited to, the suspension or revocation of the TCOLE License.

### **417.03 Organizational Training Coordinators**

- A. To facilitate training record documentation, each Organizational Commander shall appoint a Training Coordinator for liaison with the In-Service Training Team of the Training Section.
- B. The responsibilities and procedures to be followed by the Organizational Training Coordinators are incorporated in the Standard Operating Procedures of the Training Section. Each appointed Training Coordinator will be issued a copy of job duties and responsibilities from the Training Section. Training Coordinators will be held accountable to the procedures established for the position.
- C. It shall be the responsibility of the In-Service Training Team Supervisor to schedule quarterly meetings with the Organizational Training Coordinators to ensure good working relationships and to provide information that will assist them in carrying out their job duties.

### **417.04 Defensive Tactics In-Service Training**

- A. The Training Section will conduct Defensive Tactics In-Service Training on a continuing basis. No Defensive Tactics Training will be conducted by Dallas Police Department personnel outside of the Training Section program outlined below.
  1. All sworn personnel are required to attend this training.
  2. Other uniformed non-sworn personnel may be assigned at the discretion of their Division Commander to the Empty Hand Course (No Baton).
  3. Required Defensive Tactics In-Service Training courses for each TCOLE training cycle are one of the following:
    - a. Defensive Tactics with Straight Baton/Expandable Baton Course - 8 hours
    - b. Defensive Tactics with PR24 Baton Course - 8 hours
    - c. Defensive Tactics - Empty Hand Course (No Baton) - 8 hours
    - d. Defensive Tactics - Administrator Course (Lieutenants and above) - 4 hours.
  4. Employees with medical conditions, certified by a Physician's Statement, that prohibit them from engaging in defensive tactics training may be exempted until they return to full duty status. Organizational Commanders or Organizational Training Coordinators will ensure personnel returning from light duty receive the required training.
- B. Assignment of Defensive Tactics Instructors
  1. Any Certified Defensive Tactics Instructor may be temporarily assigned, on a rotating basis, to assist the Training Section.
  2. The Training Section will maintain a roster of certified Defensive Tactics Instructors and will request their assistance through the instructor's Organizational Commander. Every effort will be made to assign Defensive Tactics Instructors when requested.

### **417.05 Employee Responsibilities for TCOLE Certification**

- A. All sworn employees, including Reserve Officers, are required to attend in-service training classes in order to satisfy the 40-hour training requirement mandated by TCOLE.
- B. All personnel will attend, within the stated time frames, those departmentally mandated courses that directly affect their job duties and responsibilities.
- C. Sworn employees, including Reserve Officers, who due to extraordinary circumstances are unable to attend and satisfactorily complete the required 40-hours of training within a two-year cycle, must request a waiver from TCOLE in order to maintain their certification. The waiver will be initiated by the employee in a Special Report addressed to the Chief of Police outlining the circumstances that prevented the employee from obtaining the required training. The Chief of Police will make the final determination as to what disciplinary action or administrative action will be taken and whether to endorse the request for waiver.

### **417.06 Adjunct Instructors**

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## **417.00 In-service Training**

Revised 01/06/09

The Basic and In-Service Academies depend on the use of Adjunct Instructors to facilitate training. Instructors are only to be requested by the Class Coordinators through official documentation. These Instructor requests are duty assignments.

Due to staffing needs of the Department, the following rules apply for Adjunct Instructors:

- A. Divisions should recognize the importance of training and shall assist the Academy in providing instructors as they are requested.
- B. Instructors below the rank of sergeant must obtain approval from their 2<sup>nd</sup> level supervisor in order to teach. Division Commanders will be notified by the training section when their personnel are requested to teach.
- C. Instructor requests must be returned to the training section whether approved or denied
- D. If denied, the reason for denial will be explained on the instructor request.
- E. Compensation for those instructors that work on their off days will be at the discretion of the instructor's division.
- F. Instructors that are on their regular workday will be required to return to their regular duty assignment and complete their tour of duty for that day, if the block of instruction is less than eight hours.
- G. Specific permission must be obtained from the instructor's Watch Commander, ahead of the date of instruction, to use personal time off for the remainder of the shift, if the instructor does not wish to stay at work. This will allow the Watch Commander to effectively manage manpower.

### **417.07 Departmental Training**

- A. In addition to the State legislative requirements, which all employees must comply with, the Department will provide annual training for employees as it relates to their required job functions.
- B. All employees of the Dallas Police Department are required to attend training to which they have been assigned.
- C. This training will be completed according to the time frame set forth by state law and Departmental need.
- D. The Departmental training may include the following courses that directly affect the employee's job function, but are not limited to:
  1. Use of Force
  2. Bias Based Policing, Cultural Diversity
  3. Legal Updates
  4. Ethics and Integrity
  5. Departmental policies and procedures to include updates
  6. Review of case law affecting law enforcement operations
  7. Report writing and records management
  8. Emergency operation plans
  9. New investigative techniques or methods.
  10. Accreditation Process
  11. Other such subjects as required or needed.

### **417.08 Non-Sworn Orientation Training**

- A. All new non-sworn employees are required to attend the 2-day City of Dallas New Employee Orientation prior to reporting to the Dallas Police Department. This does not apply to those who are transferring from one Department to another Department in the City of Dallas. This training includes but is not limited to:
  1. Payroll Processing AD 3-01
  2. Sexual Harassment AD 3-61
  3. Workplace Violence AD 3-63
  4. Current Environmental Management Consent Decree
  5. Customer Service Training
  6. Personnel Rules and Benefits
- B. Public Service Officers (PSO's) are required to attend and successfully complete the Public Service Officer class within one year of employment.
- C. The immediate supervisor of a new non-sworn employee to the Police Department is responsible for the employee's training to an acceptable level of competency in the assigned position.
- D. The immediate supervisor of a new non-sworn employee shall provide training to include:
  1. The assigned office's role, purpose, goals, policies and procedures
  2. Working conditions and regulations
  3. Responsibilities and rights of the employee
- E. The employee shall be provided a current copy or provided access to:
  1. Unit's Standard Operating Procedures (SOP)
  2. Departmental General Orders
  3. Code of Ethics.
- F. The immediate supervisor will make sure that the new employee is provided the information for the following items within thirty days of hiring:
  1. Code of Conduct
  2. Rank and Structure
  3. Purpose of the Accreditation Process
- G. All non-sworn employees regardless of assignment will take at a minimum the 8 hour NCIC/TCIC training class and recertify every two years or as mandated by State Law.
- H. Upon completion of the orientation training of the new non-sworn employee, a form titled Non-Sworn Orientation will be signed by the non-sworn employee and the immediate supervisor and forwarded to the Division Commander for approval and a copy placed into the employee's Unit file. The original will be forwarded to the Employee Records and Special Research Unit of the Personnel and Development Division. The form can be located on the N:\Drive – Forms - Personnel\Non-Sworn Orientation.

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**417.09 Non-Sworn Required Training**

- A. The non-sworn positions requiring pre-service or in-service training include:
  - 1. Crime Scene Technicians
  - 2. Academy Training Instructors (TCOLE Instructor Training)
  - 3. Public Safety Officers (PSO Basic Course)
  - 4. Police Dispatchers
  - 5. Promotion to any First Line Supervisory Capacity
- B. The specialized pre-service and/or in-service training should include the development and advancement of skills, knowledge, abilities, and performance standards of that area of specialization. Departmental policy, procedures, rules and regulations should be addressed as they pertain to that specialty. This includes the management, administration, supervision, and support services of that function.
- C. Non-Sworn positions not requiring formal training shall be given on-the-job training.



## Dallas Police Department General Order

### 418.00 Weapons Training and Safety

DAVID O. BROWN  
CHIEF OF POLICE

Revised 4/27/2015

#### 418.00 WEAPONS TRAINING AND SAFETY

##### 418.01 Primary Weapons, Specialty Weapons, and Ammunition

- A. The Sig-Sauer 9mm semi-automatic pistol is the primary duty weapon issued by the Department. Glock semi-automatic pistols may be purchased by officers at their own expense and carried as a primary duty weapon if:
  1. The specific Glock pistol model is included on the current list of authorized weapons maintained in the Firearms Training Center S.O.P.
  2. The officer purchases and maintains the approved holsters, magazine pouch, and necessary leather gear under Section 802.21 to carry the weapon as a primary duty weapon.
  3. The officer attends and passes a weapon transition course at the Firearms Training Center.
- B. Officers who purchased the Beretta 92F, Beretta 92FC, Sig-Sauer 225, Sig-Sauer 226, Glock 17, and Glock 19 weapons under terms of the Semi-Automatic Pistol Reimbursement Program will continue to carry those weapons for primary duty use. As these weapons need replacement one of the following will occur:
  1. Sig-Sauer pistols purchased by the City of Dallas will be issued to the officer with the City retaining ownership of the pistol.
  2. The officer may purchase an updated model of the same make of pistol previously authorized to be carried by the officer under the Reimbursement Program.
- C. Those officers who have trained with a revolver and who do not wish to transition to a semi-automatic pistol may continue to carry a revolver as a primary weapon only if it meets all the following criteria:
  1. The revolver must be manufactured by Smith & Wesson.
  2. It must be either a .38 or .357 magnum caliber.
  3. It must have a barrel length between two and four inches for plainclothes officers or between three and four inches for uniformed officers.
- D. A current list of makes and specific models of weapons authorized by the Chief of Police for carry as a primary weapon will be maintained in the Firearms Training Center S.O.P.
- E. Only factory ammunition issued by the Firearms Training Center or the same type ammunition purchased by an officer will be carried in the primary weapon.
- F. No modification, alteration, or changes of parts may be made to any weapon carried by any member of the Department without prior approval of the Rangemaster. This includes the installation of after-market grips. Approval of any changes to the weapon will be generally limited to optional accessories approved by the weapon manufacturer.
- G. All repairs, modifications, or alterations of weapons will be performed by or coordinated through the Firearms Training Center. Weapons not repaired on site will be referred to a warranty repair station authorized by the weapon manufacturer. After repairs are completed and the weapon is returned, it must be inspected and test fired by Firearms Training Center personnel.
- H. Officers assigned to covert operations or to the Strategic Deployment Bureau assignments may carry a primary handgun other than those listed in the Firearms Training Center S.O.P. only if:
  1. It is not practical to carry an approved weapon.
  2. The Division Commander approves in writing.
  3. The alternate weapon is inspected by Firearms Training Center personnel and certified as serviceable.
  4. The officer qualifies with the weapon.
- I. Nothing in this order will prohibit officers engaged in tactical operations from using specialty weapons as delineated in their divisional S.O.P. when those weapons have been inspected and certified as serviceable by Firearms Training Center personnel.
- J. Officers who choose to use a pistol mounted light on their primary weapon may do so only if the following criteria are met:
  1. It is an approved light, authorized by the Rangemaster, which are Streamlight, Surefire, and Insight Technology.
  2. The pistol must be specifically designed to accommodate the light.
  3. The officer has passed the Dallas Police Departments qualification course with the light mounted on the weapon, utilizing an approved holster that accommodates the weapon with the light mounted.
  4. Pistol mounted light will NOT be controlled (activated or deactivated) with any part of the firing hand.
  5. Pistol mounted lights will remain affixed to the weapon at all times. Officers will not remove the light from the weapon for any reason other than routine cleaning and maintenance and only after the weapon has been rendered safe (unloaded).
  6. **Pistol mounted lights will not be used for general illumination purposes.** Pistol mounted lights will **ONLY** be deployed when an officer is justified in deploying his or her weapon.
  7. Pistol mounted lights will have the following characteristics:
    - a. Constant off.
    - b. Be controlled by a switch that is actuated by the off hand thumb with the following modes:
      - I. Constant off.
      - II. Constant on.
      - III. Momentary on.
    - c. The switch is located to the rear of the light so that it is just forward of the trigger guard when mounted to the weapon.
    - d. All lights will have a black housing.
  8. The following features are **PROHIBITED** on a pistol mounted light system:
    - a. Any type of pressure switch, pressure pad, or similar device such as the Surefire DG pressure switch.

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- b. Laser sighting capability.
- c. Colored lenses or filters.

**418.02 Firearms Proficiency**

- A. Firearms proficiency will be scheduled no less than once each year. All personnel required to carry a firearm must attend. TCOLE requires all officers to be qualified with any weapon carried in an official capacity while on or off-duty.
  - 1. Weapons include primary duty handguns, back-up/off-duty handguns, shotguns and patrol rifles. Officers electing not to carry a shotgun may sign a waiver at the Firearms Training Center exempting them from qualifying with a shotgun. Once the waiver is signed the officer may not carry or deploy a shotgun under any circumstances. This waiver may be rescinded at any time by contacting the Firearms Training Center and qualifying with the shotgun.
  - 2. Qualification and record keeping for specialized weapons, such as MP5's and rifles, will be the responsibility of the individual units who use these weapons (i.e.: Tactical and Narcotics).
- B. Qualification requirements will be established by the Rangemaster and approved by the Training Commander. These requirements will be continually updated to reflect the needs of the Department regarding deadly force situations.
- C. Should any member of the Department fail to meet the minimum standards during a standard qualification period, the following steps will be taken:
  - 1. First failure to qualify - Officers will be scheduled to qualify on the next relay or next qualification day. If an officer has to be scheduled for the next qualification day, his or her Division will be notified by telephone and faxed a memorandum from the Rangemaster. The original memorandum will be given to the individual officer to hand deliver to his or her Division.
  - 2. Second failure to qualify
    - a. Officers who fail to qualify on their second attempt will take the "second failure" memo to a supervisor on their watch.
    - b. The supervisor receiving the "second failure" memo will **immediately disarm** the officer and notify the officer's Organizational Commander. Remedial training will be scheduled by the Firearms Training Center.
    - c. The Firearms Training Center will notify a supervisor on the officer's watch by telephone immediately after an officer fails to qualify on the second attempt or during remedial training. Additionally, the officer's Organizational Commander will be notified by memo on the next workday. This memo will include the date, time, and name of the supervisor contacted by the Firearms Training Center.
  - 3. When an officer fails to qualify after their second attempt they will be disarmed and placed into a handgun remedial training program. The officer will be given intensive remedial training for a period of four hours and then be given two additional attempts to qualify. If the officer is still unable to qualify the officer will be given a second four hour block of intensive remedial instruction. The officer will then be given two additional opportunities to qualify. If the officer is still unable to qualify after eight hours of remedial training and six qualification attempts then a recommendation for disciplinary action up to termination will be made by the officer's chain of command. This recommendation will be based on the officer's prior qualification history and disciplinary action.
- D. All officers successfully completing remedial training will be placed into a Firearms Proficiency Improvement Program.
  - 1. Officers must report to the Firearms Training Center monthly, draw 50 rounds of ammunition and practice with the assistance of a FTC Firearms Instructor.
  - 2. Officers will remain in the program until the next qualification period.
- E. While on duty, each sworn member of the Department will carry a sidearm with which he or she has qualified. The authority to carry a specific sidearm extends from the date of qualification for one calendar year or until the end of the next scheduled Department qualification.
- F. The Training Section will notify the officer's Organizational Commander when an officer qualifies.
- G. Department Scheduled Qualification
  - 1. The Qualification Training Order will be sent to each of the Bureau Commanders with a 30 day suspense date.
  - 2. Each unit will supply names of officers with the dates and times that they have been assigned according to the training order.
  - 3. If an officer is unable to attend for any reason, the officer's supervisor will contact the Firearms Training Center to set up another qualification date. If the officer fails to attend the second scheduled qualification, a memo will be sent to the officer's chain of command. It will be up to each officer's chain of command to determine what form of discipline is warranted for failing to show up for their assigned qualification.
  - 4. If an officer fails to qualify during spring qualifications and does not have an approved exemption on file with the Firearms Training Center, a memo of non-compliance will be sent to the officer's chain of command. The supervisor receiving the non-compliance memo will **immediately disarm** the officer and notify the officer's Organizational Commander.
  - 5. During primary weapon qualifications, officers will be scheduled to qualify with only one primary weapon.
  - 6. TCOLE requires that officers qualify with fifty rounds for each handgun used. All qualifications will be fired using approved factory-loaded ammunition. The only ammunition that will be approved is the duty ammunition issued by the Firearms Training Center during the previous departmental qualification. No reloaded or custom-loaded ammunition will be permitted. During primary weapons qualification, ammunition for one primary weapon will be furnished. Fifty rounds per weapon of approved ammunition will be provided by the officer for back-up/off-duty weapons. Officers will call the Firearms Training Center for an updated list of all duty and off-duty ammunition.
  - 7. Officers, who due to job assignment need to qualify with a weapon in addition to their departmental primary weapon, must contact the Rangemaster to get approval of weapon and schedule qualification. In these

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instances, officers must supply their own ammunition, and it must be of the same type as issued by the Firearms Training Center.

8. Officers who have transitioned to semi-automatic pistols may not qualify with a primary weapon of a different brand unless permission is obtained from the Rangemaster, and the officer attends and passes a weapon transition course at the Firearms Training Center.
9. Officers qualifying with back-up/off-duty weapons must provide appropriate equipment such as holsters and magazines or reloaders.
10. When an officer's non-qualification status due to a short-term illness or injury exceeds one calendar year qualification period, the officer's supervisor will schedule a make-up qualification and verify that the officer qualified **before** the officer is allowed to return to full duty status.
11. Officers must notify their supervisor when they become aware that they will not be able to attend a qualification period for **any reason** (i.e. medical or injury). The supervisor will, upon notification, submit a memorandum documenting the reason to the Firearms Training Center through their Assistant Chief/Executive Assistant Director. This documentation is necessary at the beginning of the qualification period and for each qualification period not attended.

### **418.03 The Johnnie T. Hartwell Firearms Training Center**

- A. The primary mission of the Johnnie T. Hartwell Firearms Training Center is the training and qualifying of members of the Dallas Police Department in the safe and effective use of authorized firearms.
  1. No person, including members of the Dallas Police Department, will use the Firearms Training Center except in the presence or with the permission of qualified Firearms Training Center personnel.
  2. Other governmental law enforcement agencies may use the Firearms Training Center. Such scheduling, however, will be secondary to the firearms training program of the Dallas Police Department.
  3. Citizen and private law enforcement agency use of the Firearms Training Center may be authorized by the Training Commander.
- B. All weapons fired or equipment used at the Firearms Training Center must be approved by the Rangemaster.
- C. All safety measures and instructions of the Department or the Rangemaster concerning use of the Firearms Training Center will be strictly obeyed.

### **418.04 Weapons Prohibited In Restricted Areas**

- A. Weapons will not be carried into a prisoner-processing area, jail facility, or jail elevator. Where provided, officers will secure their weapons in lockers or with security personnel.
- B. Prior to testifying in federal court, officers will give their weapons to the U. S. Marshall's office in R16E1 at 1100 Commerce Street.

### **418.05 Firearms Safety**

- A. Officers are responsible for the proper maintenance, operation, storage and safe handling of all weapons they are assigned to use. The following basic safety rules will be strictly observed when handling any firearm:
  1. Always assume the firearm is loaded.
  2. Keep the muzzle pointed in a safe direction so that no human injury will occur and only minor property damage would result if the weapon discharged.
  3. Keep your finger off the trigger and outside the trigger guard until you are on target and intend to fire.
  4. Be sure of your target and background.
- B. Weapons will not be loaded or unloaded in or around any police building except at a designated area, i.e. clearing barrel. Maintenance, repairs, cleaning and inspections will be conducted with unloaded weapons. Loaded weapons, other than officers' sidearms, will not be carried into any police facility.
- C. Non-uniformed officers will carry their sidearm in a holster when on duty, except when working an undercover assignment and then only with permission of the Division Commander.
- D. Officers are responsible for the safe and proper storage of any weapon they are qualified to carry – both on-duty and off-duty. The following guidelines should be considered when determining the proper way to store any weapon:
  1. All firearms should be stored in an area that is not openly accessible; and is kept under locked conditions to protect its unauthorized use or theft.
  2. Never leave a firearm unattended if there is a possibility that someone other than the officer could handle the firearm.
  3. Secure all weapons in the home. Rifles, handguns, shotguns and ammunition should be secured in a locked safe, cabinet, closet or drawer.

### **418.06 Shotguns, Shells, and Cleaning Schedules**

- A. Shotguns
  1. Only officers who have qualified with the departmental shotgun will be allowed to carry a shotgun while on duty.
  2. Shotguns will not be loaded or unloaded inside any building or vehicle.
- B. Personally Owned Shotguns
  1. Officers may purchase their own shotgun for on-duty carry as long as it meets the following criteria:
    - a. Must be a Remington Model 870 "Police Magnum" 12 gauge shotgun.
    - b. The barrel length must be 18" or 20".
    - c. Must have a standard 4 round magazine tube.
    - d. The officer's shotgun must be inspected by the Firearms Training Center Staff and approved for duty carry by the Rangemaster.

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- e. The officer must qualify with the personally owned shotgun prior to carrying the shotgun in an on-duty capacity.
2. The following accessories will be approved for the officer's personally owned shotgun:
  - a. Surefire Forend light kit
  - b. V-Tac Sling
  - c. Collapsible stock manufactured specifically for use on the Remington 870 Police Magnum Shotgun
3. All modifications to the shotguns or installation of accessories must be done by the Firearms Training Center Staff.
4. Officers will qualify with their personally owned shotgun and have it inspected each year during annual shotgun qualifications.
- C. Shotgun Shells
  1. Only duty ammunition authorized by the Firearms Training Center will be carried in the personally owned shotguns.
  2. Shotgun shells will be examined before each tour of duty.
  3. Shells in need of replacement will be turned in to the appropriate supervisor or logistics officer for exchange.
  4. The supervisor or logistics officer will forward the returned shells to the Firearms Training Center for examination and disposition.
- D. Cleaning Schedules
  1. The Firearms Training Center will be responsible for scheduling shotgun cleaning for the uniformed Operations Divisions and the Traffic Section.
  2. All other divisions and sections will be responsible for scheduling shotgun cleaning on an as-needed basis with the Firearms Training Center.

**418.07 Secondary Weapons**

- A. Secondary weapons, both off-duty and back-up, must meet a serviceability inspection by Firearms Training Center personnel and are limited to the makes produced by the following manufacturers:
  1. Semi-Automatic Pistols
    - a. Beretta
    - b. Glock
    - c. Sig-Sauer
  2. Revolvers - Smith & Wesson, of .38 or .357 caliber, and barrel length no longer than four inches.
- B. A current list of makes and specific models of weapons authorized by the Chief of Police for carry as a secondary weapon will be maintained in the Firearms Training Center S.O.P. All semi-automatic pistols must meet all of the following weapons selection criteria:
  1. Double action.
  2. Decock without the use of the trigger.
  3. Have a firing pin block.
- C. Officers wishing to carry a secondary weapon other than the one with which they have qualified for on-duty use under Section 418.02 must first qualify with the weapon.
- D. Each officer must qualify with the secondary weapon at least once each year in a manner prescribed by the Rangemaster.
- E. Restrictions
  1. All officers carrying revolvers as primary weapons are limited to approved revolvers as secondary weapons.
  2. Officers employed prior to November 2, 1989, who have successfully completed 9mm semi-automatic transitional training, may carry either an approved revolver or semi-automatic as a secondary weapon. Transition-trained officers will be required to re-qualify with revolvers before they may carry them as secondary weapons. Transition-trained officers are encouraged to carry approved semi-automatic pistols as both primary and secondary weapons.
  3. Officers employed November 2, 1989, and later are restricted to carrying an approved semi-automatic as a secondary weapon.
  4. Officers employed July 1, 2001 and later are restricted to carrying approved Sig-Sauer/Sigarms or Glock models as secondary weapons. Officers not currently qualified with a Glock as a primary weapon must attend and pass a weapon transition course at the Firearms Training Center to carry an approved Glock model as a secondary weapon.

**418.08 Accidental Discharges**

- A. This order will apply to any member of the Dallas Police Department, either on or off-duty, who accidentally discharges a firearm while acting in performance of police related duties or acting within the scope of his or her employment with the City of Dallas.
- B. If an accidental discharge occurs, the field supervisor will prepare a shooting summary along with a request for a control number and forward them to the Internal Affairs Division (IAD) by the beginning of the next business day. IAD will then conduct an Administrative Investigation of the incident. If the discharge results in serious bodily injury or death to any person or the field supervisor determines there has been a gross violation of policy, IAD will be called to respond to the scene.
- C. The process to review accidental discharges is described in General Order 317.04.



## Dallas Police Department General Order

# 419.00 Driving and Vehicle Safety

DAVID O. BROWN  
CHIEF OF POLICE

Revised 09/18/09

### 419.00 DRIVING AND VEHICLE SAFETY

#### 419.01 Policy

- A. The purpose of this order is to initiate an organized effort, involving the participation of all personnel, to reduce the events of motor vehicle accidents and personal injuries. Legality will not be the sole determinant in assigning responsibility. All incidents of City equipment collisions will be reviewed and responsibility assigned according to their preventability. Furthermore, corrective measures may be introduced whenever an employee's safety record or actions justify concern. It should be pointed out, however, that the major thrust of this order is directed toward preventing the occurrence of future collisions by motivation and training rather than by punitive action for those that have already occurred.
- B. The Dallas Police Department is dedicated to the principle that injury and damage reduction is an essential part of efficient and effective police operations. It will be Departmental policy to conduct all operations with a minimum of hazard to people, vehicles and other property, and support comprehensive programs designed to prevent or reduce injuries and property damage.
- C. The reduction of personal injuries and vehicle damage is recognized as a command responsibility. Commanding officers will put forth every effort to ensure that Departmental goals regarding the reduction of injury and damage are met. The commander who abandons his or her responsibilities in the injury and damage reduction effort will not fulfill that obligation to the Department or subordinates.
- D. The Department will place on non-driving status all Primary and Non-Primary drivers who have not taken or renewed the basic driver safety training (Defensive Driving Course, every three years) and/or, if a primary driver, a driver physical (every two years). All drivers will remain on non-driving status until DDC is completed. A primary driver who fails any portion of the driver physical is immediately on non-driving status. Failure of the driver physical includes being placed on a "medical hold status" and asked to return at a later date for retesting. The primary driver will notify his/her supervisor of the non-driving status, and if the primary driver was operating a city vehicle at the time of the driver physical, request assistance in transporting the city vehicle back to the assigned unit. A primary driver will remain on non-driving status until a Driver Safety Program physical is taken and passed at the City's Medical Provider.
- E. An employee must attend a departmental Remedial Driver-Training course, if within the preceding 24 month period, the employee accumulates either three non-preventable collisions or two preventable collisions.
- F. An employee who does not successfully complete the Remedial Driving Training course will be placed on non-driving status until the course is successfully completed.

#### 419.02 Definitions

- A. COLLISION is an unplanned event definite as to time and place involving the operation of City equipment in which contact is made. This also includes cargo or objects falling from City equipment.
- B. CITY EQUIPMENT is a licensed or unlicensed apparatus, vehicle, or machine, which is:
  1. owned by, leased, rented, loaned, or donated to the City;
  2. Driven, or ridden, operated or controlled by an employee or reserve police officer, or;
  3. privately owned vehicles driven in the course and scope of City business.
- C. PREVENTABLE COLLISIONS are collisions in which the driver or other employee:
  1. Failed to take reasonable action which could have avoided or prevented the collision;
  2. Violated a City or Departmental rule, policy, or procedure, which contributed to the collision and/or,
  3. Committed moving traffic violation(s), whether cited or not.
- D. NON-PREVENTABLE COLLISIONS are collisions which occur despite the driver having taken reasonable action to avoid or prevent the collision or which do not meet any part of the definition of a preventable collision.
- E. INCIDENT is an event in which City equipment:
  1. Makes contact with another person, object, or vehicle and results in no bodily injury or property damage. If upon later investigation, damage or injury is reported, the incident will be reclassified accordingly.
  2. Sustains damage from vandalism, acts of nature or unavoidable road hazards.
  3. Sustains superficial damage from unforeseen or uncontrollable hazards that are not caused by driver inattention, faulty driving, evasive maneuvers, or violations of state traffic laws and which does not result in bodily injury or property damage.
  4. Sustains damage while legally parked according to state traffic laws or parked in accordance with the Department's standard operating procedures.
  5. Properly equipped for police or fire department use, sustains damage or causes damage to another vehicle while in the act of utilizing push bumpers to push a vehicle from the roadway in accordance with General Orders. In the interest of public safety, police and fire department drivers are not required to get authorization before moving a vehicle in the roadway.
- F. EMPLOYEE SAFETY RECORD is a database that reflects an employee's involvement in any collision, as defined in General Order 419.02 A, regardless of whether the employee is acting as a driver, passenger, pedestrian, cyclist, or equestrian.

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419.00 Driving and Vehicle Safety**

Revised 09/18/09

**419.03 Point Value and Disciplinary Procedure**

- A. In an effort to make employees and their chain-of-command aware of an employee's driving status, the following point value system applies for assessment of disciplinary action related to vehicle collisions on-duty or in City equipment.
1. In accordance with departmental policy, the point value thus assigned will be cumulative for a 24 month period following the vehicle collision. Each subsequent preventable or serious major preventable vehicle collision adds to the cumulative point total. Points will be assigned as follows:
    - a. One point for preventable collisions where the City driver failed to take reasonable action to avoid the collision. This classification includes collisions involving violations of Departmental procedures, City Standard Operating Procedures and collisions involving minor traffic violations which are not likely to result in serious injury or major property damage.
    - b. Two points for minor preventable collisions where the City driver failed to take reasonable action to avoid a collision. This classification includes collisions that involve moving violations which usually result in moderate to serious vehicle and/or property damage.
    - c. Three points for major preventable collisions where the City driver failed to take reasonable action to avoid a collision. This classification includes collisions involving major moving violations of a serious nature which normally result in severe bodily injury and major vehicle and/or property damage.
    - d. Four Points for serious major preventable collisions where the City driver failed to take reasonable action to avoid a collision. This classification includes collisions involving major moving violations that normally result in severe bodily injury and/or property damage. This classification also includes collisions involving a positive alcohol or drug test or a fatality. Collisions where the driver is determined to have shown disregard for others including road rage incidents.
    - e. One additional point will be added if the employee, who was involved in a City equipment collision, is not qualified to drive at the time of the collision. Speeding violations by the City driver which contribute to the collision will be assessed one additional point.
    - f. Points will be assessed based on the following Collision Classification Example Violation Table:

Points	Violation Type (whether cited or not)	Classification
4	Assault and Aggravated Assault with a Motor Vehicle	Serious Major Preventable
4	Criminal Negligent Homicide by Vehicle	Serious Major Preventable
4	Driving Under the Influence (DUI) for Drugs On/Off Duty	Serious Major Preventable
4	Driving While Intoxicated (DWI) On Duty	Serious Major Preventable
4	Failure to Stop and Render Aid	Serious Major Preventable
4	Involuntary Manslaughter with Motor Vehicle	Serious Major Preventable
4	Driving While Intoxicated (DWI) Off Duty	Serious Major Preventable
3	Driving on Wrong Side of Road	Major Preventable
3	Improper or Illegal Passing	Major Preventable
3	Lane Violation	Major Preventable
3	Ran Red Light	Major Preventable
3	Ran Stop Sign	Major Preventable
3	Reckless Driving	Major Preventable
3	Failed to Stop for School Bus	Major Preventable
3	Wrong Way One-Way Road	Major Preventable
3	Failure to Yield Right-of-Way	Major Preventable
2	Following Too Close	Minor Preventable
2	Improper or Illegal Backing	Minor Preventable
2	Passing in No-Passing Zone	Minor Preventable
1	Improper Right Turn	Preventable
1	Improper "U" Turn	Preventable
1	Improper Left Turn	Preventable
1	Speeding	Preventable
1	Other qualified moving violations not listed	Preventable

2. Points assigned are cumulative for a period of twenty-four consecutive months following the City equipment collision. Each subsequent preventable City equipment collision adds to the cumulative point total. Employees accumulating a total of four (4) points within a 24 month period will be placed on restricted driving status. A driver placed on restricted driving may not drive a City vehicle except in an emergency. Employees accumulating a total of five (5) points or higher, within a 24 month period will be placed on non-driving status. Employees may be removed from driving when the Chief of Police determines the employee poses a safety hazard. The City Safety Manager may recommend an employee be restricted from driving due to safety or liability exposure concerns.
3. The Department shall be consistent when administering discipline resulting from preventable collisions. Disciplinary action issued by the department to the employee should be in accordance with the Personnel Rules of the City of Dallas. Employees found to be operating city equipment after they have lost driving privileges are subject to immediate disciplinary action as per the Personnel Rules of the City of Dallas. The Department must use the Disciplinary Action Table to assign discipline:

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<b>Accumulated Points for 24 months</b>	<b>Disciplinary Action</b>
0	None
0	With 3 or more Non-Preventable's in 24 months requires Remedial Driving
1	Verbal Counseling (Advise and Instruction)
2	Written Counseling (Supervisors Report)
3	Written Reprimand
4	1 Day Suspension
5	3 Day Suspension
6	5 Day Suspension
7	10 Day Suspension
8	Demotion
9+	Termination

- a. Once preventability has been established, any departmental disciplinary action must be reported to and maintained by the Safety Team. An INCIDENT classification will not be assigned points or recorded on an employee's safety record.
  - b. If a policy violation contributes to a collision, the Safety Team will rule on the violation, and it will be considered in determining the point value of the collision.
  - c. If the employee's chain-of-command determines that a policy violation warrants an Internal Affairs investigation, the point value will not be assessed until the Internal Affairs findings and recommendations are returned to the employee's chain-of-command.
  - d. A policy violation that does not contribute to the collision will not be considered in assessing the point value of the collision.
  - e. After the 3<sup>rd</sup> preventable collision, employees will be placed on non-driving status for a minimum of twenty-four months or until the preventable collision points are removed.
4. Collisions Involving Parked Vehicles
- a. Collisions involving legally parked City vehicles will be classified as INCIDENTS per General Order 419.02 E, providing the employee was not negligent or unsafe in the manner of securing the vehicle. If the parked City vehicle collision is classified as an incident, the *Collision Report* (P8) entry for *City Driver* should state *Incident*. Entries for *Employee number* and *SSN* will be left blank.
  - b. The following types of collisions will be handled as any other collision involving negligence:
    - i. Those involving illegally parked City vehicles.
    - ii. Those involving City vehicles that were legally parked, but parked in an unsafe or unsecured manner not required in the performance of the employee's job duties.
  - c. If the supervisory investigation determines that an employee was negligent, the employee's name and other pertinent information will be placed in the appropriate blanks on the *Collision Report* (P8) and the *Supervisor's Investigation of Motor Vehicle Accident* report.

**419.04 Command Responsibility**

- A. Bureau Commanders are responsible for:
  - 1. Developing and implementing effective safety programs within their Bureaus.
  - 2. Establishing sufficient controls to assure that maximum command effort is expended toward supporting, implementing, and enforcing all programs designed to reduce accidents and injuries within their Bureaus.
- B. Organizational Commanders below the Bureau Commander level are responsible for:
  - 1. Setting an example in accord with the Department's and their Bureau's safety efforts.
  - 2. Reviewing reports of motor vehicle collisions and personal injuries that occur within that organizational level, to include determining their seriousness and preventability.
  - 3. Ensuring that all collisions under their command are investigated by the employee's supervisor and that the completed collision packet is forwarded to the Safety Team within five working days from the receipt of the Accident Investigators (City Collision) report.
  - 4. Reviewing the *Supervisor's Investigation of Accident Reports*.
  - 5. Ensuring that the employee's chain of command has viewed the in-car video of the incident, when applicable.
  - 6. Preparing a memorandum advising the involved employee of the accident's classification. A memorandum is not required when the collision is classified as *Incident* and no negligence is assigned to the driver.
  - 7. Personally presenting the memorandum to the involved employee and also advising the employee of the classification of the accident and their rights and procedures necessary to appeal the classification. The employee will be required to sign the memorandum, acknowledging the classification and appeal procedures.
  - 8. Forwarding a copy of the signed memorandum with the accident packet to the Safety Team. (The original memorandum will be given to the employee.)
  - 9. Periodically reviewing injury and damage records of supervisors and the personnel under their command.
  - 10. Designing programs to reduce the event of accident or injury within their organizational level.
- C. Supervisors or Acting Supervisors are responsible for:
  - 1. Setting an example in accordance with the Department's and their Bureau's safety efforts.
  - 2. The immediate investigation and reporting of motor vehicle accidents or personal injuries.
  - 3. Ensuring in-car video is preserved and forwarded for review by the Safety Team and investigators.
  - 4. Completing a *Supervisor's Investigation of Accident Report*, and forwarding it as the routing sequence on the form indicates. Note: The Safety Team is to receive the report and will classify the collision and assign points.

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5. Injury and damage reduction to the same extent that they are responsible for the efficient accomplishment of crime prevention.
  6. Adequate inspection and prompt maintenance of equipment and facilities.
  7. Detection and prompt correction of hazardous conditions and unsafe practices.
  8. Vigorous and continual training toward injury and damage reduction through individual employee contacts.
  9. Ensuring the *Collision Report* (P8) is properly completed by the driver or employee responsible for the City equipment.
  10. The driver's supervisor will respond to the scene of a city equipment accident. If the driver's supervisor is not available, a supervisor from the driver's org number will respond to the scene. If a supervisor from the driver's org number is not available, then a supervisor from the driver's bureau must respond to the scene. The supervisor will be responsible for the removal of all equipment from the vehicle if it is going to be towed. This will include but not be limited to the following:
    - a. Removable Air Card
    - b. Gate Opener
    - c. Body Microphone
    - d. Cell Phones
    - e. Fire Extinguisher
    - f. Family Violence Camera
    - g. Cones
    - h. Shields
    - i. Air Masks
    - j. Stop Sticks
    - k. ETS control head from dash
    - l. ETS control box from the trunk
- D. All Departmental employees will:
1. Wear safety belts or other restraint devices when the vehicle is in motion and require all occupants of the vehicle to do the same.
  2. Report in writing to their supervisor any moving citations or DWI arrests received on or off the job.
  3. Be subject to disciplinary action for failing to notify or concealing the subsequent suspension, revocation, or withdrawal of Texas driving privileges.
  4. Be responsible for immediately removing any City vehicle from service if it appears to be unsafe to operate.
  5. Report to their immediate supervisor any changes in health status or medication being taken that may affect the ability to safely operate City equipment.
  6. Ensure that the video camera, if available, is operable and has recording time available. Record the time available on the equipment check sheet.
  7. Download video daily.
  8. Immediately report all City equipment collisions that occur while driving on duty or while driving City equipment (with or without apparent damage), to an immediate supervisor and an accident investigator.
  9. Complete a *Collision Report* (P8) for collisions/incidents that occur while the City equipment is under the employee's control.

**419.05 Safety Team**

The Safety Team will assist the Bureau and subordinate Organizational Commanders in fulfilling their safety responsibilities by coordinating and directing the safety activities of the Department. Their duties are:

- A. Receiving, maintaining, and reviewing collision reports, statistics and damage events. These records are maintained in order to ensure consistency when classifying accidents.
- B. Informing command personnel of safety problems within the Department.
- C. Assisting in the development of departmental safety training.
- D. Promoting voluntary compliance to departmental safety regulations.
- E. Ensuring that a collision's classification is consistent with other departmental collisions.
- F. Maintaining a database to record disciplinary action administered by the Department to an employee once preventability has been established.
- G. Ensuring that all personnel are in compliance with Administrative Directive 3-3 and departmental policy regarding defensive driving training, mandatory physical, and remedial driving training, when applicable.
- H. Maintaining a safety record on each employee.
- I. The departmental Safety Officer is the Safety Team Sergeant, and it is the Safety Officer's responsibility for classification of collisions, representing the Department at City Collision Review Committee appeals to the City Manager, or employee appeals to the City-Wide Vehicle Collision Appeal Board.

**419.06 Police Equipment Collision Guidelines**

- A. After the collision is investigated by a Traffic Section investigator, the employee's immediate supervisor or acting supervisor will forward a completed collision packet to the second line supervisor. The immediate supervisor or acting supervisor will have five calendar days, from the receipt of the Accident Investigator's Report, to complete the investigation of the accident. The packet will include, but is not limited to:
  1. Supervisor's Investigation of Motor Vehicle Accident;
  2. State Accident Report or MIR;
  3. Accident Investigator's Report (City Accident Report) with witness statement;
  4. Collision Report (P8);
  5. Vehicle Damage Estimate (if available).

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- B. The second line supervisor will review the packet to ensure the packet is complete. If the second line supervisor does not agree with the findings of the first line supervisor he may note his objections on the Supervisor's Investigation of Motor Vehicle Accident before forwarding the packet to the Safety Team.
- C. The Collision Packet will be forwarded to the Safety Officer to be reviewed for consistency and point classification. A copy of the Collision Packet will then be forwarded to the City Collision Review Committee for review.
- D. The departmental Safety Officer will make the point assessment and preventability classification decision. Each Collision Packet will be reviewed by the Safety Team for consistency prior to the Safety Officer's decision. The Safety Team will then forward the Collision Packet to the City Collision Review Committee for review. If the City Collision Review Committee concurs with the departmental Safety Officer's classification, the City Collision Review Committee will notify the Department Safety Team of the point assessment and preventability classification within five (5) working days from the date of the ruling. The Safety Team will notify in writing the involved employee's chain of command of the point assessment and preventability classification and request the employee acknowledgement memo from the employee's Organizational Commander. If the City Collision Review Committee does not concur with the departmental Safety Officer's point assessment and preventability classification decision, they will request an appeal to the City Manager's office. The decision of the City Manager's office will be the final point assessment and preventability classification prior to employee notification.
- E. An employee must submit a request for an appeal of the Collision Review Committee's decision within ten (10) working days from the date of such notification to request an appeal with the City-wide Vehicle Collision Appeal Board (CVCAB). This appeal should be heard within thirty (30) calendar days from the date the employee received the initial notification from the Collision Review Committee. Decisions of the CVCAB shall be final; however, the City Manager may remand decisions of the CVCAB.

**419.07 Reporting City Vehicle Collisions**

- A. All incidents or collisions involving City vehicles must be investigated and the Collision Packet forwarded to the Safety Team within five calendar days from the receipt of the Accident Investigator's Report.
- B. It is the involved employee's supervisor's responsibility to make a copy of the in-car video on CD to be included with the Collision Packet.
- C. All in-car video from City Vehicle crashes will be preserved on the network P: drive, MDC Video folder.
- D. All damage of City equipment must be reported using the City *Equipment Collision Report* form (P8). A copy of the *State Accident Report* or the *MIR* describing the vehicle and the damage must accompany the P8.
- E. A damage estimate must be performed on the City-owned vehicle at the Southeast Service Center (refer to G.O. 302.06 E). Other vehicles, such as lease cars, motorcycles, etc., should be taken to the appropriate locations for estimates.

**419.08 City-wide Vehicle Collision Appeal Board**

- A. All City drivers shall have the right to appeal a preventable collision classification ruling by submitting a request in writing to the Assistant Director of Human Resources, Risk Management Division, City Hall, Room 6AS, within ten (10) working days after having received, in writing, the ruling from the Collision Review Committee. It is recommended that the appellant hand-deliver the request. No appeals will be accepted after the deadline.
- B. The City-wide Collision Appeal Board (CVCAB) will hear appeals from City drivers who do not agree with the Collision Review Committee ruling. CVCAB decisions are final.
- C. Appeals for the discipline assigned to the collision should follow departmental policy and the process designated in Article VI (Discipline, Grievance and Appeal Procedures) of the Personnel Rules.

**419.09 Non-Driving Status**

- A. By Departmental policy, when an employee accumulates five or more points within a 24 month period, the employee will be placed on non-driving status for a minimum of 12 months or until the accumulated point total drops below five, whichever is longer.
  1. When a collision occurs that is believed to place the employee at five or more points, his or her supervisor will immediately place the employee on non-driving status and prepare a memorandum to the employee that includes the following:
    - a. A statement instructing the employee not to operate a motor vehicle for the City of Dallas until removed from non-driving status.
    - b. A statement instructing the employee to inform any departmental personnel of the non-driving status when requested or ordered to operate a motor vehicle for the City of Dallas.
  2. The supervisor will file a copy of the memorandum in the employee's unit personnel file and forward a copy to the Safety Team.
- B. Per AD 3-3, 7.4, Points assigned are cumulative for a period of twenty-four consecutive months following the City Equipment collision. Each subsequent preventable City equipment collision adds to the cumulative point total. Employees may be restricted from driving status, regardless of accumulated safety points, and may be removed from driving when the department director determines the employee poses a safety hazard. The City Safety Manager may recommend an employee be restricted from driving due to safety or liability exposure concerns.
- C. A Commander may reclassify an employee to non-driving status or place the employee in an assignment where the operation of a motor vehicle for the City of Dallas is not required. A change in driving status or assignment may involve the employee remaining at the present organizational level or transferring to another unit, section, or division.
  1. If the Commander allows the employee to remain in the Bureau, a memorandum to this effect will be directed to the Safety Team. The memorandum will state that the employee is to remain at the same Bureau, and it will identify the employee's assignment. The Safety Team will reclassify the employee's assigned Position

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- Identification Number as non-driving. The non-driving position will not prevent the employee from riding as a passenger in a motor vehicle for the City of Dallas.
2. If the Commander transfers the employee to a position designated as non-driving outside the employee's Bureau, a memorandum documenting this change will be directed to the Safety Team from the losing Bureau. A Change of Assignment form will also be submitted by the losing Bureau.
  - D. Prior to the employee's non-driving status expiring, the Safety Team will direct a memorandum to the employee through the employee's chain-of-command, informing the employee of the time and location of his or her mandatory remedial driving training (Refer to G.O. 419.12). Once the remedial driving training is successfully completed, the employee may return to a driving status.

### **419.10 Non-Driving Status Due to Medical Reasons**

- A. The Safety Team will be notified in writing by the City Medical Provider, that the employee has a medical condition which prohibits the employee from operating a motor vehicle for the City of Dallas.
- B. The Safety Team will notify the employee's chain-of-command in writing that the employee is to be placed on non-driving status pending further medical review.
- C. The employee's immediate supervisor will order the employee by memorandum not to drive until the employee's medical condition is resolved.
- D. Any correspondence received by the Safety Team from the City Medical Provider regarding the employee's medical condition will be forwarded for inclusion in the employee's unit medical records. The Safety Team will make a note in the Officer's Safety Record that the Officer is on "non-driving status due to medical reasons, see Officer's Medical File.
- E. Any employee on non-driving status for medical reasons will be required to undergo a driver's physical biennially to determine if the medical condition still exists. If the employee's condition has not been resolved, the employee will remain on non-driving status.

### **419.11 Discipline Related to Motor Vehicle Accidents**

Discipline assessed to employees involved in motor vehicle accidents will be within the guidelines set out in General Order 419.03 A.3. The Department's Internal Affairs Division will not conduct any investigations related to motor vehicle accidents (G.O. 505.05 A.6). When the accident is classified as preventable, minor preventable, major preventable or serious major preventable, Division Commanders will utilize the following procedures when recommending discipline:

- A. The Safety Officer will classify the accident. A memorandum by the Organization Commander will be directed to the employee advising the classification. The employee will be required to sign the memo, acknowledging the classification and the procedure for appeal. The original memo will be given to the employee, and a copy of the memo, along with the Collision Packet, will be sent to the Safety Team.
- B. The employee has ten (10) working days to request an appeal of the classification through the City's Risk Management.
  1. If the employee does not request an appeal, the appropriate discipline may then be administered following the guidelines in Section C below.
  2. Should the employee request an appeal of the classification within the ten (10) working day deadline, the discipline recommendation will be placed on hold until all departmental appeal processes have been completed. Once a final classification has been assigned by the Departmental Accident Appeal Board, the Safety Team will notify the Division Commander of the final classification. The Commander will then follow the procedures set out in section C below.
- C. The Safety Team will provide the Division Commander the Request for Discipline Packet to be completed with the Commander's recommended discipline. The Commander will then forward the completed form to the Bureau Commander. If the discipline is going to be a Written Reprimand or higher, the Bureau Commander will forward the Discipline Packet to the Internal Affairs Division. Internal Affairs will prepare all Letters of Reprimand. Internal Affairs will forward the Letter of Reprimand to the Division Commander for the employee's signature. In cases of suspension, demotion, or termination G. O. 511.05 and Personnel Rules Article VI (Discipline, Grievance and Appeal Procedures) will apply. Once the appeal process is exhausted and the discipline is final, Internal Affairs will forward a copy of the Discipline Packet to the Safety Team.
- D. Once the Chief of Police, or his designate, assigns discipline in accordance with General Order 419.03 A.3, the Safety Team will be notified of such discipline and record the discipline.
- E. Nothing in this policy will prohibit any supervisor from requesting a control number from the Internal Affairs Division to investigate any allegation of a violation of a rule or policy by the employee that did not directly affect the classification of the accident. The Internal Affairs Division will investigate such allegations in the normal manner as any other investigation.

### **419.12 Remedial Driving Training**

In compliance with Administrative Directive 3-3, the Safety Team will provide and document Remedial Driving Training. This training is mandatory for all departmental employees who accumulate any of the following:

- A. Three Non-Preventable collisions within the preceding 24 month period;
- B. Two Preventable collisions.

### **419.13 Safety/Risk Management Committee**

- A. The primary goal of the Safety/Risk Management Committee will be the reduction of risk and injury to employees and the citizens of Dallas. The purpose of the committee will be to examine the adequacy of Departmental policy, training, procedures, and equipment. The Safety/Risk Management Committee will meet on at least a monthly basis.

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The committee will be chaired by a Deputy Chief, assigned to a patrol division, selected by the First Assistant Chief of Police. Each patrol division will assign the following personnel to the committee:

1. One Lieutenant and an alternate as a voting member
  2. The FTO/Training sergeant as a voting member
  3. The division Vehicle Coordinator as a voting member
  4. One non-supervisory rank officer who is concerned with officer safety in an advisory capacity
- B. The committee will also include but not be limited to the following members:
1. The Safety Team Sergeant who will act as the committee facilitator and be a voting member.
  2. The Lieutenant over the Safety Team as a voting member.
  3. Safety Team personnel, as designated by the Safety Team Sergeant, as advisors.
  4. The Fleet Manager or their designated representative as a voting member.
  5. The supervisor or designated member from Workers Comp Team as an advisor.
  6. One designated member of each employee association may attend as advisors.
- C. The committee will actively seek risk complaints which may arise from an employee, employee association, supervision, equipment manufacturer or Fleet. The committee will only consider identifiable risks that can be reduced through committee action. When it is necessary and based on critical need the committee will be called together within 24 hours notice, at the discretion of the committee chairperson. The committee is to be customer service oriented and will be tasked with problem solving, and developing policies and procedures that have a direct impact on the following areas:
1. Reduction of motor vehicle collisions
  2. Reduction of on the job injuries.
  3. Reduction in identifiable risks or hazards to employees and citizens.
  4. Reduction of departmental risk through critical incident assessment.



## Dallas Police Department General Order

### 420.00 Court Attendance

DAVID O. BROWN  
CHIEF OF POLICE

Revised 3/08/2013

#### 420.00 COURT ATTENDANCE

##### 420.01 Subpoenaed and Requested Court Appearance in Criminal Cases

###### A. Definitions

1. *Subpoenas* are legal summonses directly issued by a court or attorney as set forth in the Texas Code of Criminal Procedure or Texas Rules of Civil Procedure. Legal subpoenas must be served in person to the individual named and honored as directed.
  - a. An *instanter* subpoena requires a person's immediate appearance. If the court day is over, the person reports at the start of the next court day.
  - b. A *duces tecum* subpoena requires the person named to appear in court and bring any document or evidence specified in the subpoena.
2. *Court Notices* are requests for employees to appear in court. Court notices will be transmitted by the Court Notification System (CNS), telephone, or inter-office mail. Employees will honor court notices.
3. *Court Attendance Documents* are all subpoenas, notices, ledgers, details, time cards, comp/overtime cards, check-in sheets, Court Attendance Receipts and other documents that might bear on court notification or attendance.
4. *Inspection of Employee's Compliance with Court Attendance Procedures* requires the review of all documents related to court attendance.
5. A *Motion for Continuance Request Form* is used to request a motion for continuance in a Municipal Court case. If the motion is approved, Court Services will generate another court notice advising the officer of the new date.
6. An *Emergency Situation* is a situation deemed such by a Lieutenant, Civilian Manager equivalent or above.
7. A *Critical Assignment* is an assignment deemed such by a Lieutenant, Civilian Manager equivalent or above which depends on specific employees for its success. Removal of these employees for court would jeopardize the critical assignment.

###### B. Basic Responsibilities

1. The Legal Services Unit will:
  - a. Monitor CNS and serve as liaison with the District Attorney's Office and Court Services.
  - b. Upon notification that an employee has received a subpoena/notice outside of normal process, will:
    - i. Create a CNS docket.
    - ii. Contact the issuing party when a subpoenaed person or record is unavailable.
  - c. Issue an *Inspection of Employee's Compliance with Court Attendance Procedures* to investigate possible non-compliance.
  - d. Issue Motion for Continuance Request (MCR) numbers.
  - e. Prepare Audit Reports identifying:
    - i. officers who fail to appear,
    - ii. officers who appear in court without a court notice/subpoena,
    - iii. total time spent in court,
    - iv. reporting late to court, and
    - v. other management reports as directed.
2. Employees will:
  - a. Open their DPD electronic mail each calendar day they are in an on-duty status and acknowledge all messages received via CNS.
  - b. Keep track of their notices and ensure that requested leave does not conflict with scheduled court.
  - c. Ensure that all requested leave is entered in CNS.
  - d. Ensure that Municipal Court is notified by memo of all approved leave.
    - i. Leave may be scheduled after receiving a Municipal Court subpoena if the request is made within seven calendar days of receiving the subpoena.
    - ii. The employee must deliver a *Motion for Continuance Request Form* within this seven calendar day period to the Legal Services Unit.
  - e. Appear in court or be on authorized standby, unless disregarded, when they receive:
    - i. A legally processed subpoena formally served in person. Only the person named in the subpoena will accept it.
    - ii. A court notice as defined in Section 420.01 A.2.
  - f. When receiving a court notice or subpoena outside of CNS for any court or hearing other than Municipal Court:
    - i. Immediately notify their supervisor.
    - ii. Hand deliver or fax a copy to the Legal Services Unit and the Criminal Law and Police Unit within eight hours of receipt or before the hearing, whichever is earlier.
  - g. Comply with Frank Crowley Courts Building Check-in / Check-out procedures.
    - i. Employees will report to the 10<sup>th</sup> floor Officer Waiting Area to check in. The employee's identification card will be used to swipe into the Subpoena Management Program.
    - ii. Employees will note the court(s) they are called to, report to the court prosecutor and follow the prosecutor's instructions. In the event of multiple court settings, the court with the highest pending charge (felony, appeals, misdemeanor, preliminary hearing, etc.) will be primary.
      - (1) Employees who are allowed to leave their primary court without being formally dismissed by the prosecutor or court personnel, must return to their primary court or the 10<sup>th</sup> Floor Officer Waiting Area within one hour of listed court time and remain there.

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- (2) Dismissal notifications will be received at one of these two locations.
- iii. Employees will check out for lunch and check in upon return.
  - iv. Employees will check out in the 10<sup>th</sup> Floor Officer Waiting Area upon dismissal from court. The employee will use his/her identification card to enter the check-out information in the database. Court Attendance Receipt information is electronically recorded showing the date and times of check-in/check-out and the primary court the officer attended. This receipt, also available on line, along with the court notice or subpoena, will serve as the basis for the comp/overtime calculation.
  - h. Comply with Municipal Court Check-in / Check-out Procedures
    - i. Employees will report to the Subpoena Administrator. The employee's department identification card will be used to swipe into the Subpoena Management Program.
    - ii. Employees will note the court(s) they are called to, report to the court's prosecutor and follow the prosecutor's or court's instructions.
    - iii. Employees who are allowed to leave a court without being formally dismissed by the prosecutor or court personnel will return to the court within thirty minutes, or as soon as possible, to obtain further instruction.
    - iv. Employees will check out for lunch and check in upon return.
    - v. Employees will check out with the Subpoena Administrator upon dismissal from court. The employee will use their identification card to enter the check-out information in the database. Court Attendance Receipt information is electronically recorded showing the date and times of check-in/check-out and the primary court the officer attended. This receipt, also available on-line, along with the court notice or subpoena will serve as the basis for the comp/overtime calculation.
    - i. Correctly annotate lunch breaks when requesting earned comp/overtime. For comp/overtime calculation, the standard lunch break is one hour, unless reduced by court direction (signed documentation required), regardless of Court Attendance Receipt inscription.
  - j. Comply with Section 420.04 if unable to attend county or city court.
  - k. Not communicate directly with anyone from the county courts or the District Attorney's Office regarding a court appearance unless the court or D.A.'s office initiates contact. Employees notified to appear in court who feel their presence is not needed may ask their supervisor to contact the court and request that the court disregard them or place them on standby. The change to disregard or standby is not official until the court changes the employee's 'request type' in CNS.
  - l. Not honor verbal requests to appear. All verbal requests to appear will be referred to the Legal Services Unit.
3. Supervisors will:
- a. Keep CNS chain-of-command listings current and adopt new subordinates within three working days of reassignment.
  - b. Approve or disapprove all leave requests. Leave will not be approved if a prior obligation exists.
  - c. Ensure that the Legal Services Unit is notified when an employee receives a notice or subpoena outside normal process.
  - d. Review all court attendance related documents and complete an *Inspection of Employee's Compliance with Court Attendance Procedures* when requested by the Legal Services Unit. This includes:
    - i. Comparison of comp/overtime application to actual court notice or subpoena and Court Attendance receipt.
    - ii. Examination of standby information for accuracy.
    - iii. Investigating reports of failure to appear in court, failure to properly check in/check out, appearing in court without court notice/subpoena, reporting late to court and other reports requested by Legal Services.
  - e. Forward the completed *Inspection of Employee's Compliance with Court Attendance Procedures* report through their Bureau Commander to the Legal Services Unit within 10 days of the initial request.
  - f. Compare all court related applications for comp/overtime with Court Attendance Receipts and court notices or subpoenas before approval.
  - g. Comply with responsibilities outlined in Section 420.04 for employees unable to attend county or municipal court.
  - h. Ensure that employees acknowledge court notices, making personal acknowledgement or acknowledgement with exception when necessary.
4. Organizational Commanders will:
- a. Keep CNS chain of command listings current by ensuring that all organizational supervisors adopt new subordinates within three working days of reassignment.
  - b. Designate and notify the Legal Services Unit Commander of a supervisor and alternate with administrative hours to act as liaison for court-related problems.
  - c. Ensure that employees acknowledge court notices.
  - d. Ensure follow-up investigation on all *Inspection of Employee's Compliance with Court Attendance Procedures* reports, and taking appropriate corrective action when necessary.

**420.02 County Court Standby System**

- A. CNS notices list request types as:
  - 1. Not set
  - 2. Appear
  - 3. Standby
  - 4. Disregard
- B. *Appear* notices require court attendance. Employees will not attend court if the request type is *not set* or *disregard*.
- C. Employees will respond to legally processed and served subpoenas. Standby is not allowed.

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- D. On-Duty Standby
  - 1. On-duty employees will be on standby unless the CNS request type states *Appear* or they are otherwise informed.
  - 2. The District Attorney's Office will notify the Legal Services Unit of the personnel needed. The Legal Services Unit will call the employee's work location and have the employee report to court.
  - 3. Employees will report to court within 90 minutes of notification.
  - 4. Duration of Standby
    - a. Court notices set before noon will automatically terminate at 12:00 noon unless otherwise notified.
    - b. Court notices set after noon will automatically terminate three hours after the time indicated on the notice unless otherwise notified.
    - c. Special provisions imposed by the court pertaining to standby status will be noted on the court notice. Employees will abide by such provisions.
  - 5. Employees who receive court notices that extend standby status from on-duty to off-duty will either continue standby or report to court.
  - 6. If a trial continues into the following day and the court has not excused the officer, the District Attorney's office will notify the officer that he/she needs to appear or be on standby. An original notice binds employees for five business days, excluding the initial appearance date
- E. Off-Duty Standby
  - 1. Off-duty employees will report to court or be on standby.
  - 2. Employees desiring standby will, prior to the court setting, list a telephone number in CNS, phone position #1, where they can be personally contacted by the Legal Services Unit. Employees may use the time as they desire provided they can appear in court within time and in compliance with the General Orders and Code of Conduct.
  - 3. After notification from the court, the Legal Services Unit will call phone #1 twice and alternate #'s 2 and 3 once in a fifteen-minute period. If contact cannot be made, the Legal Services Unit will notify a supervisor at the employee's work location. The supervisor has five minutes to notify the employee. The supervisor will immediately notify the Legal Services Unit of the results. An employee will be listed as "no-show" if contact cannot be made during this time period. The Legal Services Unit will note the contact results in the CNS comments section and make a return call to the requesting court advising the court of the results.
  - 4. Employees will report to court within 90 minutes of notification.
  - 5. Duration of Standby
    - a. Court notices set before noon will automatically terminate at 12:00 noon unless otherwise notified.
    - b. Court notices set after noon will automatically terminate three hours after the time indicated on the notice unless otherwise notified.
    - c. Special provisions imposed by the court pertaining to standby status will be noted on the court notice. Employees will abide by such provisions.
  - 6. If a trial continues into the following day and the court has not excused the officer, the District Attorney's office will notify the employee that he/she needs to appear or be on standby. An original notice binds employees for five business days, excluding the initial appearance date.

**420.03 Municipal Court Standby System**

There is no Standby system for Municipal Court. All on-duty and off-duty officers are required to attend their Municipal Court assignments as mandated in their subpoena.

**420.04 Employees Unable to Attend County or Municipal Court**

- A. Employees enroute to court who become delayed will notify a divisional supervisor who, if agreeing the delay is necessary, will notify the affected court(s) of the delay. The employee will continue to court as soon as possible.
- B. Employees unable to attend court due to illness, emergency situation, critical assignment, or other exigent circumstances, will notify a divisional supervisor who will:
  - 1. For legally processed subpoenas - Personally notify the involved court and abide by the court's instructions.
  - 2. For CNS notices - Notify the involved court and document the circumstances in a memo to the employee's Division Commander by the next business day.
  - 3. For Municipal Court notices: - Notify the Municipal Court Subpoena Administrator and document the circumstances in a memo to the employee's Division Commander by the next business day.

**420.05 Evidence Related to Court Appearances**

- A. An officer receiving a legal subpoena or court notice requesting that evidence be brought to court is responsible for
  - 1. Picking up the evidence at the Property Unit and transporting it to court.
  - 2. Maintaining custody of the evidence until the Court Reporter or Assistant District Attorney signs for it.
  - 3. Returning the evidence or a signed property receipt form to the Property Unit. The receipt form must be returned to the Property Unit the same day that the court retains the evidence.
- B. Evidence not retained by the court in a continuing trial will be returned to the Property Unit daily and subsequently brought back to court until otherwise instructed.

**420.06 Court Appearances in Counties in Which the City of Dallas Is Located Other than Dallas County**

- A. The City of Dallas extends into Collin, Denton, Kaufman, and Rockwall Counties.
- B. All courts in these counties are *no standby*.

# Dallas Police Department General Order

## 420.00 Court Attendance

Revised 3/8/2013

### **420.07 Verbal or Written Recommendations for Case Dismissal**

Employees will not make verbal or written recommendations to judicial or prosecutorial employees regarding case dismissal or suspension of penalty except as follows:

- A. Detention Services Unit and Legal Services Unit supervisors may recommend dismissal of charges in conjunction with mental illness cases, errors in booking, insufficient evidence, and other unusual cases that reflect the best interests of the Department.
- B. Other employees may make written recommendations as follows:
  1. The employee's Division Commander will prepare a memo to either the District Attorney's Office or the Chief Prosecutor of the Municipal Court giving: the arrest number, name of the arrestee, type of offense, location and date of offense, name of arresting officer, and reason for recommending dismissal.
  2. The Division Commander will transmit the request to the D.A.'s Office or the Chief Prosecutor of the Municipal Court at least five working days prior to the court setting. The request must be walked through if less than five working days remain prior to the court setting.

### **420.08 Voiding or Dismissing Citations**

- A. Voiding Citations
  1. Citations will be voided for the following reasons:
    - a. The cited person was placed in jail for the charge on the citation and all four copies of the citation were retrieved.
    - b. The citation was defective in original production (insufficient number of copies, print job, etc.).
    - c. The citation book was lost. A Lost/Stolen Property report must be made for a lost citation book.
  2. An officer will retrieve all four copies and void a citation if a person being cited for *No Proof of Liability Insurance* or *No Operator's License* is able to produce the proper document while still detained.
  3. A request to void a citation must be approved by a supervisor.
  4. The supervisor will address a memo to the Data Entry Supervisor of Court Services. The signature will be of a Lieutenant or higher rank.
  5. The memo will contain the:
    - a. Citation number(s).
    - b. Name of the violator (when applicable).
    - c. Type of offense (when applicable).
    - d. Location of the offense (when applicable).
    - e. Name of the involved officer.
    - f. Reason for recommending that the citation(s) be voided.
    - g. Arrest number (when applicable).
  6. *VOID* will be written across the original citation. All four copies will be stapled to the memorandum and forwarded to the Department of Court Services.
  7. The originating Unit/Watch will retain a copy of the memo.
  8. In circumstances other than described in this section, Deputy Chiefs or higher may void citations when in the best interest of justice and the Department. They must sign the voiding memorandum.
- B. Dismissing Citations
  1. Only Deputy Chiefs or higher may request that citations be dismissed after violators have left the scene with their two copies, whether the original citation is still at the work location or already forwarded to Court Services.
  2. Dismissals may be requested for any of the following reasons:
    - a. The charge cited by the issuing officer does not exist.
    - b. The charge cited by the issuing officer is incorrect.
    - c. The name, location, or date on the citation is incorrect.
    - d. The violator has died.
    - e. The dismissal is in the best interest of justice and the Department.
  3. A divisional supervisor will prepare a memo for the signature of a Deputy Chief or higher, addressed to the Chief Prosecutor of the Municipal Court.
  4. The memo will contain:
    - a. Citation number.
    - b. Name of the violator.
    - c. Type of violation or offense.
    - d. Location of the violation or offense.
    - e. Name of the issuing officer.
    - f. Reason for recommending that the citation not be prosecuted.
  5. The original citation, if available, will be stapled to the memorandum and forwarded to the Department of Court Services.
  6. A copy of the memo will be retained in the files of the Division Commander.

### **420.09 Accountability of Citation Books**

- A. Citation books are issued in compliance with the issuing Bureau's S.O.P.
- B. Officers will retain used citation books for a minimum of one year. The one-year period begins on the date the last citation was issued.

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**420.10 Requests from Criminal Defense Attorneys**

- A. No employee will give any statement, affidavit, or deposition to any criminal defense attorney except by permission of the Chief of Police or court order. Depositions may be given to military officials, either trial counsel or defense counsel, upon request.
- B. Employees will notify the Criminal Law and Police Unit by memo when they receive subpoenas to give depositions to criminal defense attorneys. This memo will be submitted through the employee's Division Commander. A city attorney will determine whether it is necessary to file a motion or accompany the employee to the deposition.
- C. Employees who receive *Duces Tecum* subpoenas must notify the Criminal Law and Police Unit of the subpoena by memo before releasing any documents. An attorney may file a motion to quash or modify the subpoena to prevent the release of police documents.

**420.11 Civil Court Cases and Civil Suits**

- A. The Dallas Police Department has jurisdiction in criminal cases only. No employee of the Department will render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually occurring.
  1. This rule is not intended to prevent an employee from informing any citizen of the steps necessary to institute a civil suit.
  2. Citizens requesting information regarding attorneys will be referred to the Dallas Bar Association Lawyer Referral Service, (214) 220-7444. Employees will not recommend specific attorneys to citizens they contact through official duties.
- B. Employees will not file a civil suit regarding any police incident without first notifying the Chief of Police in writing.
- C. Employees will submit a written report to the Chief of Police when they become involved in any criminal or civil action, other than divorce or adoption proceedings, not arising out of their official duties.
- D. Civil Cases Arising from Departmental Duties:
  1. Employees will respond to all CNS court notices.
  2. Employees will respond to legally processed and personally served subpoenas in civil cases and only the person named in the subpoena will accept the subpoena.
  3. No employee will give any statement, affidavit, or deposition to any insurance adjuster, investigator, or attorney in any civil case pertaining to any police matter except by permission of the Chief of Police or court order.
    - a. Employees will notify the Criminal Law and Police Unit by memo when they receive subpoenas to give depositions to attorneys in civil cases. This memo will be submitted through the employee's Division Commander. An attorney will determine whether it is necessary to file a motion or accompany the employee to the deposition.
    - b. Employees who receive *Duces Tecum* subpoenas must notify the Criminal Law and Police Unit of the subpoena by memo before releasing any documents. An attorney may file a motion to quash or modify the subpoena to prevent the release of police documents.
  4. Officers receiving notice of civil action pending against them arising from their official duties will report to the Criminal Law and Police Unit upon receipt of *Service of Process*. They will report at 8:30 a.m. on the next regular working day with any papers served on the weekend or after 5:00 p.m. The Criminal Law and Police Unit will prepare the paperwork requesting representation for the officer by the City Attorney's Office.



## Dallas Police Department General Order

### 421.00 Off-Duty Employment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/25/2014

#### 421.00 OFF-DUTY EMPLOYMENT

##### 421.01 Restrictions and Regulations Affecting All Off-Duty Employment

Working extra jobs is a privilege and not a right. The following provisions apply to all off-duty employment, including non-police related. Specific considerations related to the type of off-duty employment are addressed under applicable sections.

- A. Employees cannot work at any off-duty employment within 24 hours from the beginning of the shift in which they fail to report for duty due to personal illness or injury.
- B. Supervisors will not work in any off-duty capacity where they report directly to a departmental subordinate.
- C. Off-duty employment will be denied if any of the following apply:
  1. The rules of this General Order are not met.
  2. A member of the employee's chain-of-command reasonably believes that the off-duty employment is adversely affecting the employee's on-duty performance.
  3. The employee's on or off-duty behavior indicates that off-duty employment should be denied for the good of the employee or the Department.
  4. The request is to perform off-duty employment during the employee's lunch hour while working an administrative work day.
- D. Work Hours are defined as a combination of all hours worked for the City which include: Court and Grant overtime and any off-duty employment.
  1. Total work hours are limited to 16 hours in a 24 hour period and not to exceed 112 hours in a given work week. Exceptions to the above guidelines are as follows:
    - a. As directed by the Chief of Police.
    - b. As directed by the Division Commander.
    - c. No-Standby court and regular work hours combined may exceed the total work hours permitted in a day.
    - d. Late relief.
  2. Officers will be held accountable for monitoring their total hours worked in a given day. When submitting a Special Duty Request for off-duty employment, officers will be cognizant the off-duty employment doesn't conflict with any scheduled court and/or grant overtime causing the officer to exceed the 16 total work hours permitted. If so, officers will adjust their total hours worked by either reducing the time spent working off-duty employment or using their personal leave time as indicated in 421.01 D.3. Supervisors will monitor an officer's work hours to ensure the permitted work hours are not exceeded unless under the exceptions noted in D.1.a-d.
  3. With supervisor approval, compensatory or vacation time may be used to reduce City work hours.
- E. Employees cannot use earned leave to work off-duty employment when the employment is on a regularly scheduled daily, weekly, or monthly basis or anytime it splits their workday. Officers may use earned leave to work non-recurring, one-time only off-duty employment.
- F. Other Factors Affecting Off-Duty Employment - In order to provide for safety while employees are working on and off-duty, supervisors will consider these additional factors when reviewing all applications for off-duty employment. Supervisors will consider whether:
  1. The number of work hours involved is in accordance with 421.01, section D.
  2. The work would interfere with the employee's assigned duties within the Police Department.
  3. The employee's productivity records are satisfactory.
  4. The employee has a high frequency level of complaints.
  5. The place of work is frequented by convicted felons.
  6. It is suspected illegal activities are being conducted at the place of work.
  7. The nature of the activity at the place of work would bring discredit upon the Police Department.
- G. In accordance with the Records Retention and Disposition schedule, each organizational level will maintain an up to date record of all off-duty and extra job hours worked by each employee within that organizational unit.
- H. When testifying in court on matters arising from off-duty employment, officers are not allowed to receive any compensation from an off-duty employer. Officers will be compensated only by the City of Dallas.

##### 421.02 Outside Employment - Other Than Police Duty

- A. Any member of the Dallas Police Department who owns or operates any private business, works on a commission, percentage, or salary, or receives compensation of any kind from any person, firm, or corporation other than the City of Dallas, will submit a request to his or her immediate supervisor to engage in the business. The request must be approved or denied by the employee's chain-of-command through the Department/Division head. The form used for this purpose is the *Request for Permission for Outside Employment, Other Than Police Duty*.
  1. An application requesting permission to operate a business or perform services not pertaining to police duty will be filed prior to entering such business and must be renewed each January 1 and July 1 thereafter.
  2. In accordance with the Records Retention and Disposition schedule, the organizational unit will maintain a file of these applications.
- B. As a general rule, no member of the Department will be allowed to own, operate, or work in a place of business in any off-duty capacity where the principal specialty is the dispensing or sale of alcoholic beverages for off-premises consumption or where alcoholic beverages are dispensed or sold for on-premise consumption. Any exception to this general rule will be by special permission of the Chief of Police.
- C. No officer or employee will work directly or indirectly for any public utility corporation holding a franchise with the City of Dallas except as authorized by City Ordinance No. 16388.

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- D. No officer or employee will engage in any private business or employment where his or her official position might be used to advance private interests or to damage the Department's credibility.
- E. No officer or employee will engage in any off-duty employment or voluntary capacity as an expert witness for a litigant in a civil case or for a criminal defense attorney or defendant in a criminal case in any jurisdiction without approval from the Chief of Police.
- F. The use of Departmental identification/forms which include, but are not limited to: Departmental letterhead, records, insignia, badges and logos will not be used to seek off-duty employment unless approved by the Chief of Police. This does not prevent an officer from stating they are a Dallas Police Officer and providing their experience/training when providing their information to a prospective off-duty employer.
- G. Any officer that teaches law enforcement courses in an off-duty capacity will give a verbal disclaimer prior to any instruction that the subject matter being taught does not necessarily constitute the views and opinions of the Dallas Police Department, but the personal opinion and experience of the instructing officer.
- H. Off-duty employers are permitted to provide Dallas Police Officers biographical information on official correspondence as it relates to law enforcement course instruction. This information can contain the officer's name, title, and position on the Department.

**421.03 Off-Duty Police Service**

- A. Off-Duty Response Procedures
  - 1. As in all on-duty situations, officers will be required to take immediate action to protect life and property. Officers must therefore respond to crimes in progress or to prevent breaches of the peace. If time and opportunity permit, this should be done after ensuring on-duty officers are called for assistance.
  - 2. When officers receive requests for assistance concerning non-emergency situations occurring away from their off-duty job location, they will provide assistance by the most practical means available, whether it is assisting a citizen in calling 9-1-1 or personally handling the situation. The officer's guiding principle in any situation will be to ensure that the citizen receives proper and prompt assistance.
  - 3. Officers working off-duty jobs are responsible for completing all reports required for offenses occurring while they are at their off-duty employment location. On-duty officers should transport prisoners. The off-duty officer is responsible for any arrest and offense reports unless otherwise approved by an on-duty supervisor.
  - 4. After calling in the arrest report, the arresting officer will contact a Detention Services supervisor for review and decision as to approval.
  - 5. When two or more uniformed employees are working an off-duty job, the highest-ranking sworn member will be in charge of the event. If the highest rank is held by more than one sworn member, the most senior (based on date of rank) will be in charge.
- B. Requesting Permission to Work Off-Duty Police or Traffic Control Services - Application
  - 1. Officers wishing to perform off-duty security or traffic control services will submit a Special Duty Request through Intelligent Workforce Management (IWM) for supervisory approval prior to working the off-duty job. Submission to the first level of supervision should be at least 24 hours prior to working the off-duty job. First level supervisors will note the circumstances requiring approval for off-duty jobs with less than 24 hours notice. Late notice jobs may be approved by first level supervisors, and the officer work the job, however, second level review is still required. If the rank of the applying officer is Lieutenant or above, only one level of supervisory approval is required. The following services will require division/section commander approval:
    - a. Work done in plain clothes.
    - b. Work at a location where the primary business is the dispensing of alcoholic beverages.
  - 2. The officer will:
    - a. Complete all sections of the Special Duty Request located on IWM .
    - b. Notify a First level supervisor that a Special Duty Request has been submitted on IWM .
    - c. Indicate in the "Request Note" section whether the job will require the use of a City vehicle. (If so, a supervisor must indicate approval on the request when approved. Refer to 421.03 D Off-Duty Services Requiring Police Equipment for instructions.)
  - 3. The reviewing supervisor will ensure that all information has been completed
  - 4. A copy of the Special Duty Request will be faxed to the geographic division where the job will be worked. It must arrive at the geographic division before the job is worked. If the Special Duty Request was granted through telephone approval, the officer will contact the geographic division and notify a First level supervisor of the extra job location, hours worked, and provide a contact telephone number.
- C. Review
  - 1. A first level supervisor will approve or deny the request. A request indicated in section B.1.a.or b., will still require division/section commander approval.
  - 2. The officer's immediate supervisor will keep a copy of the Special Duty Request in accordance with the Records Retention and Disposition schedule and tracking purposes.
  - 3. Designated sergeants or supervisors will be responsible for maintaining a monthly record of the extra job hours worked by each officer. The updates will be made prior to forwarding the card to the final review authority.
- D. Approval Required - Under no circumstances may an officer engage in off-duty security or traffic control work until permission has been granted under Section B.1 above.
  - 1. If an officer is required to remain at an off-duty job beyond the hours originally listed on the approved Special Duty Request, they must contact a supervisor for verbal authorization to remain at the location. This will ensure that the employee is in compliance with the policy if an incident occurs after the times listed on the original card.
  - 2. The supervisor giving the verbal authorization to remain at the job will obtain the information on the off-duty job and fill out a Special Duty Request indicating *Telephone Approval* in the "Request Note" section of the Special Duty Request.
- E. Recurring or Regular Permanent Off-Duty Jobs
  - 1. Applications will be submitted by the first day of the month that the job is worked.

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2. If officers will work any dates not listed on their original Special Duty Request, they must submit a separate application for those dates.
- F. Services That Will Not Be Approved
1. Permission will not be granted for off-duty security or traffic control service if the officer is classified as a trainee officer, apprentice officer, or probationary officer.
  2. The service is outside the City limits of Dallas.
  3. The officer is on limited duty status (The Chief of Police has the discretion to grant an exception to this restriction.)
  4. The division/bureau commander determines that providing the service would limit the officer's effectiveness in discharging his/her official duties.
  5. The work involves collecting bills or checks.
  6. The work involves domestic difficulties.
  7. The work is for a person or entity engaged in a labor dispute or in a political or ideological controversy where the officer's off-duty employment may reasonably be construed as an endorsement or condemnation by the Department of a position taken by either party to the dispute or controversy.
  8. The work is for a public utility corporation holding a franchise from the City and the employment is not authorized by Section 2-122.3 of the City Code.
  9. The work involves any form of surveillance or investigation for any private individual(s), any type of business or agency, or any type of private investigative or private security company, except as provided for in Section 421.04.
  10. A supervisor is placed in a position of working for any lower ranking officer. The term *supervising officer* does not include senior corporals.
- G. Off-Duty Employment Verification
1. Division Commanders or their designee are responsible for performing periodic verifications of off-duty employment to ensure compliance with the General Orders. The Inspections Unit will conduct surveys on behalf of the Division Commanders when requested.
  2. All verification of off-duty employment will be reported on the *Off-Duty Employment Verification* form. All operations divisions will ensure adequate supplies of these forms are kept on hand.
  3. The person conducting the verification will:
    - a. Complete the information with the date and time the check was conducted. Include the name of the business, address, type of business, and division/beat where the off-duty employment is located.
    - b. Personally speak with the officers at the off-duty job and obtain their names and badge numbers. Include the name and badge number of the ranking officer and any supervisory personnel at the scene.
    - c. Determine if all officers have a Special Duty Request on file.
    - d. If the business is where alcoholic beverages are sold or dispensed, determine if a *Long Form* is on file and the expiration date.
    - e. Indicate whether officers were operating within the guidelines and note any observed violations, as well as any corrective action taken or recommended.
    - f. If observing a violation, forward a *Request for Control Number* to Internal Affairs (if appropriate) and route a copy of the *Verification Form* to the employee's Division Commander.
    - g. Sign the bottom of the form, indicating their name and rank.
    - h. Forward the completed original forms to the Patrol Division where the job is geographically located and a copy of the completed forms to the Inspections Unit.
  4. The Inspections Unit will use the completed forms when conducting periodic audits at the request of Division Commanders.
- H. Off-Duty Services Requiring Five or More Officers
1. Officers below the rank of captain must obtain approval from their division/bureau commander before agreeing to arrange for off-duty police officers to provide security or traffic control. The division/bureau commander will determine the number and the ranks of the supervisors needed for the job. If the event requires assignment of a supervisor, as outlined in H.3 below, the coordination responsibilities will revert to the highest ranking police supervisor.
  2. Officers submitting such a request must indicate on their application whether they are included in the arrangement and state the type of duties they will perform.
  3. For this section, the word *officers* refer to Police Officers, Senior Corporals, Park Rangers, Public Service Officers, Civilian Police Crime Technicians, and Crime Prevention Specialists. The ratio of supervisors (defined as both police and Park Ranger supervisors) needed at events or occasions requiring five or more officers are as follows:
    - a. At least one sergeant or higher level supervisor must be assigned.
    - b. For every additional ten officers, at least one additional sergeant or higher level supervisor must be assigned.
    - c. For every three supervisors, at least one lieutenant or higher level must be assigned.
    - d. For every two lieutenants, at least one captain or chief must be assigned.
  4. At least 24-hours prior to working the event or occasion, officers arranging off-duty security or traffic control must submit a regular police assignment detail through their division/bureau commander. A file of these applications will be maintained in the division/bureau office in accordance with the Records Retention and Disposition Schedule. A copy will be forwarded to the geographic Operations Division commander in whose area the event is occurring. Each individual officer will also submit a Special Duty Request as outlined in section 421.03 B.
  5. The appropriate geographic Operations Division commander or their designee must be notified of any job in his/her division that requires five or more officers. The notification must be faxed or delivered to the Operations Division commander, and a response should be made by telephone or return fax only if a question arises or a problem occurs.

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6. The officer submitting the request will determine through the Special Events Planning Team, if the event needs a permit and if one has been issued. If no permit exists when one is required, off-duty officers will not work the event.
  7. In incidents related to performance of off-duty activities, the officer who arranges the job is responsible and is in charge. In police related incidents where police action is required, the command reverts to the ranking police supervisor at the scene. The ranking individual at the scene is responsible for ensuring that all Departmental required reports and activities are completed.
- I. Off-Duty Services Requiring Police Equipment (SO 2003-04 amended February 2003)
1. Vehicles (Including Motorcycles and Bicycles)
    - a. Departmental vehicles will not be used for off-duty jobs unless reimbursement is received. The reimbursement policy also extends to motorcycles and bicycles. Procedures for billing and reimbursement are contained in paragraph 1.e below.
    - b. Departmental vehicles cannot be used for off-duty jobs without prior approval from the Commander of the division providing the vehicle.
    - c. When completing the Special Duty Request the officer will conspicuously note the specific type of departmental vehicle (car, motorcycle, or bicycle) to be used in the "Request Note" section. The approval date and signature of the Division Commander authorizing use of the vehicle must be noted on a printed copy of the Special Duty Request. If the Commander authorizes the job to be worked but not the use of the vehicle, he or she will so note on the Special Duty Request and cause the officer to be notified of that decision.
    - d. Officers will submit an Off-Duty Job, Police Vehicle/Bicycle Use form each time they use a departmental vehicle for an off-duty job.
    - e. Officers utilizing a vehicle for off-duty employment will enter the required information into the ENP Management Tool application. Divisions authorizing vehicles for off-duty jobs will perform a monthly audit of the billing statement prepared by the Quartermaster Unit for accuracy and completeness.
    - f. Provisions contained in Section 806.01 apply to home storage vehicles.
    - g. All off-duty jobs where bicycles are hired will be mandatory two-officer assignments. Both officers will ride together. The officers must have received training under the Central Business District bicycle-training program and be currently assigned to a bicycle position. Officers will only wear the approved bicycle assignment uniform. Only bicycles owned by the Department will be used and will be limited to the following assignments:
      - i. Central Business District
      - ii. Entertainment Districts
      - iii. Parking Lots
      - iv. Special Events
      - v. Apartment Complexes
      - vi. Extended Neighborhood Patrol
  2. Other Equipment - Radios and other safety equipment, such as vests, flashlights, and traffic cones, may be used at no charge when not needed by on-duty officers.
  3. Horses - Uniformed officers assigned to the Tactical Services' Mounted Squad may be approved to work off-duty jobs with horses at only those events occurring inside Fair Park. Vehicles will not be used to transport the horses to the job site.
    - a. All requests for off-duty use of horses will be referred to Mounted Squad supervisors for approval consideration.
    - b. All off-duty jobs where horses are requested will be minimum two-officer assignments unless otherwise designated by a Mounted Squad supervisor.
  4. Canines will not be used for off-duty jobs.
- J. Other Provisions
1. An officer providing off-duty service shall not:
    - a. Enforce company policies or *house rules* unless the enforcement would constitute a law enforcement activity.
    - b. Drink alcoholic beverages nor drink refreshments in public view that appear to be alcoholic beverages.
    - c. Remain present when a private security and/or investigative agency or private individual is conducting either a civil or criminal investigation.
    - d. Assist in an investigation by a private security and/or investigative agency or private individual.
  2. All officers performing off-duty security or traffic control services are subject to the same on-duty rules and regulations (including the General Orders and the Code of Conduct) as if they were performing on-duty service.
  3. Jobs involving traffic direction where a supervisor is required must have a staffing of 20% or more sworn personnel. It is the responsibility of the supervisor on these jobs to ensure this percentage is met. The purpose of traffic control is to safely maintain the free and efficient flow of vehicular and pedestrian traffic. Officers should strive to direct the traffic in a courteous, professional manner, being careful to show fairness to all vehicle operators and pedestrians.
  4. Non-sworn employees or Police Reserves will not be allowed to engage in any type of off-duty employment of a security nature that would normally require the carrying of a firearm or the powers of arrest as job requirements. With supervisory approval, non-sworn employees may work non-security type jobs.
  5. An officer must immediately report to the Chief of Police in writing any incident arising from off-duty service that might adversely affect the Police Department or the City. This includes any incident that would require the presence of a police supervisor if it had occurred while the officer was on-duty.
  6. At no time will any officer solicit off-duty employment for police service from any private citizen or organization.
  7. Whenever an officer performs any off-duty police service, the officer will ask the off-duty employer to submit a Tax Form 1099 or a W-2 Form to the U. S. Internal Revenue Service for the duty performed.
- K. Job Coordination or Scheduling - Definitions:

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## 421.00 Off-Duty Employment

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1. Coordinator: An officer or supervisor who solicits or schedules other departmental personnel to work an off-duty job and is compensated for this responsibility.
  2. Job: For the purpose of this section, it may be either of the following:
    - a. Irregularly scheduled off-duty employment by a single employer for the duration of a single special event or series of related special events that are performed at a single work location.
    - b. Regularly scheduled off-duty employment by a single employer that is performed at a single work location.
  3. The Private Investigators and Private Security Agencies Act states that a police officer is exempt from the act if the officer is:
    - a. Employed in an employee-employer relationship.
    - b. Employed on an individual contractual basis.
    - c. Not in the employ of another peace officer.
    - d. Not a reserve officer.
  4. For house moving escort duties, coordinating supervisors will be allowed to collect City overtime based only on the amount of off-duty time they spend coordinating the activity. Only supervisors will perform coordination duty for house moving escort duties on a voluntary basis.
  5. A DPD officer may receive a higher hourly rate when serving as the job coordinator only if the coordinating officer also works in one of the scheduled positions being offered. The coordination position alone will not be considered a scheduled position; however, if a coordinator does not work a scheduled position, he/she must receive an exception to this section in writing from the Chief of Police. This does not, however, prevent supervisors from receiving higher pay for the performance of supervisory functions.
  6. Off-duty job coordinators will not coordinate or schedule off-duty jobs while on duty. No communications related to off-duty coordination (to or from officers or employers) may be performed on-duty and at no time may these communication be conducted by utilizing City of Dallas communications equipment, such as phones, cellular phones or pagers. Privately owned cellular phones or pagers may not be used while on-duty, if for the purpose of coordinating or scheduling an extra job.
- L. Extra Job Coordinator
1. Only the off-duty employer is allowed to pay any officer for off-duty police service. At no time will an officer directly issue paychecks or distribute in-hand cash to an officer for off-duty police service. This does not include distribution of paychecks issued to a specific officer by the off-duty employer or cash payment sealed in an envelope by the employer.
  2. Only a sworn officer may serve as a coordinator. This limitation includes coordinating off-duty jobs at City-owned facilities and for private employers.
  3. An officer acting as coordinator for an off-duty job may not solicit or schedule an officer of a higher rank within their chain-of-command for off-duty police employment. If the coordinator becomes aware of the need for a supervisory officer to work at the event, the officer may contact supervisors outside their chain-of-command.
- M. Hazardous Locations
1. Section or Division Commanders may designate within their geographic patrol divisions that an off-duty police service location is a mandatory two-officer job site.
  2. Any time a site is designated as a mandatory two-officer location, the responsible Commander will send a memo reflecting that information to all Organizational Commanders. The memo will be made available to all supervisors for referral when reviewing Application for Special Duty cards.
  3. Jobs generated where a threat of violence has been expressed, or is believed imminent by the employer (workplace violence), will require a minimum of two officers.
  4. In cases involving a hazardous location or an expressed threat of violence exists, should an officer arrive at a location and the second officer fails to show, the first officer may not work the job without a replacement for the absent officer. The first officer will:
    - a. Notify the on-duty Watch Commander in that geographic division that no officer will be working at the location.
    - b. Make every reasonable effort to notify the employing party that officers will not be at the location.
- N. Required and Optional Equipment
1. Officers must wear the police uniform while engaging in off-duty employment (police service) unless, at least 48 hours prior to working the job, they submit a memorandum through their chain-of-command and obtain written approval from the Division Commander to work in a plainclothes capacity. The memorandum will fully describe the type of duty to be performed.
  2. Officers working at any off-duty job must be equipped with a flashlight when it is reasonable to assume a light may be needed during hours of off-duty assignment.
  3. Officers providing traffic control services must wear their reflective vest and issued police hat or other headgear approved in Section 802.00.
  4. Officers working any off-duty job may check out a radio at any patrol station, based upon availability of radios and the approval of the on-duty Watch Commander.

### **421.04 Off-Duty Police Employment with Private Businesses and Individuals, and Private Investigative and Security Agencies**

- A. No member of the Department will engage in any work involving surveillance for any private business or agency, or any private investigative or security company, or any private individual.
  1. In this context, *surveillance* means the act of following a person(s) or vehicle(s) for the purpose of tracking or recording their movement, for a possible criminal or civil case or matter.
  2. *Surveillance* as used here does not prohibit:
    - a. An officer from monitoring, either personally or via television camera, an individual's movement within a place of business where the officer has been hired to provide theft, burglary, robbery, or vandalism protection.

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- b. An officer hired to *house sit* a residence by a private individual from monitoring any movement on the grounds of the residence.
- B. No member of the Department will own or accept employment with any private investigative or security company which is or would be governed by the Private Investigators and Private Security Agencies Act, except that officers may accept off-duty employment:
  - 1. With those private security companies which are contracted with the City of Dallas to provide security and traffic control at City facilities.
  - 2. To work at businesses to prevent theft, burglary, robbery, vandalism or to provide traffic control services.
- C. Reserve officers and applicants to the Reserve Battalion whose primary employment is governed by the Private Security Agencies Act are allowed, as a condition of their employment, to work at businesses to prevent theft, burglary, robbery, vandalism or to provide traffic control services. Reserve officers and applicants are prohibited from conducting private investigations or engaging in any work outlined in Section (A) above as their means of primary employment. Reserve officers are also prohibited from working off-duty employment.
- D. When working in the capacities allowed by B.1 and B.2 above, officers will not wear the uniform of any private security company.
- E. No member of the Department will assist in any manner, for pay or gratis, in an investigation, interrogation of witnesses or suspects, or in the recording of any conversations by private investigative agencies, except as an authorized agent of the Dallas Police Department.
- F. Unless serving as a representative of the Dallas Police Department, no member of the Department will be present, either on-duty or off-duty, when any private investigator or investigative agency is conducting any criminal or civil investigation, interrogating any witnesses or suspects, or recording any conversations.
  - 1. Prior to working with a private investigator or investigative agency as a Dallas Police Department representative and, if time permits, members will first obtain consent from their Division Commander.
  - 2. If circumstances prevent obtaining pre-approved consent from a Division Commander, members will notify their Division Commander verbally or by memorandum immediately after the activity is concluded.
- G. Members of the Department are specifically prohibited from using their employment with the City of Dallas to obtain for off-duty employers any information to which normally the general public would not have access or for which the general public would be required to make a formal request through Departmental channels.
- H. Should an off-duty employer request a member of the Department provide information or services which could reasonably be construed to create the appearance of a conflict of interest, the officer will:
  - 1. Advise the employer of the potential conflict and that the officer cannot provide the information or services requested.
  - 2. Refer the requestor to the member's Section or Division Commander.
  - 3. Refer the requestor to the proper office (Records Section, Legal Services Section, etc.) within the Department to make a formal request.

**421.05 Off-Duty Police Employment Prohibited at Sexually Oriented Businesses**

- A. No member of the Department will be allowed to perform off-duty security and/or traffic control services inside, on the parking lot, or in the proximity of establishments that are regulated by the Sexually Oriented Business City Ordinance #19196. Supervisors will determine whether a particular questionable business is covered by the City Ordinance by calling a Vice Section supervisor prior to approving off-duty employment applications.
- B. Classification of Sexually Oriented Businesses - As a matter of information, the following definitions have been condensed from the ordinance:
  - 1. ADULT ARCADE
  - 2. ADULT BOOKSTORE OR ADULT VIDEO STORE
  - 3. ADULT CABARET - a commercial establishment that regularly features the offering to customers of live entertainment that:
    - a. is intended to provide sexual stimulation or sexual gratification to such customers; and
    - b. is distinguished by or characterized by an emphasis on matter depicting simulating, describing, or relating to specified anatomical areas or specified sexual activities.
  - 4. ADULT MOTEL - a hotel, motel or similar commercial establishment that:
    - a. offers accommodations to the public for any form of consideration; provides patrons with closed-circuit television transmissions, films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by the depiction or description of *specified sexual activities* or *specified anatomical areas*; and has a sign visible from the public right of way which advertises the availability of this adult type of photographic reproductions; or
    - b. offers a sleeping room for rent for a period of time that is less than 10 hours; or
    - c. allows a tenant or occupant of a sleeping room to sub-rent the room for a period of time that is less than 10 hours.
  - 5. ADULT MOTION PICTURE THEATER - a commercial establishment where, for any form of consideration, films, motion pictures, video cassettes, slides, or similar photographic reproductions are regularly shown which are characterized by the depiction or description of *specified sexual activities* or *specified anatomical areas*.
  - 6. ADULT THEATER - a theater, concert hall, auditorium, or similar commercial establishment which regularly features persons who appear in a state of nudity or live performances which are characterized by the exposure of *specified anatomical areas* or by *specified sexual activities*.
  - 7. ESCORT AGENCY - A person or business association who furnishes, offers to furnish, or advertises to furnish escorts as one of its primary business purposes, for a fee, tip, or other consideration.
  - 8. NUDE MODEL STUDIO - Any place where a person who appears in a state of nudity, or displays *specified anatomical areas*, is provided to be observed, sketched, drawn, painted, sculptured, photographed, or similarly depicted by other persons to pay money or any form of consideration.

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9. SEXUAL ENCOUNTER CENTER - A business or commercial enterprise that, as one of its primary business purposes, offers for any form of consideration:
  - a. physical contact in the form of wrestling or tumbling between persons of the opposite sex; or
  - b. activities between male and female persons and/or persons of the same sex when one or more of the persons is in a state of nudity or semi-nude.

**421.06 Off-Duty Police Employment at City-Owned Facilities**

- A. Extra jobs at City-owned facilities, events where a City permit is issued, or events involving City overtime will be treated in the same manner as any other off-duty employment for private employers. Employers may hire officers of their own choosing for these events.
- B. Individual employers or contract company representatives may hire officers of their own choosing for events at City facilities or they may utilize sworn Dallas Police employees as coordinators for jobs. Those acting as coordinators must also be working the job coordinated and will indicate their additional role of coordinator on the *Special Duty Request*.
- C. Public streets around City facilities are not considered City facilities; therefore, traffic direction and control on public streets near a City facility is not considered as duty at a City-owned facility.
- D. When an event occurs at a City facility and a supervisor is required due to the number of police personnel working off-duty, the supervisor will:
  1. Three working days prior to the event, provide details of the event by memorandum to the Division Commander in whose division the event is occurring.
  2. Forward an information copy to the Commander of the Patrol Support Bureau.

**421.07 Off-Duty Police Employment at Businesses Where Alcoholic Beverages are Dispensed or Sold**

- A. Officers providing off-duty police service in the employ of a business whose principal specialty is the dispensing or sale of alcoholic beverages for either on or off premises consumption will be restricted to one of the following:
  1. Working the business' parking lot.
  2. Performing traffic control for the location.
- B. An alcohol dispensing business parking lot is the area utilized for the parking of vehicles for persons patronizing an alcohol dispensing business. These lots are usually adjacent to the business' physical structure and must be owned or leased by the business.
- C. Duties, Responsibilities, and Enforcement Action:
  1. Officers will not work an off-duty police service job at a business where alcoholic beverages are dispensed or sold if the business establishment is in the officer's assigned sector.
  2. No less than two officers will work at each approved location.
  3. Officers may not stand at or near the entrance to the establishment (including any location where it gives the appearance that the officers are working the door) unless immediate police action is required. Officers should devote their attention to the security of the parking lot area.
  4. Officers may enter the establishment only if immediate police action is required. After which, they will return to the parking lot.
  5. Officers may not enter the establishment to eat or take breaks.
  6. Officers may enter the establishment to notify the employer that they have reported for duty or ended their duty.
  7. Alcohol related violations will be strictly enforced and intoxicated individuals will be prevented from driving.
  8. Officers will not enforce house rules and will function only in a police capacity.
  9. Officers will adhere to uniform regulations delineated in General Order 800.00. Any exceptions to this policy, especially not wearing a nametag, require the permission of the employee's Division Commander.
- D. Officers wishing to work off-duty police service at such an establishment will submit:
  1. A completed Application for Off-Duty Employment at Businesses Whose Principal Specialty is Dispensing/Selling Alcoholic Beverages.
  2. A Special Duty Request, indicating:
    - a. Whether the location has previously been approved, and if so, the approved application date (obtained from the long form on file).
    - b. The names of other officers working the same location.
- E. Application for Off-Duty Employment at Businesses Whose Principal Specialty is Dispensing/Selling Alcoholic Beverages form
  1. Department personnel are required to submit an "Application for Off-Duty Employment at Businesses Whose Principal Specialty is Dispensing/Selling Alcoholic Beverages" form (Form ODE212194). This form will reflect supervisory coordination with the Vice Section and the SAFE Team. Negative information received from either of these two units will be attached as a memo by the coordinating supervisor for consideration by the approval authority.
  2. The form will be routed through the submitting officer's chain-of-command to the Division Commander level for recommendation approval.
  3. It will then be forwarded to the Division Commander in whose geographic area the business is located. The geographic Division Commander will:
    - a. Be the final approval authority for all such requests and must make the determination before any officer will be allowed to perform off-duty police service.
    - b. Forward a copy of all approved job locations to the Inspections Unit.
    - c. Ensure that the approved locations are closely monitored and follow-up reviews are routinely conducted.
    - d. Follow the guidelines outlined in Section 421.10 if any violation is observed or reported.
  4. Department personnel will also complete and submit a "Special Duty Request" form (Form POL00037A) indicating the actual days and hours to be worked.

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5. The SAFE Team will not approve off-duty employment at any business that is the subject of an on-going criminal nuisance investigation. In the event employees are granted approval for off-duty employment prior to the initiation of a criminal nuisance investigation, the approval will be rescinded on the date the case is opened. The geographical Division Commander may grant an additional seven (7) day extension to allow the business to seek alternative security services. The SAFE Team will provide to each Division Commander, on a monthly basis, a list of locations under investigation.
  6. Suspension of Off-Duty Employment – The Division Commander of a specified geographical area will notify all Division Commanders and the Inspections Unit of any location where off-duty employment has been suspended.
  7. Location Review – The geographical Division Commander will closely monitor locations where off-duty employment is occurring and/or has been suspended.
  8. Approval Time Limit – All approved applications for off-duty employment are valid for three (3) months from the date of the application.
  9. Records Retention – All completed forms will be retained in the division files of the approving geographic Division Commander.
- F. The Commander of the Patrol Bureau will suspend, revoke, or deny any previously granted approval to work at a location when he determines any of the following apply:
1. Such employment is not in the best interest of the Department.
  2. There are overriding safety considerations.
  3. Any of the following conditions exist in connection with the business, management, or owner:
    - a. There is an investigation by the Department for the improper operation or management of the business as required by law.
    - b. While such charges are pending.
    - c. If convicted of any such charges.

**421.08 Off-Duty Traffic Control Services Provided by Uniformed, Non-Sworn Personnel**

- A. Non-sworn employees not certified as peace officers, who are assigned to uniformed, unarmed positions, are authorized to provide off-duty traffic control services, if they:
  1. Have completed four hours of approved training in traffic direction duties by appointed personnel in the Traffic Section.
  2. Adhere to pertinent procedures applicable to sworn personnel in Section 421.03. These procedures include but are not limited to:
    - a. Submission of Special Duty Request.
    - b. Completion of probation.
    - c. Restriction of number of hours to be worked weekly.
    - d. Requirement for presence of supervisor based on number of personnel working.
    - e. Notification of sworn personnel of crimes in progress and rendering citizen assistance in non-emergency situations.
- B. Non-sworn employees will not engage in any other off-duty police-related service/ employment that would typically be performed by peace officers of this Department.
- C. The employee's immediate supervisor has the discretion to deny the off-duty employment if the supervisor believes the assignment requires a performance level beyond that of the employee.
- D. These employees include uniformed Public Service Officers, Civilian Police Crime Technicians, Crime Prevention Specialists, and Parking Enforcement Officers. Additionally, any civilian employee that has completed the required traffic control training and has filled a uniform position prior to their current assignment will be permitted to continue to work off duty traffic control services. This includes only those personnel that received the training and filled the position prior to August 1, 2008. Any transfers after August 1, 2008 from a uniform to non-uniform position will not be eligible to continue working off duty traffic control jobs.

**421.09 Off-Duty Employment at Apartment Complexes**

- A. Officers may be allowed to work as *Managers, Assistant Managers, Night Managers, or Security* for apartment complexes, including the complex where they may reside. Under no circumstances will an officer be employed in any managerial capacity and as a Security Officer concurrently at the same apartment complex.
- B. Requests to work as a Manager, Assistant Manager, or Night Manager must be submitted on the *Request for Outside Employment, Other Than Police Duty* form.
- C. Officers may work security at an apartment complex provided they first obtain permission using the *Special Duty Request* form, and notify the geographic division commander where the job is located. The geographic division commander will review the location and notify the approving commander if any foreseeable conflicts or problems exist.
- D. Enforcement Action
  1. Officers working as Managers, Assistant or Night Managers, or Security will take action against felony offenders to prevent burglaries, auto thefts, thefts, sexual assaults, and other crimes against the person which, by their very nature and appearance, are a threat to society.
  2. Officers working as Managers, Assistant or Night Managers will not enforce Class C Misdemeanors, become involved in family disputes or minor disturbances unless loss of property or bodily injury appears imminent, nor will they enforce on-premise traffic violations. Officers will report those minor infractions and breaches of the peace (not involving bodily injury) that require police action to on-duty police personnel by calling 9-1-1.

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- E. Officers employed as Managers, Assistant Managers, or Night Managers may enforce property management policies (house rules) acting in their capacity as property managers only and will never enforce management policies acting under the color of law (using their badge or police authority or in uniform).

**421.10 Safety/Extra Jobs Team**

- A. The Safety/Extra Jobs Team will maintain an Extra Job Hotline. Employers or contract companies may contact the Extra Jobs Team and request that an event be placed on the Extra Job Hotline. Only off-duty employment allowed under General Order 421.00 OFF-DUTY EMPLOYMENT will be listed on the Extra Job Hotline. Any uniformed employee wishing to work an off-duty job may call the 24-hour hotline to hear a recording of available jobs. If interested in a particular job, the employee must then call the employer at the telephone number provided in the recording. The Extra Job Team will not schedule officers for any off-duty employment or city overtime event listed on the Extra Job Line.
- B. The Extra Job Team will not list a job where an officer is wishing to find a replacement for a job they have previously made a commitment to work.
- C. If an officer is unable to work a job after accepting it from the Safety/Extra Jobs Team, that officer will be responsible for finding their own replacement and notifying the off-duty employer of the replacement.

**421.11 Violation of Off-Duty Employment Policy**

- A. Officers and non-sworn personnel are required to notify a supervisor whenever they learn, through personal observation or report, of any violation of the off-duty employment policy by any Departmental employee. The supervisor will immediately:
  1. Conduct a review of the circumstances.
  2. Initiate an investigation into the alleged violation.
  3. If necessary, complete a *Complaint Referral/Request for Control Number* form and forward it through the chain-of-command to the Internal Affairs Division.
- B. Supervisors personally observing a violation will:
  1. Take the appropriate action to address the infraction.
  2. Determine if the employee needs to immediately discontinue the off-duty job.
  3. If necessary, complete a *Complaint Referral/Request for Control Number* form and forward it through the chain-of-command to the Internal Affairs Division.
- C. In addition to any appropriate disciplinary action, the individual's Organizational Commander (or above) may suspend all of an employee's off-duty employment privileges for any of the following reasons:
  1. Any failure to comply with the requirements of the policy on off-duty employment police service at alcohol dispensing businesses.
  2. Division Commander discretion for other failure to comply with the off-duty job policy.
  3. The officer has received notice from the Chief of Police that due to related suspension or demotion is currently prohibited from working off-duty employment.
  4. Prior to any act of suspension of an employee's off-duty employment privileges, the individual's Organizational Commander (or above) will hold a hearing with the employee to allow the employee to present his or her point of view.

**421.12 Off-Duty Employment with Habitat for Humanity Neighborhood Officer Program**

- A. Habitat for Humanity has designated a program for Dallas Police Officers to live in a remodeled home at a reduced monthly lease in return for providing police presence in the neighborhood.
- B. Officers may be allowed to work as a *Neighborhood Officer* for Habitat for Humanity when participating in this program. Selection for employment will be handled by Habitat for Humanity using their current selection criteria.
- C. Available homes will be posted on the Department's Intranet under Extra Jobs with an application deadline.
- D. Requests to work as a Neighborhood Officer must be submitted on the *Request for Outside Employment, Other Than Police Duty* form.
- E. Enforcement Action
  1. Officers working as Neighborhood Officers will take action against felony offenders to prevent burglaries, auto thefts, thefts, sexual assaults, and other crimes against the person which, by their very nature and appearance, are a threat to society.
  2. Officers working as Neighborhood Officers will not enforce Class C Misdemeanors, become involved in family disputes or minor disturbances unless loss of property or bodily injury appears imminent, nor will they enforce traffic violations. Officers will report those minor infractions and breaches of the peace (not involving bodily injury) that require police action to on-duty police personnel by calling 9-1-1.
- F. Responsibilities and Requirements
  1. Officers working as Neighborhood Officers may be required by Habitat to Humanity to conduct certain duties as a condition of the lease agreement.
  2. Officers will supply their City email address to the neighborhood as a means of contact to report areas of concern.
  3. Officers will not be the point of contact for any concern that requires immediate response. Residents will be instructed to call 911 for all these concerns.
  4. Officers will not handle Neighborhood Officer Duties while on-duty unless an immediate response is required to preserve life, prevent injury, or to prevent an offense from occurring.
- G. Officers will be required to commit to the Program in 6 months intervals by signing a residential lease agreement.



## Dallas Police Department General Order

### 422.00 Request for Special Assignment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/24/2014

#### 422.00 REQUEST FOR SPECIAL ASSIGNMENT BY EMPLOYEE ASSOCIATIONS AND INDIVIDUAL EMPLOYEES

##### 422.01 Employee Association Request for Special Assignment Time to Attend a Conference or Training for other than Association Business

- A. The Chief of Police may grant on-duty, special assignment status to representatives of an employee association/union to attend a conference or training that is directly related to Departmental business. The procedure for requests by an employee association/union for a representative to attend a conference, symposium or training to conduct association/union business is outlined in General Order 206.21.
- B. For the purpose of this order, an employee association/union is defined as a formal organization of employees which is recognized by the Department and addresses, advises or acts on behalf of its members on labor related issues.
- C. No more than two persons from any association/union may attend the same conference on special assignment. A maximum of 48 special assignment hours per calendar year will be allotted to each association/union for attendance at conferences or symposiums, if the request is approved. The association/union may use the allotted special assignment time in 8-hour increments per attendee (per day), not to exceed the association/union's total of 48 hours per year.
- D. The following procedure will be utilized for Employee Associations to request special assignment:
  1. The president of the association or union will prepare a request memo and attach it to a completed "Travel Request and Approval" form. The memo and form will be forwarded through the affected employee's chain of command to the level below the Bureau Commander. If the employee to attend has not been determined, the memo should be sent directly to the Safety Team, Personnel and Development Division. In each instance, the request must be sent 60 days in advance of the conference or event and contain the following information:
    - a. The location of the conference or training.
    - b. The duration of the special assignment requested.
    - c. A description of the conference or training.
    - d. The name and duty location of all employees requested to attend the conference or training.
    - e. Specifically how the employee's participation in the conference or training will benefit the Department.
    - f. A statement that the employee(s) attending the conference or training understands and agrees that he/she will not be reimbursed for any costs associated with attending the conference (lodging, meals, transportation, etc.) unless recommended by the Bureau Commander and approved by the Chief of Police.
    - g. The number of special assignment hours that have been previously requested and approved by the employee association/union and any outstanding requests.
  2. The first supervisor below the level of the Bureau Commander will forward the request to the Safety Team, Personnel and Development Division.
  3. The Safety Team will review all association/union applications. The review will be conducted for consistency with precedent as well as for compliance with General Orders. The Safety Team will document its findings in a cover memo and will forward it, as well as the original request memo and the "Travel Request and Approval" form, as follows:
    - a. When an association/union is requesting special assignment for a certain number of attendees but the individual names have not yet been identified, the Safety Team will forward the packet to the Commander of the Administrative and Support Bureau. If the application is disapproved by the Administrative and Support Bureau Commander, a copy will be returned to the association/union by the Safety Team. If the application is approved by the Bureau Commander, the packet will be forwarded to the Chief of Police for final approval. If the application is approved by the Chief of Police, the Safety Team will return a copy to the association/union with instructions that a list of attendees must be provided to the Safety Team not later than ten days prior to the conference or event. Upon receipt, the Safety Team will notify affected Bureau Commanders of the personnel under their command who will be attending. Bureau Commanders may ask the Chief of Police to reconsider particular names based upon unit workload, manpower shortages, etc.
    - b. When an association/union is requesting special assignment and the names of the attendees are known, the Safety Team will forward the request packet to the affected Bureau Commanders for review. The Bureau Commander will forward the original application with Bureau Commander's recommendation to the Chief of Police for consideration. Whether approved or disapproved, a copy of the application indicating the Chief's decision will be returned to the association/union. A copy will also be furnished to affected Bureau Commanders for notification to subordinate commanders.
  4. Attendance by any other individuals not approved by the Chief of Police will require the use of off-duty, vacation, or compensatory time, if staffing levels allow.
  5. Attendees will not be reimbursed for any costs associated with attending the conference (lodging, meals, transportation, etc.) unless recommended by the Bureau Commander and approved by the Chief of Police. Compensatory time or overtime will not be earned for travel to or from the conference.
  6. Within 14 days of return, attendees must submit a written report to the Chief of Police, over viewing the conference or event with particular focus on emerging issues and concerns identified at the conference, or results of participation by individuals. After review by the Office of the Chief of Police, the report will be forwarded to the Safety Team.
  7. The Safety Team will maintain files on all applications, the number of hours granted to each association/union and the written reports provided to the Chief of Police.

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**422.02 Employee Association Business Conducted During Assigned Duty Hours**

- A. Members of the Department are prohibited from attending or participating in an employee association/union meeting during on-duty hours unless on an unpaid meal period. This includes the elected members of an association/union's organizational representatives, the board of directors, and all other members.
- B. Employees wishing to attend association/union meetings or conduct association business during their normal working hours should request approval of vacation or compensatory time from their first line supervisor at least 24 hours in advance. The request should include travel time to and from the meeting location when applicable. This is to ensure any necessary adjustments in scheduling or assignments can be made.
- C. Only employees with unpaid lunch periods may attend an employee association/union meeting during their lunch period. The serving of food during an employee/union meeting can not be used as justification for attendance during a paid lunch period.
- D. No employee, regardless of paid or unpaid lunch period, may use a city vehicle for transportation to or from an association/union meeting.
- E. Every effort will be made to accommodate the representatives, directors, or members. Attendance at such meetings, however, will not take priority over an assigned police incident, a court assignment, or other departmental needs.
- F. Representatives, directors, or members who receive any type of compensation for their association/union must submit a "Request for Permission for Outside Employment, Other than Police Duty" as required by General Order 421.02.
- G. It is not a violation of this policy for the director or representatives of an employee association/union to participate in a meeting held by the Chief of Police or other members of the command staff to discuss employee issues during on-duty hours. This includes telephone conversations to discuss specific employee issues. However, overtime is not authorized for this purpose.

**422.03 Individual Employee Request for Special Assignment**

- A. The Department recognizes the importance of allowing its members to attend outside training and conferences. However, it is imperative that the granting of special assignment time is handled in a fair and impartial manner and consistent with the Department's overall goals and objectives.
- B. The purpose of this order is to designate the procedure to request and approve the placement of employees on special assignment to participate in and/or coordinate functions that are outside of their normal scope of duties but are for the benefit of the Department.
- C. This order does not include employees placed on special assignment in other organizational units to meet the needs of the Department. That procedure is covered in General Order 407.06.
- D. Special Assignment can be requested for the following types of activities:
  1. Participation in training offered outside of the Department.
  2. Participation in a law enforcement conference or on a law enforcement related committee.
  3. Coordination of training offered by the Department for outside agencies.
  4. Coordination of conferences or committees held by the Department in which outside agencies are invited and expected to attend.
  5. To coordinate, participate in or attend any training, conference, or committee that is in the best interest of the Department.
- E. The following procedure will be utilized to request special assignment for one of the above listed activities:
  1. Employees requesting permission to participate in an activity that requires the expenditures of funds will submit a request memo attached to a completed "Travel Request and Approval" form. The memo and form will be forwarded through the employee's chain of command to the level of Bureau Commander for approval. The following information should be included in the request memo:
    - a. The location of the conference or training.
    - b. The duration of the special assignment requested.
    - c. A description of the conference or training.
    - d. The number of special assignment hours that have been previously requested and approved by the employee for the current calendar year and any outstanding requests.
    - e. How the employee's participation in the conference or training will benefit the Department. This should also include, specifically, how this activity will benefit the employee in his or her current work assignment.
    - f. If the employee has attended the same or similar training or conference in the last 2 years.
    - g. The amount of City funds needed to participate in the requested activity. This includes funds for meals, travel and lodging.
    - h. If a city vehicle or other city equipment will be used.
  2. An employee requesting permission to participate in an activity that does not require an expenditure of funds but requires the employee to be absent from his or her primary job assignment for a period of one work day or more, will submit a request memo to the Bureau Commander through the employee's chain of command. The request memo should include the same information as outlined by General Order 422.03 E. 1. This includes requests for special assignment to attend an activity that the employee has agreed to pay all associated expenses. Employees attending non-training or non-conference/committee type events (e.g. Police Olympics, Baker to Vegas Run, etc.) will be limited to a maximum of three special assignment days per calendar year. The employee may elect to use discretionary leave in conjunction with those days if approved by the employee's chain of command. Events that benefit a third party such as Special Olympics, Carry the Load, etc., are exempted from this provision. Additionally, special assignment time will not be granted for an employee's regular day off.
  3. An employee requesting permission to coordinate a conference or training that would require the employee to be absent from their primary work assignment for a period of one work day or more, will submit a memo to the Bureau Commander through the employee's chain of command. The following information should be included in the request:

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- a. The nature of the proposed conference or training.
- b. A description of the employee's responsibilities in coordinating the conference or training.
- c. The proposed location of the event if known.
- d. Who will be invited to attend.
- e. How this conference or training will benefit the Department or further advancements in law enforcement.
- f. If City funds, equipment or facilities to be used during the conference or training.
- g. The expected cost of the event if City funds are needed.
- h. How many other Department personnel will be involved in the coordination of the event.
- 4. Supervisors below the level of Bureau Commander should review any request for special assignment and make a recommendation to approve or deny the request. The following factors will be taken into consideration when making this recommendation:
  - a. Staffing levels of the affected unit or division.
  - b. Overall cost of the request.
  - c. The amount of special assignment time requested.
  - d. The nature of the training or conference.
  - e. How many times the employee has attended the conference or training in the last 2 years.
  - f. The benefit to the Department by approving the employee's request.
  - g. The relevance of the training or conference to the employee's current assignment.
- F. All requests should be forwarded through the employee's Division Commander. Each supervisor in the employee's chain of command will indicate their recommendation for approval or denial of the request. If the employee's Division Commander determines the request should be denied, then the request will be considered denied and not proceed to the Bureau Commander. In organizational levels without a Division Commander, the request will be forwarded to the Bureau Commander.
- G. The division or unit training coordinator is responsible for maintaining the number of special assignment hours granted to each employee during the calendar year.
- H. Denial of special assignment time does not prevent an employee from requesting vacation or compensatory time. This request will be treated as any other request for leave.
- I. Employees who decide to become an official within a professional law enforcement organization are not guaranteed special assignment to attend a function of that organization.
- J. This order does not apply to events sponsored by the Department where employees are requested to volunteer to participate in a special assignment capacity. For these events, the procedures outlined in the request for volunteers should be followed.
- K. Each Bureau is limited to sending no more than 5 employees to attend a conference or training held outside of the metroplex which requires the expenditure of funds for other than conference or registration fees. Examples of other expenditures include, but not limited to, funds for travel, lodging and meals. It is the Bureau Commander's responsibility to monitor the number of employees within the Bureau approved to attend a conference or training to ensure this limit is not exceeded. A request can be made to the Chief of Police to exceed the established limit if it is for the good of the Department. The limit of 5 employees per Bureau does not include individuals who have been approved by the Chief of Police as the result of a request by an employee association/union as outlined in General Order 422.01.
- L. The Chief of Police may disregard or suspend the above order for events of such a magnitude that it requires multiple members of the Department to coordinate or to meet the overriding needs of the Department.  
Request for business leave by a representative of an employee organization is not covered by this order. The guidelines for requesting business leave are outlined by General Order 206.21.



## Dallas Police Department General Order

### 423.00 Membership in Professional Organizations and Police Associations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 2/27/08

#### 423.00 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND POLICE ASSOCIATIONS

##### 423.01 Professional Organizations

- A. Personnel requesting Departmental sponsored membership in a professional organization will forward a cover memorandum from their immediate supervisor to Financial and Contract Management Division along with the completed membership application or renewal form. The memorandum will include:
  1. The number of employees in the division who already belong to the organization. Each division will be responsible for maintaining this information for its personnel.
  2. An explanation of how the Department will benefit from the applicant's membership in the organization.
- B. The cover memorandum requires the approval of a Division Commander or above.
- C. In most cases, the Division Commander or other ranking supervisor will serve as the Department's representative for departmental sponsored memberships. Information obtained by the representative may then be disseminated to other personnel.

##### 423.02 Police Associations

Any assistance that an employee seeks from a police association, regarding work related issues, shall remain confidential. The employee's chain of command will not question the employee regarding the communication with the police association, or retaliate against any employee for seeking assistance or advice from a police association.



## Dallas Police Department General Order

### 424.00 Police Reserves

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 424.00 POLICE RESERVES

##### 424.01 Qualifications and Standards of Training of Reserve Battalion

- A. Qualifications and standards of training for members of the Police Reserve Battalion will not be less than the minimum set by the Texas Commission on Law Enforcement.
- B. Reserve Officer Classifications
  1. Basic Reserve Classification - given to a Reserve Officer who has completed the Basic Reserve course. **(DISCONTINUED 2002)**
  2. Intermediate Reserve Classification - given to a Reserve Officer who has completed the Intermediate Reserve course. **(DISCONTINUED 2002)**
  3. Basic Peace Officer - given to a Reserve Officer who has completed Basic Peace Officer course. This officer holds a Texas Peace Officer license.
- C. Qualifications for Reserve Applicants
  1. The background investigation will be the same as those conducted on Police Officer applicants and will be administered by the Personnel and Development Division.
  2. Each applicant will be given an oral interview before an Applicant Interview Board.
  3. Although the Chief of Police is the final authority, the Reserve Board will determine a Reserve Officer's acceptance, retention, training, or expulsion, subject to his review.
  4. Reserve applicants will also receive:
    - a. A polygraph examination, conducted by the agency authorized to polygraph Police Officer applicants.
    - b. City Personnel Department's physical examination.
    - c. The same psychological testing administered to Police Officers.
- D. Training
  1. All training will be conducted by the Training Section or other licensed training providers, with approval of the Police Training Section Manager. The Training Section Manager will certify that each Reserve Officer is adequately trained before graduation.
  2. Armed Reserves will be required to qualify with their pistol and the shotgun in accordance with state standards and departmental policy.
  3. After completion of the classroom training, each Reserve Officer will be assigned by the Police Reserve Commander to a bureau in accordance with Department needs.
    - a. Each Reservist will be assigned to 30 days of field training with a Field Training Officer or Senior Corporal who has completed the Training Section's Officer Field Training Course. The Reservist will be evaluated daily on the same form as apprentice Police Officers. A Reserve Officer Amendment form will be used to supplement the regular observation report. This amendment form will cover areas that were not covered in a classroom setting but are areas in which the Reservist will need additional training. Details regarding the documentation of training will be outlined in the Field Training Officer Manual. Upon completion of the training, the training records will be forwarded to the Field Training Coordinator.
    - b. At any time during training, a Reserve Officer may be referred, through his or her chain-of-command, to the Reserve Board due to documented unsatisfactory performance.
  4. All Reserve Officers holding Texas Peace Officer certification must complete all in-service training required by the state and Department to maintain their peace officer license.
  5. All Reserve Officers assigned to an Operations Division or who hold the rank of Reserve Lieutenant or above must be fully qualified to carry a weapon and shall be armed while on duty.

##### 424.02 Membership of Reserve Battalion

- A. Members of the Police Reserve Battalion will serve as peace officers at all times.
- B. Members of the Police Reserve Battalion serve at the discretion of the Chief of Police and may be called to serve at any time the Chief of Police considers it necessary to preserve the peace and enforce the law.
- C. Members of the Police Reserve Battalion may serve without compensation, but the City Council may provide their uniforms and equipment.
- D. Reserve Police Officers will act only in a supplementary capacity to the regular police force and will in no case assume full-time duties of regular officers without first complying with all requirements for such regular Police Officers.
- E. All promotions, demotions, policy statements or other acts affecting the efficient operation of the Police Reserve Battalion will be subject to administrative review by the Chief of Police.

##### 424.03 Organization of Reserve Battalion

The Reserve Battalion will be commanded by the Reserve Coordinator, who will be a regular Police Officer in the rank of Sergeant or above. There will be a Reserve Commander, who will report directly to the Reserve Coordinator and serve as the highest-ranking Reserve Officer.

- A. Each Patrol Operations Division will have a unit of Reserve Officers assigned to it, commanded by a Reserve Lieutenant.
  1. A Reserve Supervisor will not perform regular police supervisory duties. Reserve supervisors are ranking officers only within the Reserve Battalion and will perform supervisory functions accordingly.

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2. Reserve Officers and supervisors will at all times be under the command of any regular Police Officer or supervisor.
- B. The Special Events Unit will consist of unarmed as well as armed Reserve Officers. It will be commanded by a Reserve Lieutenant. This Unit handles special events including runs, walks, and parades.
- C. The Special Services Unit will fulfill the administrative and support service needs of the Reserve Battalion (recruiting, etc.)
- D. The Reserve Coordinator may establish additional divisions and positions of rank as the needs of the Department and Reserve Battalion arise

**424.04 Duties of Reserve Officers**

- A. Field Operations Duties - While on or off duty, all reserve officers certified by the Texas Commission on Law Enforcement (TCOLE) to carry weapons shall have the same authority and perform the same duties as full-time police officers.
  1. Initial individual assignments of reserve officers will be made by the Reserve Battalion Commander. Reserve Officers will work at the discretion and direction of the Commander of the Division to which they are assigned. Supervision of reserve officers while working patrol will be exercised by a patrol supervisor.
  2. Armed reserve officers holding Basic or Intermediate Reserve certification with less than three years experience with the Dallas Police Department shall work patrol only under the direct supervision of a regular officer as the second officer in a two person patrol element.
  3. An armed reserve officer may work as a one-man patrol officer if the following requirements are met:
    - a. The reserve officer has peace officer certification.
    - b. The reserve officer has completed 40 hours of In Service Training in the previous training cycle.
    - c. The reserve officer has worked in patrol the previous 6 months.
    - d. The reserve officer agrees to work 2 days a month in patrol; a total of 16 hours.
    - e. The reserve officer has received 120 hours of field training by a Field Training Officer (FTO) and the FTO has approved the reserve officer to work in patrol in a one-man status.
    - f. The FTO's chain of command and the reserve officer's chain of command approve the one-man status.
    - g. The reserve officer has completed 3 years with the Dallas Police Department Reserve Unit.
    - h. The reserve officer has no disciplinary problems in the previous 3 years.
    - i. The reserve officer continuously meets all minimum hourly requirements.
- B. Unarmed Reserve Officers will be given non-hazardous assignments in their assigned division, such as driving City vehicles and assisting in report-related activities. However, they will not answer calls for service. Unarmed Reserve Officers may be used for assignments at special events such as football games, parades, etc. At these events, they may be given the following assignments by a police supervisor:
  1. Directing traffic.
  2. Investigating accidents and submitting the reports.
  3. Assisting in crowd control.

**424.05 Uniforms and Equipment for Reserves**

- A. Reserve Officers graduating from the Reserve training classes will be issued used uniforms in good condition as they are available. After completing one year of service, the Reservist will be eligible for a new summer or winter uniform. If activity level warrants, a Reserve Officer may be issued one additional set of uniforms from existing stock, upon written recommendation of the Reserve Coordinator.
- B. The Reserve staff will notify the Reserve Coordinator when a Reserve Officer meets all of the qualifications necessary to obtain new uniforms.
- C. The Reserve Coordinator will issue the *Dallas Police Department Uniform Order Form* for the Reserve Officer to take to the Quartermaster Unit.
- D. A billfold size identification card with a photograph attached will be issued to all Reserve Officers.
- E. Reserve Officers qualified to be armed will be placed under the same Departmental rules as regular officers with regard to weapon type and caliber for both sidearms and secondary weapons. The issue sidearm will be the same for Reserve Officers as for regular officers, subject to availability.
  1. A Reserve Officer may carry a personal weapon if it has been approved by the Department and inspected by the Firearms Training Center.
  2. A Reserve Officer must qualify with his or her sidearm in the same manner as a regular officer.



## Dallas Police Department General Order

### 425.00 Cadet and Internship Program

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/23/08

#### 425.00 CADET AND INTERNSHIP PROGRAMS

##### 425.01 Cadet Program

- A. The mission of the Dallas Police Department's Cadet Program is to attract young, well-qualified men and women of all walks of life to participate in an organized on-the-job training program, which includes instructions in the duties, responsibilities, and expectations of police officers. The goal is to prepare motivated, knowledgeable individuals for entry into a full time police officer position.
- B. Cadets are paid employees (temporary part-time) and governed by the General Orders as well as the Cadet Standard Operating Procedures.

##### 425.02 Cadet Program Definitions

- A. Cadet Coordinator - Is a sworn member of the Department in the rank of sergeant or above that is assigned to the Personnel and Development Division. The Cadet Coordinator is the supervisor over the program.
- B. Divisional Cadet Coordinator/Supervisor - Is a sworn member of the Department in the rank of sergeant or above that is assigned to a division or section of the Department that utilizes cadets. The Divisional Cadet Coordinator serves as the immediate supervisor of the cadet while assigned to their respective division
- C. Cadet Evaluation Form
  1. Form used by the Cadet Coordinator and Divisional Cadet Coordinators to evaluate the cadet's progress through the program.
  2. Located on the N: Drive under N:\CADETS\Evaluations folder.
  3. Must be completed weekly by the Divisional Cadet Coordinator and forwarded to the Cadet Coordinator in the Personnel and Development Division.

##### 425.03 Requirements for Entry into the Cadet Program

- A. At least 17 but not older than 22 years of age.
- B. Enrolled in a minimum of 12 semester hours at an accredited college or university or full time high school student.
- C. Maintain a GPA of 2.0 on a 4.0 scale.
- D. Pass the same hiring standards as a Dallas Police Officer with the exception of the physical fitness test and Civil Service test.

##### 425.04 Cadet Assignments

- A. All assignments are made by the Cadet Coordinator in the Personnel and Development Division.
- B. Assignments will rotate every three months unless a special need exists.
- C. Cadets will work the hours between 7am and 11pm. No first watch assignments will be made.
- D. Work hours will be adjusted as not to conflict with the Cadet's school or study hours. Actual work hours will be determined by the Divisional Cadet Coordinator where the Cadet is assigned after a discussion with the Cadet on what hours will not inhibit school responsibilities.

##### 425.05 Divisional Responsibilities

- A. Appoint a Divisional Coordinator who will:
  1. Act as the Cadet's first line supervisor.
  2. Schedule the Cadet's work week.
  3. Enter the Cadet's time into the Lawson Payroll System. Cadets' time entries must be done on a daily basis and each hour worked must be entered into the Lawson System.
  4. Ensure that the Cadet follows all Departmental rules and regulations.
  5. Ensure that the Cadet is being utilized properly and conducting job duties that enable them to learn about police work.
  6. Conduct weekly meetings with the Cadet to address any questions or concerns. These meetings should be documented on the *Cadet Evaluation Form*.
- B. Report any violations or problems to the Departmental Cadet Coordinator.

##### 425.06 Cadet Duties

- A. Cadets can perform the following duties BEFORE attending the three week Cadet School:
  1. Work the front desk.
  2. Answer telephones.
  3. Assist in the Investigative Unit while inside of the station.
  4. General clerical duties.
  5. Assist officers at community outreach events such as safety and health fairs.
  6. Process prisoners at the station or jail.
  7. Assist in training at the Academy.

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8. Assist sworn members with special programs such as Explorers, LETS, and NPO activities.
  9. Staff Lake Ray Hubbard Storefront (with sworn supervision at all times).
  10. Work at service desk or expeditor unit.
  11. Work inside at the Firearms Training Center.
- B. Cadets can perform the following duties AFTER attending the three week Cadet School:
1. Any of the above duties.
  2. Process prisoners in the field.
  3. Provide high visibility foot patrols in public areas when accompanied by a sworn officer.
  4. Assist in responding to Priority 3 or 4 type calls, must be accompanied by a Public Safety Officer or sworn officer.
  5. May assist officers in the field on a ride along only with a letter of approval from Cadet Coordinator.
  6. Assist in traffic control for special events.
  7. Issue handicap parking citations.
  8. Accompany Crime Scene Response Section detectives to crime scenes. Cadet's assistance at crime scenes should be limited to duties that will not require a court appearance.
  9. Assist traffic elements at accident scenes.
    - a. If Cadet has taken traffic direction class, then they may direct traffic.
    - b. Cadet must wear reflective vest.
  10. Help investigators in the field.
  11. Assist at the Firearms Training Center with repairs and target preparation.
  12. Conduct subject checks for elements in the field if they have attended and passed a NCIC/TCIC class.
  13. Conduct surveillance in sky towers or from other fixed positions and report suspicious activity to officers.

**425.07 Extra Jobs and Outside Employment**

- A. Cadets are not authorized to work any police related extra jobs, including traffic direction.
- B. Cadets may not have any outside work that requires the use of the Cadet uniform or relates in any way to the duties of a Cadet.
- C. Cadets may be employed by another institution as long as it does not constitute a conflict of interest, a violation of General Order 421.05, or conflicts with the above provisions of this order.
- D. Any Cadet that is employed other than by the City of Dallas, must report that employment to the Cadet Coordinator.

**425.08 Cadet Uniforms and Appearance**

- A. Cadets will adhere to General Orders Section 800.00 regarding personal appearance.
- B. The cadet uniform will consist of:
  1. Khaki shirt and pants with a Dallas Police Department patch on the left shoulder.
  2. Nametag
  3. Duty belt
  4. Handcuff case and handcuffs
  5. O/C spray and holder (if successfully completed O/C spray class and authorized by Coordinator)
- C. If a uniform is not yet available then the Cadet should wear business casual clothes.
- D. The Cadet uniform will not be worn off-duty unless the Cadet is going to or from his/her place of assignment. At no time will a Cadet wear unapproved portions of their uniform or partial pieces.

**425.09 Internship Program**

- A. All requests from outside agencies regarding participating in an internship program will be referred to the Personnel and Development Division.
- B. All internships must be approved by the Commander of the Personnel and Development Division.
- C. Interns will be limited to high school and college students.
- D. Participants must adhere to a set work schedule that will be established by the Dallas Police Department.
- E. Interns will be required to conform to the Departmental dress code (does not include hairstyle regulations).
- F. Prior to assignment of an intern to a bureau or division, approval will be obtained from the appropriate Bureau or Division Commander.
- G. Interns will be limited to participating in the program for one semester only.
- H. Participation in an internship program must be approved by the sponsoring college, university, or high school and must fulfill academic requirements.



## Dallas Police Department General Order

### 426.00 Law Enforcement Explorer Program

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/17/08

#### 426.00 LAW ENFORCEMENT EXPLORER PROGRAM

##### 426.01 Program Description

- A. The Dallas Police Department Explorer Program is an official departmental program. Although each Explorer Post is chartered by the Boy Scouts of America, the Chief of Police is the final authority on all matters pertaining to the operating procedures of the Law Enforcement Explorer Program.
- B. The program is designed to acquaint eligible young people with the nature and complexity of law enforcement. It encourages them to seek careers as Police Officers and at the same time affords the Department an additional opportunity to evaluate each Explorer, at little expense, prior to application for employment as a Police Officer.
- C. The Chief of Police will appoint a chief-level officer as coordinator for all Law Enforcement Explorer Posts within the Department. Each Explorer Post will be organized and operated as set forth in the Standard Operating Procedures (SOP) Manual for Explorers to be maintained by the Explorer Coordinator.
- D. Explorers are volunteers, who range in age from 14-21, and are not to be considered sworn officers.

##### 426.02 Assignment Responsibilities

- A. Legal Services Section
  1. Perform any office work when instructed by Legal Services Section personnel.
  2. Perform any other duties as directed.
- B. Investigations Bureau
  1. Supervisors may request Explorers to assist in any duties that will benefit the Department.
  2. Under the supervision of designated personnel, the Explorer may work assignments in civilian clothes.
  3. Explorers are prohibited from performing any covert law enforcement function such as surveillance or undercover purchase of alcohol by a minor.
- C. Patrol Bureau and Traffic Section
  1. Direct traffic at the scenes of fires, explosions, accidents, etc. Explorers must not make measurements since the officer has to testify that the measurements were made by the officer.
  2. Assist regular officers assigned to Parkland Memorial Hospital.
  3. Use the radio as instructed by the officer.
  4. Assist in filling out routine paperwork when the paper will not be used in any court action.
  5. The Explorer's name will not be included in the paperwork of any arrest unless the Explorer's testimony is necessary in court to secure a conviction. If the Explorer's testimony is necessary, the Explorer will be listed as a witness.
  6. Assist in community relations projects such as marking property, distributing crime prevention literature, or acting as McGuff, Crime Dog.
  7. Perform other duties as directed.
- D. Special Events - Explorers work in policing special events and/or operations needing more manpower than is readily available in the Department. Explorers may assist with:
  1. Traffic and crowd control during special events such as parades and Cotton Bowl activities.
  2. Events such as the Texas-OU pre-game activities.
  3. Activities such as Operation Extra Eyes.
  4. Natural or civil disasters. (Explorers may report in uniform to the division station nearest their home for assignment when ordered to do so by a Post Advisor.)

##### 426.03 Uniforms and Equipment for Explorers

- A. The Dallas Police Department will issue used, serviceable equipment, and partial uniform items to assist Explorers in fulfilling their responsibilities. The following uniform items will be issued:
  1. One pair of regulation police uniform trousers.
  2. One regulation police trousers belt.
  3. One regulation police hat with a silver hatband for Explorers and a gold hatband for Explorer officers.
  4. One regulation police raincoat (without police label on back).
  5. One regulation police winter jacket (without Police Department shoulder patches).
  6. One regulation Sam Browne with three (3) belt keepers.
  7. One handcuff case with serviceable handcuffs (if requested).
- B. The items listed in A above become and remain the property of the Dallas Police Department and the Law Enforcement Explorer Program. They will be retained by the Post Advisor upon termination of the Explorer's membership in the program.

##### 426.04 Explorer Training Program

- A. The Department will make available its training aids, material, personnel, and equipment for proper training of the Explorers.
- B. All probationary Explorers will be required to successfully complete the prescribed course of training as established by the Explorer Program of the Dallas Police Department prior to being promoted to the rank of Explorer and participating in Explorer Ride Along activities.

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426.00 Law Enforcement Explorer Program**

Revised 06/17/08

**426.05 Explorer Post Advisors**

- A. The Department will provide advisors and other personnel on a volunteer basis to work in the program.
- B. Post advisors are volunteer officers, approved by the commanding officer of the Patrol Division geographic area where the Post is located. When practical, the post advisor should be assigned to the Patrol Division.
- C. Each post will have an assistant post advisor of the opposite sex when possible (except that a female officer must be available when there are female Explorers in the post).
- D. Post advisors will receive compensatory time (rate of one and one-half times the hours worked) as outlined in the S.O.P. Manual for Explorers.
- E. Post advisors will be placed on special assignment duty status when activities in the program exceed four hours duration.



## Dallas Police Department General Order

### **427.00 RESERVED FOR FUTURE USE**

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

**427.00    RESERVED FOR FUTURE USE**



## Dallas Police Department General Order

### 428.00 Police Family Support Team

DAVID O. BROWN  
CHIEF OF POLICE

Revised 6/16/11

#### 428.00 POLICE FAMILY SUPPORT TEAM

##### 428.01 Purpose

- A. This order recognizes that the spirit of the Dallas Police Department is one of helping people and providing assistance at every opportunity. This includes our assistance to the Department's Police Family and especially during the time when an active or retired member of the Department suffers a serious injury/illness or death.
- B. The purpose of this order is to offer impartial assistance to all members of the Department's Police Family. It must be understood that services provided to the Police Family are dependent upon a number of factors. These include such things as the availability of the Department's resources and the Department's primary role of providing public safety to our community. The Chief of Police may approve deviations from this order depending upon those factors.

##### 428.02 Definitions

- A. Active Peace Officer and Non-Sworn Injury, Illness, or Death in the Line-of-Duty
  1. Departmental Peace Officer Injury, Illness, or Death in the Line-of-Duty: - A Departmental peace officer who is actively employed or in an authorized volunteer service, who suffers a serious or fatal injury or illness which is the direct and proximate result of taking any lawful and reasonable enforcement action or emergency response that the officer is authorized or obligated to perform by law, rule, regulation, or condition of employment, appointment or service, whether on or off duty. It also includes indirect results attributed to line-of-duty incidents, and direct results of felonious assaults perpetrated against the officer because of his or her status as a Texas peace officer.
  2. Employee Accidental Injury, Illness, or Accidental Death in the Line-of-Duty: - A member of the Department who is actively employed or in an authorized volunteer service who, while on-duty, suffers a serious or fatal injury or illness that is the direct and proximate result of an accident or criminal act committed against the employee.
- B. Active Member Injury, Illness, or Death Not in the Line-of-Duty: - A member of the Department who is actively employed or is in an authorized volunteer service who suffers either of the following:
  1. A serious or fatal injury, illness, or accidental or natural death, while off-duty and which is non-police related.
  2. A serious or fatal illness or natural death while on duty. This is intended to include those illnesses and deaths that were not the direct and proximate result of an accident or criminal act committed against the employee, such as deaths caused by chronic, progressive, or congenital disease (e.g., heart or pulmonary disease).
- C. Retired Member Death:
  1. The death of a retired member who is in good standing and fully separated through retirement from the Department.
  2. A retiree is defined as one of the following:
    - a. Any sworn or non-sworn member who resigns, having completed at least 20 years of service, regardless of age.
    - b. Any sworn or non-sworn member who resigns and is eligible to begin receiving pension benefits.
    - c. Any former sworn or non-sworn member who is receiving a City disability pension.
- D. Death of Another Law Enforcement Agency Member: - A member of an agency, which is involved in crime and juvenile delinquency control or reduction, or enforcement of criminal laws, who dies while taking any action that the member is authorized or obligated to perform by law, rule, regulation, or condition of employment or service, whether on or off duty.
- E. Full Departmental Honors
  1. Full Departmental Honors are the rendering of honors at the funeral of a member of the Department who died in the line-of-duty.
  2. The following Full Departmental Honors will be rendered, upon approval of the family:
    - a. All flags at police facilities will be flown at half-mast for the period of time from the death, until immediately following the committal service.
    - b. All Departmental members with badges will cover their badge per General Order 802.07.
    - c. All members of the Department without badges, who wish, may cover the right vertical edge (opposite edge from where the employee's picture is located) of their identification card with a black elastic banding, a mourning badge band or black tape for the period of time from first being informed of the member's death until immediately following the committal service. The tape or mourning band will not be placed in a manner that covers the picture or any information on the identification card.
    - d. An Honor Guard of two uniformed officers will be assigned to the deceased member for the period of time from the death of the member until burial.
    - e. A Departmental uniform will be provided for burial of the deceased, if the deceased was eligible to wear a uniform, and will consist of the following:
      - i. Long sleeve uniform shirt with appropriate identification loops and sleeve patches.
      - ii. Uniform trousers.
      - iii. Waist belt.
      - iv. Sam Browne belt, keepers, empty handcuff case, and empty holster.
      - v. Uniform black tie.
      - vi. DPD collar insignia or insignia of rank for Lieutenants and above.
      - vii. Temporary badge, which will be returned to the Department.
    - f. The Dallas Police Choir may sing at the memorial or funeral service, if available.
    - g. A United States or Texas burial flag will be provided to drape the casket.

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- h. Colors will be presented by the Ceremonial Unit Color Guard at the committal service.
  - i. A riderless horse will be stationed in a place of prominence.
  - j. Flag folding ceremonies will be conducted by the Ceremonial Unit.
  - k. The flag will be presented to the family by the Chief of Police or his designee.
  - l. A 21-gun salute will be performed by the Ceremonial Unit Firing Party.
  - m. *Taps* will be played at the committal service.
  - n. The Departmental bagpiper may play at the committal service, if available.
  - o. A police motorcycle escort will be provided for the funeral service.
- F. **Departmental Honors**
- 1. Departmental Honors are the rendering of honors at the funeral of a member of the Department where the cause of death was not in the course or scope of the member's employment.
  - 2. Departmental Honors are the rendering of honors at the funeral of a retired member of the Department.
  - 3. The following Departmental Honors will be rendered, upon request of the family:
    - a. **Active Member**
      - i. All members of the Department will cover their badges or identification cards, per General Order 802.07, or 428.02. E.2.c., while attending funeral services and until immediately following the committal service.
      - ii. A Departmental uniform will be provided for burial of the deceased, if the deceased was eligible to wear a uniform, and will consist of the following:
        - (1) Long sleeve uniform shirt with appropriate identification loops and sleeve patches.
        - (2) Uniform trousers.
        - (3) Waist belt.
        - (4) Sam Browne belt, keepers, empty handcuff case, and empty holster.
        - (5) Uniform black tie.
        - (6) DPD collar insignia or insignia of rank for Lieutenants and above.
        - (7) Temporary badge, which will be returned to the Department.
      - iii. A United States or Texas burial flag will be provided to drape the casket.
      - iv. A flag folding ceremony will be conducted.
      - v. The flag will be presented to the family.
      - vi. *Taps* will be played at the committal service.
      - vii. A police motorcycle escort will be provided for the funeral services if within a reasonable driving distance.
    - b. **Retired Member**
      - i. All members of the Department attending funeral services for deceased retired members will cover their badges or identification cards, per General Order 802.07, or 428.02.E.2.c., during the funeral services and until immediately following the committal service.
      - ii. A Departmental uniform will be provided for burial of the deceased, if the deceased was eligible to wear a uniform, and will consist of the following:
        - (1) Long sleeve uniform shirt with appropriate identification loops and sleeve patches.
        - (2) Uniform trousers.
        - (3) Waist belt.
        - (4) Sam Browne belt, keepers, empty handcuff case, and empty holster.
        - (5) Uniform black tie.
        - (6) DPD collar insignia or insignia of rank for lieutenants and above.
        - (7) Temporary badge, which will be returned to the Department.
      - iii. A United States or Texas burial flag will be provided to drape the casket.
      - iv. A flag folding ceremony will be conducted.
      - v. The flag will be presented to the family.
      - vi. *Taps* will be played at the committal service.
      - vii. A ceremonial police motorcycle escort will be provided for the funeral services, if the services are held within 100 miles of Dallas.
- G. **Ceremonial Honors**
- 1. Ceremonial Honors are the rendering of honors on, but not limited to, the following occasions.
    - a. The funeral of a member of another Law Enforcement Agency, where the death of the other Law Enforcement Agency employee took place in the line of duty and the death occurred in Dallas and/or the funeral or committal service will take place in Dallas.
    - b. The funeral of a person who the Department wishes to honor.
    - c. National Police Week and Police Officer Memorial Day ceremonies.
    - d. Parades or other ceremonies in which the Department participates at the direction of the Chief of Police.
  - 2. Ceremonial Honors can include some or all of the honors rendered as part of the Full Departmental Honors or Departmental Honors.
  - 3. All Ceremonial Honors must have prior approval of the Chief of Police.
- H. **Official Departmental Burial Flags** - The United States flag or the State of Texas flag are the only flags permitted to drape the casket at a service where the Department is rendering Full Departmental Honors, Departmental Honors, or Ceremonial Honors. This does not limit the use of a pall by the Roman Catholic Church or other churches, but nothing may be placed on top of the flag. The flag must be removed before the casket is covered with the pall.
- I. **Police Family Members** - The term *Police Family Members* refers to the immediate surviving family members.
- J. **Metroplex** - The term Metroplex will be considered to include the City of Dallas, Dallas County, contiguous counties of Dallas County, and a 100-mile radius of the City of Dallas.

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**428.03 Composition and Responsibilities of the Police Family Support Team**

- A. The Police Family Support Team will consist of the following personnel:
  1. Executive Liaison - The Personnel and Development Division Commander will provide liaison between the Police Family Support Team, the Chief of Police, and the Dallas Blue Foundation.
  2. Family Services Officer - A member of the Employee Relations Unit, Personnel and Development Division, who will be responsible for the coordination of the overall operation of the Police Family Support Team.
  3. Benefits Coordinator - The Personnel and Development Division Commander or a designated subordinate will be responsible for coordinating all benefits for which the member and his or her family are eligible. The Benefits Coordinator will contact the member's family as soon as appropriate and maintain contact with the member's family throughout the benefits process. The Benefits Coordinator will be responsible for tracking all required benefits documents.
  4. Travel and Financial Coordinator - The Personnel and Development Division Commander or designated representative will be responsible for coordinating any financial and/or travel arrangements, whether local or away from Dallas, for Police Family Members and/or Department Ceremonial and Coordination personnel in connection with the serious or fatal injury, illness or death of a Department member.
  5. Accommodations Coordinator - The Personnel and Development Division Commander or designated representative will be responsible for coordinating any lodging, locally or away from Dallas, for Police Family Members and/or Department Ceremonial and Coordination personnel in connection with the serious or fatal injury, illness, or death of a Department member.
  6. Media Coordinator - A member of the Media Relations Unit who will be responsible for coordinating the release of personal or departmental information, and for arranging media coverage of memorial or funeral services in connection with the serious or fatal injury, illness, or death of a Department member.
  7. Traffic Coordinator - The Traffic Section Commander will be responsible for coordinating and conducting any and all movements of vehicles involved in a funeral operation.
  8. Ceremonial Unit Coordinator - The Commander, Ceremonial Unit, Tactical Division, will be responsible for all ceremonial rites involved in a funeral operation.
  9. Department Chaplain - The Department Chaplain will be responsible for meeting the spiritual needs of the surviving family and the Department's members.
  10. Family Liaison Officers - Officers from the injured/deceased member's division or bureau (one or two per 8-hour shift) who will provide security, liaison, and escort for Police Family Members in connection with the serious or fatal injury, illness, or death of a Department member. Although this is not a command or coordination position, it does provide the role of *facilitator* between the family and Department.
  11. Division Liaison Officer - A supervisor from the injured/deceased member's bureau who will provide liaison between the Police Family Support Team and the bureau. This supervisor will be designated by the Commander of the injured/deceased member's bureau and will be placed on special assignment to the Personnel and Development Division.
- B. The Police Family Support Team will be activated by the Personnel and Development Division Commander, when needed.
- C. The Police Family Support Team will provide coordination and communication to both the Dallas Police Department and the Police Family during a time of crisis and grief.
- D. When activated the Police Family Support Team will meet at least once a day until deactivation is ordered by the Personnel and Development Division Commander.

**428.04 Notification of the Police Family Support Team**

- A. Communications Section
  1. The Communications Section, upon receiving information of a life threatening or fatal injury or illness of any member of the Department, while on or off-duty, will immediately notify the following members of the Police Family Support Team:
    - a. Executive Liaison.
    - b. Family Services Officer or the Supervisor of the Employee Relations Unit.
    - c. The Department Chaplain.
  2. The Communications Section, upon receiving information on the situations listed below, will notify the Family Services Officer or the Supervisor of the Employee Relations Unit by 8:15 a.m.:
    - a. Death of any retired member of the Department.
    - b. Notification of the death in the line-of-duty of any Texas law enforcement agency employee.
    - c. Notification of the death in the line-of-duty of any law enforcement agency employee occurring in Dallas.
    - d. Notification of the intention of any law enforcement agency to bring to Dallas a law enforcement employee killed in the line-of-duty for funeral or committal services.
- B. Records Section
  1. The Records Section will immediately fax to the Communications Section a copy of any teletype containing information of:
    - a. A life threatening or fatal injury or illness of any member of the Department, while on or off-duty.
    - b. Notification of the death in the line-of-duty of any Texas law enforcement agency employee.
    - c. Notification of the death in the line-of-duty of any law enforcement agency employee occurring in Dallas.
    - d. Notification of the intention of any law enforcement agency to bring to Dallas a law enforcement employee, killed in the line-of-duty, for funeral or committal services.
  2. A Records Section supervisor will contact a Communications Section supervisor by telephone to confirm receipt of the fax. The Communications Section will then carry out notification responsibilities as outlined in paragraph 428.04 A.

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**428.05 Notification of the Police Family Members**

- A. General procedures for divisions/bureaus regarding notification of deaths and life-threatening injuries.
  - 1. In all situations where a member of the Department is seriously or fatally injured, the Police Family Members and their needs must be given first priority and consideration.
  - 2. The name of the seriously or fatally injured member must not be released to the media before the Police Family Members are notified, whether they live in the Metroplex or outside the Metroplex.
  - 3. If the Police Family Members reside outside the Metroplex, the informing officer shall request a prompt and personal notification from the jurisdictional law enforcement agency in the area in which the surviving family resides.
  - 4. If the Dallas Police Department is requested by another law enforcement agency to perform a personal notification of a serious injury or death of one of their members to a Police Family Member who resides within the City of Dallas, the same courtesy and procedures shall be afforded to the agency as that which would be done for our own Police Family Member's notification.
  - 5. A supervisor at the member's division/bureau should obtain necessary information from the Emergency Contact Form in the employee's personnel file. If the form indicates medical conditions or medication allergies, etc., this information should be sent to the receiving hospital.
- B. Notification Team Composition and Responsibilities
  - 1. The notification team should be made up of a supervisor, an officer known by the injured employee's family (when possible), a female officer to assist female family members, and at least one uniformed officer.
  - 2. The Family Services Officer, the Departmental Chaplain, or a Volunteer Police Chaplain are available for any related purposes and can serve on the notification team, if desired.
  - 3. Employees outside the official notification team are prohibited from making contact with Police Family Members prior to official notification.
  - 4. At least two vehicles should be used by the notification team.
  - 5. The following Police Family Members should receive immediate notification, based upon the member's specifications in the emergency contact form:
    - a. Spouse and children.
    - b. Parents.
    - c. Others, as requested by family.
  - 6. Prior to arrival of the notification team, accurate and up-to-date information should be secured. The notification team's goal should be to make a timely notification before Police Family Members learn through other means.
  - 7. If a member immediately notifies his or her spouse of the serious injury or death of a co-worker, the member's spouse should be told to not call the injured or deceased member's spouse. This lessens the possibility of a premature notification.

**428.06 Response to Life Threatening Injuries and Death in the Line-of-Duty**

- A. The Police Family Members will be considered to be:
  - 1. Spouse.
  - 2. Sons and daughters, and guardian if the child is under 18 years of age.
  - 3. Spouses of the sons and daughters.
  - 4. Father, mother, stepfather, and stepmother.
  - 5. Brothers and sisters, if under 18 years of age.
- B. When a member of the Department suffers a life threatening injury or illness or is killed in the line-of-duty in the Metroplex, the following will be provided for the Police Family Members by the Department:
  - 1. Personal notification of Police Family Members in the Metroplex.
  - 2. When Police Family Members are not in the Metroplex, notification to the jurisdictional law enforcement agency in which the surviving family resides will be made.
  - 3. Transportation to the medical facility or other location of local Police Family Members.
  - 4. If requested, a uniformed officer will be posted at the family residence while the family is taken to the medical facility or other location and will remain until replaced by the Family Liaison Officers.
  - 5. Family Liaison Officers will be available 24 hours per day to assist the Police Family Members.
  - 6. If the Police Family Members reside outside the Metroplex, they will be picked up upon their arrival in Dallas and will be provided transportation during their length of stay.
  - 7. All departmental members will guard against making any promises to the family and will not make additions to this list without prior consent of the Chief of Police through the Police Family Support Team.
  - 8. The above supportive measures will be provided from the time of serious injury, until the member's life is no longer threatened, or in the event of death, 24 hours after the committal services.
  - 9. Full Departmental Honors will be rendered.
- C. The following cannot be provided for the Police Family Members:
  - 1. The expense of any phone calls.
  - 2. Pay-for-view movies at the place of accommodation.
  - 3. Meals and/or food.
  - 4. Room service of any kind.
  - 5. Any alcoholic beverages.
  - 6. Any other personal expenses.
- D. When a member of the Department suffers a life threatening injury or illness in the line-of-duty outside the Metroplex, the following will be provided for the Police Family Members by the Department:
  - 1. If requested, a uniformed officer will be posted at the local family's residence while the family is absent and will remain until the family returns home.

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2. When a member is hospitalized outside the Metroplex, the Family Services Officer will serve as the Family Liaison Officer.
3. Arrangements for transportation of Police Family Members will be made with the jurisdictional law enforcement agency in the area where the member is hospitalized.
4. The above will be provided from the time of serious injury until the member's life is no longer threatened. This time may be extended when approved by the Chief of Police.
- E. When a member of the Department is killed in the line-of-duty outside the Metroplex, the Department will provide the following for the Police Family Members:
  1. The Family Services Officer will be sent to the location where the Department member has been killed to handle the logistical details and provide escort for the remains.
  2. All other details as provided for a member of the Department being killed in the line-of-duty in the Metroplex.

**428.07 Response to Life Threatening Injury or Illness and Death Not in the Line-of-Duty**

- A. The Department will provide the following for the Police Family Members:
  1. When the Police Family Members reside in the Metroplex:
    - a. Personal notification of Police Family Members.
    - b. Transportation to the medical facility or other location of the Police Family Members.
    - c. If requested, a uniformed officer will be posted at the family residence while the family is taken to the medical facility or other location and will remain until replaced by the Family Liaison Officers.
    - d. Family Liaison Officers will be available, as needed or requested, 24 hours per day, from the time of notification, until the member's life is no longer threatened, or if death occurs, until burial. This time period may be extended when approved by the Chief of Police
    - e. Departmental Honors will be rendered.
  2. When the Police Family Members reside outside of the Metroplex:
    - a. Notification will be made to the jurisdictional law enforcement agency in which the immediate surviving family member resides.
    - b. Out of town Police Family Members will be picked up at the airport or other location by personnel of the division to which the member was assigned.
    - c. Departmental Honors will be rendered with approval of the Chief of Police.
- B. The Department cannot provide for any expenses incurred by the Police Family Members.

**428.08 Response to the Death of a Retiree**

- A. The Department will provide the following for the Police Family Members, if the funeral, memorial, and/or committal service is held in the Metroplex:
  1. Family Services Officer will be available to assist with the funeral service.
  2. If requested, the Departmental Chaplain will be available to conduct the funeral service.
  3. If requested, Departmental Honors will be rendered.
- B. The Department cannot provide for any expenses incurred by Police Family Members.

**428.09 Departmental Representation at Out of Town Funeral Services (DPD Line-of-Duty Deaths)**

- A. The following departmental persons will accompany the family and remains, when applicable, to out of town funerals:
  1. Executive Liaison or his/her designee.
  2. Family Services Officer.
  3. The Department Chaplain.
  4. Honor Detail [Pallbearers] (maximum 8 members).
- B. When transportation to out of town funerals is made available through the Department, the following departmental persons may travel to the funeral:
  1. Executive Staff (unless other transportation is available for them).
  2. Media Relations Unit (maximum 1 member).
  3. Ceremonial Unit (maximum 20 members).
  4. Usher Detail (maximum 4 members).
- C. The Department will provide, at a minimum, the following personnel and vehicles, including transportation expenses, lodging, and meals, if the funeral and burial location are within a reasonable driving distance:
  1. A police vehicle, a motorcycle trailer (donated non-City equipment trailer), and four police motorcycles (maximum 4 members).
  2. One marked unit (maximum 4 members).
  3. One police vehicle for Reserve officers serving as ushers (maximum 4 members), if no other transportation is available.
- D. Additional personnel and vehicles may be authorized by the Chief of Police.

**428.10 Departmental Representation at Funerals of Other Law Enforcement Agency Members (Line-of-Duty Deaths)**

- A. Within the Metroplex.
  1. A supervisory officer will be designated by the Executive Liaison as the Officer-In-Charge of the Department's official representation at the funeral.
  2. The commanders of each of the six geographic Patrol Bureau divisions shall designate at least one representative from their respective divisions to serve as official representatives of the Department. The representatives and the Officer-In-Charge will be furnished with two marked police vehicles for their transportation.

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3. If the representatives can be selected and notified early enough, the dress uniform will be worn, per General Order 801.03.B; otherwise, the duty uniform will be worn.
  4. The Traffic Section Commander may send escort motorcycles subject to manpower considerations at the time of the funeral.
  5. The duties of the official representation team will be considered an on-duty assignment.
- B. Outside the Metroplex.
1. Traffic Section motorcycle officers will be the official representation team for funerals for law enforcement personnel killed in the line of duty outside the Metroplex.
  2. An official representation team for funerals for law enforcement personnel killed in the line of duty may be sent anywhere in Texas. If the funeral is held outside Texas, travel will be limited to a 300-mile radius of Dallas. The Chief of Police may approve sending an official representation team to a funeral being held outside of Texas and beyond the 300-mile radius.
  3. This guideline does not prohibit attendance at other law enforcement agency funerals by those officers who wish to travel by private transportation, off-duty, nor does it prohibit the use of other police vehicles, if approved by the Chief of Police.
  4. The Personnel and Development Division Commander or designated representative is responsible for notifying the Traffic Section of other law enforcement agency funerals.
  5. After notification, the Traffic Section Commander will:
    - a. Determine the availability of motorcycles for funeral representation.
    - b. If motorcycles are available, a Traffic Section supervisor will be designated as Officer-In-Charge and up to three motorcycle officers (total of four) will be the official representation team for the Department.
  6. All members of the official representation team will be considered on-duty for the duration of their service in that capacity and may be authorized to stay overnight by the Commander of the Traffic Section. The normal travel policy of the Department will cover the expenses incurred.

**428.11 Demeanor of Officers (Other Than the Ceremonial Personnel) at Memorial, Funeral, and Committal Services**

- A. Memorial and Funeral Services
1. The word *chapel* is interpreted to include the church, funeral home, or other inside location where a memorial or funeral service is held, other than the committal service.
  2. The word *casket* is interpreted to include any receptacle containing the remains of the deceased, including cremated remains.
  3. Appropriate attire for uniformed personnel will be a long sleeve uniform shirt, uniform trousers, black tie, and uniform hat. Captains and Chiefs will wear the double-breasted executive dress uniform and hat.
  4. The words *cover* and *uncover* are interpreted to be the placing of a hat and the removing of a hat from one's head.
  5. When inside the chapel, the following will apply:
    - a. Honor Guard members posted at the casket will remain covered.
    - b. The Police Chaplain will be covered or uncovered as circumstances dictate throughout the service.
    - c. All other personnel with hats will remain uncovered and carry the hat under the non-gun side when not seated.
    - d. All personnel, while passing in review, will remain uncovered.
  6. When outside the chapel, all personnel wearing hats will remain covered at all times.
- B. Committal Services
1. At a law enforcement funeral, persons in uniform will come to ATTENTION and execute the hand salute at the command, PRESENT ARMS, which will be given:
    - a. Any time the flag is being moved.
    - b. When the casket is moved from the site of the funeral/memorial service to the hearse, or from the hearse to the site of the committal service.
    - c. During the firing of volleys.
    - d. While *Taps* is being played.
  2. At a law enforcement funeral, law enforcement personnel not in uniform, will place the right hand over the heart at the command, PRESENT ARMS, which will be given:
    - a. Any time the flag is being moved.
    - b. During the firing of volleys.
    - c. While *Taps* is being played.
  3. The hand salute or the right hand over the heart will be held until the command, ORDER ARMS, is given.
  4. In accordance with military custom, hats will not be removed for prayers, but all personnel will bow their heads as a sign of respect.
  5. Uniformed personnel, when not at ATTENTION, will remain in the position of PARADE REST during the outdoor committal service.

**428.12 Explanation of Benefits and Police Family Support Team Operations**

- A. To avoid misunderstandings by Police Family Members, only personnel of the Employee Relations Team are authorized to discuss:
  1. What benefits the family may be eligible to receive.
  2. Funeral operations and procedures.
  3. Police Family Support Team operations and procedures.
- B. The Benefits Coordinator will contact the family as soon as practicable to answer questions the family may have regarding the above items.

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- C. Employee Relations Team personnel will file for survivor benefits on behalf of the police family members. Determination of benefits will rest with the issuing organization or agency.

**428.13 Police Officer Memorial Day Services**

- A. Purpose - The purpose of this order is to establish procedures for conducting a Police Memorial Day Service in honor of law enforcement officers slain in the line-of-duty. This nationally recognized holiday which occurs on May 15<sup>th</sup> every year, will be celebrated by the City of Dallas and the Dallas Police Department on the Wednesday in which the Police Memorial Week occurs.
- B. Procedure
1. The Media Relations Unit will:
    - a. Seek news stories in the local media and publish a story in the *Police News* regarding the Police Officer Memorial Day and ceremony.
    - b. Contact every other law enforcement agency in Dallas County to request their participation by sending one uniformed officer to the ceremony described below.
    - c. Contact Police Family Members of Departmental members who will be memorialized at the Police Officer Memorial Day Ceremony.
    - d. Draft and seek passage of a proclamation from the City Council for both National Police Week and Police Officer Memorial Day. Such proclamation would direct that flags on all City installations be flown at half-mast on the designated Police Officer Memorial Day.
  2. The Special Services Bureau will conduct a ceremony in front of City Hall at 12:00 noon on the designated Police Officer Memorial Day. The ceremony will include:
    - a. Lowering of flags to half-mast.
    - b. Stationing nearby a riderless horse from the Mounted Squad.
    - c. Calling the names of those Department officers who died in the line-of-duty.
    - d. Laying a wreath at base of flag poles by the Chief of Police.
    - e. Giving a benediction by a Police Chaplain.
    - f. Firing of pistol salute.
    - g. Playing of taps.
    - h. Flying over of a police helicopter.
    - i. Closing melody by Departmental bagpiper.
  3. All other Organizational Commanders will assign one officer as a representative to the ceremony. These assignments will be made in writing to the Tactical Division Commander by May 1 each year. In addition, all Department personnel and their families are invited and encouraged to attend.
  4. The Personnel and Development Division will provide a floral wreath for the Police Officer Memorial Day Service.
  5. All members of the Department will cover their badges or identification cards, per General Order 802.07, or 428.02.E.2.c., on the designated Police Officer Memorial Day.

**428.14 Police Employee's Emergency Contact Form**

- A. All members of the Department will be required to complete an *Emergency Contact Form*.
- B. Organizational Commanders will ensure employees update their *Emergency Contact Form* during November of each year.
- C. *Emergency Contact Forms* will be maintained by each organizational unit in the employee's personnel file.
- D. All *Emergency Contact Forms* and the information contained in the form are confidential and will be treated as such.

**428.15 Final Salary Benefit Check Authorization Form**

- A. Final Paycheck or Final Salary Benefit.
  1. The member's final paycheck or final salary benefit will be considered to be all accrued and unpaid salary benefits.
  2. The member's final paycheck will consist of all accrued and unpaid:
    - a. Salary pay.
    - b. Vacation pay.
    - c. Compensatory pay.
    - d. Sick pay.
    - e. Service incentive pay.
    - f. Any other salary benefit the member is entitled to.
  3. If the member had earned a holiday that had not yet been taken at the time of death, the Organizational Commander should forward a memo to that effect to the Payroll Team. A separate check will be issued for the Holiday leave.
- B. *City of Dallas-Disposition of Deceased Employee's Final Salary Benefit Check Authorization* forms may be obtained from and will be kept on file with the Employee Relations Team of Police Personnel.
- C. The *Final Salary Benefit Authorization* form is intended to expedite payment of salary benefits to the family or other designated beneficiary in the event of a member's death. The completion and signing of this form can save legal costs associated with heir verification procedures. If a signed copy of this form is not on file, distribution of final salary benefits will be made according to Texas Probate Laws at the beneficiary's expense.

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**428.16 Memorial Accounts and Donations**

Any member of the Department receiving a donation for the family of a member of the Department who has died will immediately forward the donation to the Employee Relations Unit of Police Personnel.

**428.17 Eligibility of Officers for Memorial Recognition**

- A. A deceased Dallas Police Department peace officer who is killed or dies in the line-of-duty will be eligible for recognition in the roll call of names on Police Memorial Day, on the Chief's Office memorial wall plaque, and in the form of a portrait displayed at the Police Academy.
- B. Departmental peace officers must be licensed by TCOLE and include:
  1. Police Officers
  2. Park Rangers
  3. Reserve Officers
  4. Security Officers
- C. *Line-of-duty* means any lawful and reasonable enforcement action or emergency response which a Department peace officer is obligated or authorized by law, rule, regulation, or condition of employment, appointment or service to perform.
- D. *Line-of-duty* for these purposes includes any fatal incident that was:
  1. A direct result of a line-of-duty, on-duty incident.
  2. An indirect result but directly attributed to a line-of-duty, on-duty incident.
  3. A direct result of an on-duty accident, or an on-duty criminal act committed against the officer.
  4. A direct result of a line-of-duty, off-duty incident, except for Reserve Officers and Security Officers.
  5. An indirect result of but directly attributed to a lawful line-of-duty, off-duty incident, except for Reserve Officers and Security Officers.
  6. A direct result of a felonious assault on the peace officer, perpetrated because of the status as a Texas peace officer regardless of duty status.
- E. Deaths Not Included
  1. A Department peace officer whose death is attributed to natural causes is not eligible for inclusion, except when either of the following apply:
    - a. A medical condition arises out of a specific response to a violation of law or an emergency situation causing the officer's death during or after a period of hospitalization following the specific response.
    - b. There is a supported finding that the officer died as a result of infectious disease contracted while lawfully performing official duties, or by exposure to hazardous materials or conditions while lawfully performing official duties.
  2. A Department peace officer whose death is attributed to any of the following is not eligible for memorial recognition:
    - a. When caused as a result of or during the officer's commission of a crime.
    - b. As a direct result of the officer's voluntary alcohol or controlled substance abuse.
    - c. When caused by the officer's intent to bring about his or her own death.

**428.18 The Dallas Police Memorial**

- A. The Chief of Police has the sole authority to request the name and badge number of any officer deemed to have died in the line-of-duty to be added to the Dallas Police Memorial at May Triangle, located at the corner of Akard and Young Streets.
- B. The Commander of the Support Services Bureau will act as liaison between the Police Department and the Dallas Police Foundation, Inc. and will be responsible for briefing the Chief of Police on all matters related to the Police Memorial.
- C. For purposes of determining whether an Officer's death is to be regarded as In The Line of Duty, the definition set out in the Public Safety Officers Benefits Act Summary as amended in 1990, or as may be amended in the future, will be utilized.
  1. If a death is deemed to be In The Line of Duty, the Commander of the Personnel & Development Division will forward to the Chief of Police, through the Commander of the Support Services Bureau, a form requesting the addition of the officer's name to the Dallas Police Memorial Wall.
  2. This form will reflect a brief description of the circumstances of the officer's death and request the Chief's signature authorizing placement of the officer's name and badge number on the Police Memorial.
  3. If in agreement with those findings, the Chief of Police will sign the form authorizing such placement. The form will be routed back to the Commander of the Personnel and Development Division through the Commander of Support Services Bureau.
  4. The Commander of Support Services Bureau will contact the Dallas Police Foundation, Inc., in writing, advising them of the decision of the Chief of Police. The Foundation will be responsible for insuring proper placement of the officer's name and badge number on the Police Memorial.
- D. The Central Operations Division Commander shall have the responsibility of providing security for the Dallas Police Memorial and will ensure that regular maintenance inspections of the Memorial are conducted.
  1. In the event the Memorials' infrastructure or landscaping needs to be repaired, replaced or improved, the Central Operations Division Commander will forward that information to the Commander of the Support Services Bureau who will contact the Dallas Police Foundation, Inc. to advise them of the change(s) requested at the Memorial site.
  2. The Foundation will consider the proposed change(s) and act upon it/them as expeditiously as it deems appropriate.

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428.00 Police Family Support Team**

Revised 6/16/11

- E. The Dallas Police Foundation, Inc. is a private, non-profit corporation and is responsible for overseeing a fund established to schedule and provide for repairs, upkeep and periodic infrastructure improvements to the Memorial.

**428.19 Police Officer Memorial Wall Plaque**

The names of all officers deemed to have died in the line-of-duty will be affixed to the memorial wall plaque in the office of the Chief of Police.

**428.20 Police Officer Memorial Portraits**

- A. The portraits of all officers deemed to have died in the line-of-duty will be displayed at the Police Academy.  
B. Organizational Commanders will have the option of displaying portraits or photographs or plaques commemorating employees from that organizational unit who died on or off-duty, irrespective of whether the employee's death was in the line-of-duty, as long as the employee's conduct at the time of death was honorable.

**428.21 Rendering Honors to the Flag and National Anthem**

- A. The United States flag is symbolic of the United States and the ideals for which it stands. The national anthem is a declaration of reverence and loyalty to the United States with the flag as an emblem. The manner of rendering honors to the flag or national anthem during ceremonial functions varies depending on the type of clothing worn and whether the member is indoors or outdoors.
- B. Indoors - Salutes are not rendered indoors to the flag or national anthem, regardless of the type of clothing worn.
1. Members in uniform will come to the standing position of attention and place the right hand over the heart. They will face the flag if it is visible; otherwise, the music is faced. The hat will not be worn indoors unless the member is assigned to the honor guard detail. During the national anthem, the hat may be set down, or if held, will be tucked under the left arm while the right hand covers the heart.
  2. Members in civilian clothing will come to the standing position of attention and place the right hand over the heart. Males with hats will have already removed the hat upon entering the facility. During the national anthem, the hat may be set down, or if held, will be placed near the left shoulder while the right hand covers the heart. Females in civilian attire are not required to remove their hats.
- C. Outdoors
1. Members in uniform will come to the standing position of attention and render the military hand salute to the flag. If the flag is not visible, the music is faced and saluted. Hats, if available, will be worn outdoors while rendering the salute.
  2. Members in civilian clothing will come to the standing position of attention and will place the right hand over the heart. During the national anthem, males wearing hats will remove the hat. The hat may be set down, or if held, will be placed near the left shoulder while the right hand covers the heart. Females in civilian attire are not required to remove their hats.
- D. Sworn employees assigned to dignitary protective service details are exempted from the provisions of this order.
- E. At events where it is known that the national anthem will be played, supervisors will review this order at roll call briefing to remind employees of ceremonial protocol.



## Dallas Police Department General Order

### 429.00 Death or Injury of an Employee

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 429.00 DEATH OR INJURY OF AN EMPLOYEE

##### 429.01 Death of a Member

- A. When a member is killed or dies while working, the Watch Commander will:
  1. Notify the Communications Section to mobilize the Police Family Support Team.
  2. Notify the member's section/division commander.
  3. Notify the Media Relations Unit.
  4. Notify the Departmental Safety Officer, Personnel and Development Division.
  5. Notify the City Safety Director (670-3589).
  6. Complete appropriate forms per General Order 207.00.
- B. When a member is killed or dies while off-duty and the death is not duty-related, the Watch or Section Commander will:
  1. Notify the Communications Section to mobilize the Police Family Support Team.
  2. Notify the member's section/division commander.
  3. Notify the Media Relations Unit.
- C. When a member is killed or dies whether on or off-duty, the Organizational Commander will:
  1. Be responsible for having the member's police-issued equipment and personal belongings collected and inventoried.
  2. See that the member's police-issued equipment is delivered to and signed for by a Quartermaster Unit employee.
  3. See that the member's personal belongings are delivered to and signed for by the spouse, parents, nearest responsible relative, or by the executor of the estate. If any questions arise concerning who should be given possession of the personal belongings, an attorney of the Criminal Law and Police Unit or the City Attorney's Office will be consulted.
  4. Forward the two inventory lists and the signed receipts to the Employee Relations Team, Personnel and Development Division.
- D. When a member is killed or dies while working, the Records Section will send a teletype concerning the incident to the other law enforcement agencies. When funeral arrangements are set, this information will also be transmitted.
- E. Responsibilities of the Employee Relations Team
  1. Upon notification of the death of an active member, arrangements will be made for flowers to be sent to the funeral services.
  2. Upon notification of the death of a retired member, a funeral notice will be issued to all Bureau and Division Commanders and arrangements will be made to send flowers to the funeral services.

##### 429.02 Injury of a Member

- A. When a member is seriously or critically injured while working, the Watch or Section Commander will:
  1. Notify the Communications Section to mobilize the Police Family Support Team.
  2. Notify the member's section/division commander.
  3. Notify the Media Relations Unit.
  4. Notify the Departmental Safety Officer, Personnel and Development Division.
  5. Notify the City Safety Director (670-3589).
  6. Complete appropriate forms per General Order 207.00.
- B. When a member is seriously or critically injured while off-duty and not duty-related, the Watch or Section Commander will:
  1. Notify the Communications Section to mobilize the Police Family Support Team.
  2. Notify the member's section/division commander.
  3. Notify the Media Relations Unit.

##### 429.03 Reporting Employees on Limited Duty Status

- A. Administrative Directive 3-31, Section 3.2, defines *Limited Duty* as "Days of restricted work activity. Restricted work activity means the employee was assigned to another job on a temporary basis or the employee worked a permanently assigned job but could not perform all duties normally connected with it." Any employee requesting this status must have full documentation from a physician or psychologist justifying or requiring limited or restricted duty. All limited duty personnel will be reported regardless of the cause of the status or where it occurred (on or off-duty). Refer to Administrative Directive 3-55, Limited Duty Policy.
- B. Any employee scheduled to go on limited or restricted duty for a period of five or more working days will be reported to the Workers' Compensation Coordinator in the Personnel and Development Division by memo as soon as possible before the beginning of the limited duty status. All limited duty personnel will be reported regardless of the cause of the status or where it occurred (on or off-duty).
- C. Procedures for completing limited duty status reports are in G.O. 207.00.

##### 429.04 Personal Injuries

The Supervisor's Injury Investigation Report is intended to report all the circumstances surrounding an incident in which an employee was injured. The report is to be used to investigate, collect, and analyze the information with the goal of

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preventing such injuries in the future. The majority of the form is for description and recommendation on training, policy, and any other information useful in prevention. The classification of Preventable or Non-preventable will not be used.



## Dallas Police Department General Order

### 430.00 Grievance Procedure

DAVID O. BROWN  
CHIEF OF POLICE

Revised 3/08/2013

#### 430.00 GRIEVANCE PROCEDURE

##### 430.01 Grievance - Definition

- A. Grievance - an employee's claim concerning his/her working conditions that he/she contends have been adversely affected by a violation, misinterpretation, or misapplication of a specific law, ordinance, policy, rule, resolution, or regulation. In order for any complaint to be considered a grievance, it must be in writing and contain:
  1. A brief explanation of the incident causing the grievance, including the date of occurrence;
  2. A brief statement showing how the employee's working conditions were adversely affected by the incident;
  3. The specific violation, misinterpretation, or misapplication of the specific law, ordinance, resolution, policy, rule, or regulation of which the employee is complaining;
  4. The remedy or solution sought; and
  5. The signature of the aggrieved employee.
- B. Class Grievance - may be brought by more than one employee when the grieved work situation affects more than one employee of a specific group or rank. Individual employees must sign and be named as a party to the initial class grievance file. Grievances affecting only one employee will not be considered a class grievance.

**Note: All sworn grievances, class or individual, will be processed according to General Order Section 430.05.**

##### 430.02 General Provisions for All Employees

- A. Terms and Conditions
  1. The grievance procedures outlined herein apply to all employees of the Dallas Police Department.
    - a. Appeals concerning disciplinary action taken by the Chief of Police will be heard in accordance with General Order Section 500.00.
    - b. Appeals concerning Performance Reviews and Appraisals will be heard in accordance with General Order Section 411.00.
  2. A grievance may be heard during regularly scheduled working hours without loss of pay to the employee, providing the privilege is not abused.
  3. Preparation of a grievance, except for seeking assistance from the Department of Human Resources, the Police Department's Employee Relations Team, or similar Departmental unit of the City, is not permitted during the employee's working hours.
  4. A grievance hearing under the procedures described herein is an informal discussion without the taking of a written record. An employee must be willing to discuss the evidence and answer questions concerning the grievance at each step. Failure to discuss the facts of the case at any level of these procedures will constitute withdrawal of the grievance and will cause the last decision rendered to become final.
  5. An employee may seek assistance or representation in presenting a grievance at any step. Guidance and assistance may be obtained from the Department of Human Resources. If another employee is selected to provide assistance or representation, that employee is not eligible for regular pay but may elect to take vacation leave or leave without pay if the hearing is held during that person's work hours. The supervisor may also obtain assistance or representation.
  6. The days used to establish time limits in this section are working days unless otherwise specified. *Working days* means Monday through Friday, excluding official holidays observed by the city of Dallas. Time limits begin to run the working day following the incident, event, hearing, or notice.
  7. Unless due to reasons beyond the employee's control, if an employee fails to file a grievance within the time limits prescribed or fails to appear at a hearing, the matter will be considered as having been accepted and the last decision rendered will be non-appealable.
  8. If a grievance is not answered within the specified time limit, the employee may proceed to the next step.
  9. Any time limit specified in the procedures under this section may be extended by mutual agreement between the employee and the appropriate supervisory representative at each step.
  10. A grievance filed against a Department other than the employee's own Department must be brought to the Director of the charged Department, and is initiated at Step 2 of these procedures. The charged Department is responsible for keeping the employee's own Department informed of progress at each step of the grievance and for supplying the employee's Department with copies of the findings.
  11. A grievance regarding the decision of the Chief of Police must be initiated at Step 2 of the grievance and appeal procedures.
  12. A grievance regarding a decision made outside of an employee's chain of command must be filed with the involved Division Commander.
  13. Once a grievance has been initiated, the basis of the grievance cannot be amended.
  14. An employee will not be subject to retaliation for using the grievance procedure. All persons involved in the grievance process will comply with the Code of Conduct.
- B. Unless otherwise noted:
  1. The Chief of Police is ultimately responsible for the resolution of grievances brought by sworn members of the Department.
  2. The Assistant City Manager, Public Safety Services, is ultimately responsible for the resolution of grievances brought by non-sworn members of the Department.

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## **430.00 Grievance Procedure**

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### **430.03 Grievance Coordinator**

The Grievance Coordinator is assigned to the Personnel and Development Division and is responsible for administration of the grievance procedure. Responsibilities include:

- A. Issuing Grievance Tracking Forms and maintaining complete records for all grievances to include their status, suspense dates, and the names of personnel responsible for their resolution.
- B. Serving as Secretary for the Grievance Committee to include making notification of meetings and any other administrative needs.
- C. Maintaining the Grievance Committee's procedures and duties in the Standard Operating Procedures established for the Grievance Coordinator's office.
- D. Keeping the Chief of Police informed of the status of all grievances and reporting unjustifiable violations of time constraints to the Chief for his action.
- E. Preparing reports for the Commander of the Administrative and Support Bureau listing grievance appeal dates, the Assistant City Manager scheduled to hear each appeal, and the supervisor assigned to represent the Department.
- F. Preparing for the Chief of Police reports of grievances and their status and resolutions (if applicable).
- G. Analyzing all grievances for patterns of behavior. If the Grievance Coordinator determines that grievances of a similar nature are being filed from different assignments within the Department without the collective knowledge of the aggrieved employees, the Grievance Coordinator will inform the Grievance Committee Chairperson. The Chairperson will then review the information and determine if these grievances should be grouped together as a Class Grievance or left as Individual Grievances.
- H. Notifying an employee in writing when time limits have expired and that the employee's failure to make an appeal has resulted in the determination that the matter is considered as having been accepted by the employee.

### **430.04 Grievance and Appeal Procedures for Non-Sworn Employees**

- A. **Grievance Initiation.** An employee who has a grievance will contact the Grievance Coordinator and obtain a Chain-of-Command Review form and, within ten working days from the date of the occurrence that caused the grievance or from the date the employee first had knowledge of the occurrence, submit their written grievance packet, addressed to the applicable Division Commander, to their immediate supervisor. The grievance packet will proceed up the employee's chain-of-command with each applicable level/rank signing the Chain-of-Command Review form and attaching any pertinent documentation. A grievance outside of the employee's chain-of-command will be delivered to the applicable Division Commander who may also obtain pertinent documentation from the chain. A review of the complaint and evidence or of the action or omission will be conducted. The Division Commander will meet with the employee within ten working days of receipt of the grievance packet and provide the employee with a written response to the grievance.
  1. If the grievance is resolved, the Division Commander will mark "Resolved" on the grievance packet and return the packet to the Grievance Coordinator.
  2. If the grievance is not resolved, the procedures in Step 1 will be followed.
- B. **Step 1.** If a grievance is not resolved, and the employee wishes to appeal, he or she must, within ten working days of receipt of the Division Commander's written disposition, submit a written request for an appeal hearing to the Bureau Commander or next level of supervision. A hearing shall be conducted within a reasonable time of receipt of the request and a written disposition issued within ten working days of the date of the hearing.
  1. If the grievance is resolved, the Bureau Commander or next level of supervision will mark "Resolved" on the grievance packet and return the packet to the Grievance Coordinator.
  2. If the grievance is not resolved, procedures in Step 2 will be followed.
- C. **Step 2.** If the grievance is not resolved and the employee wishes to proceed to the next step, he or she must, within ten working days of receipt of the disposition in the previous step, submit a written request for a hearing. The hearing will be conducted by the Chief of Police. A hearing will be conducted within a reasonable time of receipt of the request and a written disposition issued within ten working days of the date of the hearing.
  1. If the grievance is resolved, the Chief of Police will mark "Resolved" on the grievance packet and return the packet to the Grievance Coordinator.
  2. If the grievance is not resolved, the procedures in Step 3 will be followed.
- D. **Step 3.** If a grievance is not resolved and the employee wishes to proceed to Step 3, he or she must, within ten working days of receipt of the disposition in the previous step, submit a written request for a hearing to the Assistant City Manager in care of the Director of Human Resources. A hearing must be conducted within a reasonable time after receipt of the request, and a knowledgeable representative of the Department must be present. At the hearing, the Assistant City Manager may, at his or her discretion, allow witnesses on behalf of the employee and the city. A written disposition must be issued within ten working days after the hearing. If the employee introduces new and relevant evidence in a timely manner at this step, the Assistant City Manager may recess the hearing for ten working days to give the Department an opportunity to assess the evidence and re-examine its position.
- E. The Assistant City Manager has the following options:
  1. Affirm the action of the Chief of Police.
  2. Set aside the action of the Chief of Police.
  3. Direct the Chief of Police to enter a new order that the Assistant City Manager deems is just and equitable.
- F. The disposition of a grievance by the Assistant City Manager for non-sworn personnel is non-appealable except when the grievance involves either of the following:
  1. A discrimination charge described in Section 34-39(a)(1) of the Personnel Rules that may be appealed to the Civil Service Board.
  2. A Civil Service rule challenge that may be appealed to the Civil Service Board.
- G. Appeals to the Civil Service Board
  1. An appeal to the Civil Service Board for one of the two reasons stated in paragraph F above must be made in writing within ten working days of receipt of the Assistant City Manager's disposition of the grievance.

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2. Further procedures on the appeal process are contained in the Personnel Rules, Section 34-39(b).

**430.05 Complaint and Grievance Appeal Procedure for Sworn Employees**

- A. Complaint/Grievance Initiation - A sworn employee who has an alleged grievance will contact the Grievance Coordinator and obtain a Chain-of-Command Review form and, within ten working days from the date of the occurrence that caused the grievance or from the date the employee first had knowledge of the occurrence that caused the grievance, submit their written complaint, addressed to the applicable Division Commander, through their immediate supervisor. The complaint packet will proceed up the employee's chain-of-command with each applicable level/rank signing the Chain-of-Command Review form and attaching any pertinent documentation. A complaint outside of the employee's chain-of-command will be delivered to the involved Division Commander. The Division Commander will meet with the employee within ten working days of receipt of the complaint packet and provide the employee with a written response.
  1. If *Resolved* - the Division Commander will mark "Resolved" on the Chain-of-Command Review form and return the packet to the Grievance Coordinator.
  2. If *Not Resolved* – the procedures in Step 1 will be followed.
- B. Step 1. A sworn employee who wishes to appeal must, within ten working days of receipt of the Division Commander's written disposition, submit a written request, addressed to the Bureau Commander through the Division Commander. The Division Commander will forward the original packet to the Grievance Coordinator.
- C. Grievance Committee Review
  1. The Grievance Coordinator will officially record and assign a *Log-In* number to the Chain-of-Command Review form and then forward it to the Grievance Committee Chairperson for review by the Grievance Committee.
  2. The sworn employee may appear before the Grievance Review Committee to orally present the issues contained in their written complaint.
  3. The Grievance Committee will vote whether the complaint fits the definition of a grievance as defined in General Order 430.01
    - a. If it *Does not Fit* the definition of a grievance, the Chairperson will sign, date and forward the packet to the Grievance Coordinator to record, process, and forward copies to the affected employee and the Bureau Commander. The Grievance Committee's decision is non-appealable.
    - b. If it *Fits* the definition of a grievance, the Chairperson will sign, date, and forward the packet to the Grievance Coordinator to process (record and forward copies of the decision to the employee and the Bureau Commander).
    - c. Within a reasonable time of receipt of the Grievance Review Committee's decision that the complaint fits the definition of a grievance, the Bureau Commander shall meet with the employee and provide a written disposition within ten working days of the hearing.
  4. If the grievance is resolved, the Bureau Commander will mark "Resolved" on the Chain-of-Command Review form and return the grievance packet to the Grievance Review Coordinator.
  5. If the grievance is not resolved, procedures in Step 2 will be followed.
- D. Step 2 - Chief of Police Hearing. If the grievance is not resolved and the employee wishes to proceed to the next step, the employee must, within ten working days of receipt of the disposition in the previous step, submit a written request for a hearing to the Chief of Police. A hearing must be conducted within a reasonable time after receipt of the request, and a written disposition must be issued within ten working days after the hearing. A copy of the written disposition will be forwarded to the Grievance Coordinator. The disposition by the Chief of Police will be non-appealable unless the grievance involves one of the following:
  1. A discrimination charge described in Section 34-39(a) (1) of the City of Dallas Personnel Rules (which may be appealed to the Civil Service Board).
  2. A Civil Service rule challenge (which may be appealed to the Civil Service Board).
- E. Step 3 - Assistant City Manager Hearing (if applicable) - An appeal to the Assistant City Manager (listed in City of Dallas Personnel Rules as Step 4), will be conducted in accordance with City of Dallas Personnel Rules, Section 34-38(f)(4).
- F. Step 4 - Civil Service Appeal (if applicable) - An applicable appeal to the Civil Service Board must be conducted in accordance with City of Dallas Personnel Rules, Section 34-39.

**430.06 Sworn Grievance Committee - Composition and Purpose**

- A. The sworn Grievance Committee is composed of six primary members in the following grades: one Deputy Chief (non-voting chairperson except in the case of ties), one Major, one Lieutenant, one Sergeant, one Senior Corporal, and one Police Officer. An alternate will be appointed for each primary member. Each primary member and alternate will serve a one-year term. Alternate members will become primary members every January. The Chief of Police has the discretion to extend the assignment of any Grievance Committee member.
- B. Appointments of the Chairperson and alternate Chairperson will be made by the Administrative and Support Bureau Commander.
- C. Appointments of the committee members and alternates will be made by the Chairperson.
- D. The Grievance Committee will meet monthly, or as needed, at a location designated by the Chairperson.
- E. If any member of the Grievance Committee is in the employee's chain-of-command, that member will be excused and replaced by the alternate member. Additionally, the Committee Chairperson will excuse a committee member from hearing a grievance in which the member has a direct conflict of interest as defined in Dallas Police Department's Code of Conduct, Chapter IX, Conflict of Interest. Further, the Committee Chairperson may excuse a committee member from hearing a grievance if documented facts and circumstances exist to create a perception of a conflict of interest. If the alternate member is unavailable to serve, that seat will remain vacant during discussion by the committee.
- F. The chairperson and three voting members will constitute a quorum.

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- G. The purpose of the Grievance Committee is to review any sworn employee's complaint not resolved by the Division. The Grievance Committee will first review the complaint to determine if it meets the criteria of a grievance as defined in General Order Section 430.01.
1. If the Committee affirms the complaint as a grievance, it may make a written recommendation to the next level of appeal authority as to possible resolution of the grievance.
  2. If the Committee determines the complaint does not meet the definition of a grievance, the chairperson will provide the Chain-of-Command Review form and a written summary of the Committee's decision to the Grievance Coordinator. Copies of this documentation will be sent to the complaining employee and to his or her Bureau Commander. The decision of the Committee in determining that a complaint is not a grievance is non-appealable.
- H. The Grievance Committee does not have jurisdiction to review grievances filed opposing a direct decision made by the Chief of Police. Sworn grievances regarding the decision of the Chief of Police will be initiated at Step 2 of the grievance and appeal procedures for sworn personnel.



## Dallas Police Department General Order

### 431.00 Discrimination and Sexual Harassment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/19/09

#### 431.00 DISCRIMINATION, INAPPROPRIATE COMMENTS/DISPLAY OF INAPPROPRIATE MATERIAL, AND SEXUAL HARASSMENT

##### 431.01 Discrimination

- A. The Dallas Police Department is committed to ensuring that no person shall knowingly be discriminated against with regards to recruitment, selection, appointment, training, promotion, retention, discipline or other aspects of employment because of race, color, national origin, creed, religion, sex, age, physical or mental disability, political beliefs, organizational affiliation, sexual orientation, or marital status in accordance with federal, state and local statutes and law.
- B. Any complaints of discrimination will be handled in accordance with General Order 401.00 EQUAL OPPORTUNITY PROGRAM.

##### 431.02 Inappropriate Comments/Display of Inappropriate Material

- A. The Dallas Police Department is committed to promoting a work environment that is free of harassment.
- B. Harassment is abusive, obscene, or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass, degrade, demean, or injure another.
- C. The following conduct will not be tolerated while on-duty or on City premises. Employees will not:
  1. Use obscene or abusive language or offensive gestures in their communication with co-workers or members of the public.
  2. By oral, written, electronic, or other means of communication, threaten or intimidate co-workers or members of the public.
  3. Physically endanger, intimidate, or injure co-workers or members of the public.
  4. Display or wear inappropriate items in the work place that he/she knows another person could reasonably consider offensive.
- D. Employees who engage in such conduct while on duty or on City premises will be subject to immediate discipline.
- E. Supervisors are expected to take immediate action, including removal of any offensive material, to resolve complaints. Any complaints related to inappropriate comments or the display of inappropriate items will be processed as grievances. (Refer to General Order 430.00 GRIEVANCE PROCEDURE.)

##### 431.03 Sexual Harassment

- A. Sexual harassment is strictly prohibited. The Dallas Police Department is committed to providing all employees a work environment that is free from any form of sexual harassment or any hostile or retaliatory action against an individual reporting such behavior. Sexual Harassment is a direct violation of City of Dallas Personnel Rule 34-36 (b) (12) (f) and the Dallas Police Department General Orders and will not be tolerated in the work place.
- B. Administrative Directive 3-61 Sexual Harassment defines sexual harassment in the work place and sets out responsibilities in preventing such conduct. Pursuant to the City Charter, Chapter XII, Section 2, any complaints of harassment will be handled in accordance with General Orders 431.04 and 431.05.
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
  3. Such conduct creates an intimidating, hostile, or offensive working environment that is so severe or pervasive that it alters the conditions of employment.
- D. Incidents of sexual harassment can involve members of the same gender, as well as members of the opposite gender.
- E. There are two types of sexual harassment:
  1. Quid Pro Quo (*this for that*): Only a person having authority over another individual can commit quid pro quo harassment. This type of harassment exists when a person in authority states or implies that an employee must consent to unwelcome sexual advances in exchange for some economic benefit such as promotions, merits, job offers, job retention, etc. Also, quid pro quo sexual harassment occurs when rejection of sexual advances would result in adverse decisions affecting an employee's job status: for example, demotion, termination, denial of employment, etc.
  2. Hostile Work Environment: Anyone in the work place can commit this type of harassment. A hostile work environment exists where sexual harassment is so severe or pervasive that it creates an intimidating, offensive work place and alters the conditions of employment.
- F. Inappropriate conduct that may contribute to sexual harassment includes, but is not limited to, the following:
  1. Touching another person's body in a manner that may be regarded as offensive, for example, unwelcome neck massages, or rubbing another person's hands or arms.
  2. Touching another person's breasts, buttocks, or genitals.
  3. Exposing or touching one's self in a manner that may be regarded as offensive.
  4. Threatening retaliation for reporting sexual harassment.

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5. Displaying sexually oriented or suggestive photos, videos, magazines, posters, drawings, and literature that may be regarded as offensive.
6. Alluding to another person's or one's own anatomy and/or genitals.
7. Telling sexually oriented jokes or making references or inquiries into someone's sexual preferences.
8. Alluding to another person's or one's own mode of dress in a sexually oriented or suggestive manner.
9. Making degrading comments based upon a person's gender.

**431.04 Employee Responsibilities Regarding Sexual Harassment**

- A. Employees shall take the initiative in preventing sexual harassment in the work place by:
  1. Conducting themselves in a professional manner, maintaining a professional attitude, and dressing appropriately for the work place.
  2. Avoiding any type of act or discussion that may be regarded as offensive.
  3. Ceasing immediately any behavior or discussion if told that such conduct is offensive.
  4. Responding immediately, verbally or in writing, to offensive conduct or behavior by communicating to the individual that such conduct is unwelcome.
- B. Employees will immediately report any allegations of sexual harassment to any supervisor, anyone acting in a supervisory capacity, or to the Internal Affairs Division. When reporting sexual harassment allegations, employees must provide the names of witnesses and the time, place, and date of the incident. Supervisory notification may be either written or verbal.
  1. If the accused employee and complaining employee are of the same or equal rank, the sexual harassment allegation should be reported immediately to the complaining employee's supervisor.
  2. If the complaining employee's supervisor is the accused individual, the complaining employee may contact the next supervisor in the chain-of-command or any other supervisor. Female employees may contact a female supervisor to initiate a complaint.

**431.05 Responsibilities for Preventing and Investigating Sexual Harassment**

- A. All written and verbal charges of sexual harassment will be taken seriously and dealt with in a prompt and effective manner. All supervisors and anyone acting in a supervisory capacity will:
  1. Take initiative in preventing sexual harassment in the work place by setting good examples, demonstrating courteous and professional behavior at all times, and actively monitoring the work environment.
  2. Ensure that employees do not suffer reprisal or retaliatory actions for presenting allegations of sexual harassment.
  3. Immediately forward to the Internal Affairs Division (IAD) for investigation any allegations of sexual harassment, and take immediate and positive steps to eliminate any form of sexual harassment when it comes to their attention. This may include reassignment of the individuals involved.
- B. If directly notified by an employee of a sexual harassment allegation, the Internal Affairs Division will notify the complaining employee's Organizational Commander to take prompt remedial action. Any action taken is temporary pending completion of the IAD investigation.
- C. Organizational Commanders will assess all complaints alleging sexual harassment to determine if immediate action is required prior to completion of the IAD investigation.
- D. Failure of a supervisor or anyone acting in a supervisory capacity to take prompt remedial action on a sexual harassment complaint should be reported to IAD.

**431.06 Police/Citizen Sexual Harassment**

No officer or non-sworn employee will subject any citizen to any form of sexual harassment as defined in the Texas Penal Code (Section 39.03), City of Dallas Personnel Rules, and the Code of Conduct.

**431.07 Racial Profiling**

- A. "Racial Profiling" is defined as any 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.
- B. "Race or Ethnicity" is defined as a person's particular descent, including Caucasian, African, Hispanic, Asian, or Native American descent.
- C. Examples of "Racial Profiling" including, but are not limited to:
  1. Initiating a traffic stop on a particular vehicle because of the race, ethnicity, or national origin of the driver or of a passenger in a vehicle.
  2. Stopping or detaining the driver of a vehicle or passenger in a vehicle based on the determination that a person or 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 is unlikely to be in that place or part of town.
  4. Stopping a driver when looking for a suspect if the only commonality between the suspect and the driver or a passenger is their race, ethnicity, or national origin.
  5. Singling out an individual for enforcement who is part of a group of individuals exhibiting similar behavior (for example, a group of drivers exceeding the speed limit) because of the individual's race, ethnicity, or national origin.
  6. The unlawful seizure and/or forfeiture of a person's assets based on ethnicity or a person's descent.
- D. "Racial Profiling" is strictly prohibited. At no time will a sworn employee rely upon racial profiling in any probable cause or reasonable suspicion determination.

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**431.00 Discrimination and Sexual Harassment**

Revised 06/19/09

- E. Acceptance and Investigation of "Racial Profiling" Complaints.
  - 1. "Racial Profiling" complaints will be handled in accordance with Texas Government Code, Section 614.021-614.023, as interpreted by the City Attorney.
  - 2. Procedures for accepting "Racial Profiling" complaints from citizens are described in General Order 505.02 Externally Originated Complaints. Procedures include complaints made by telephone, in writing, and in person.
  - 3. The Police Department will be responsible for providing public education relating to the process for filing "Racial Profiling" complaints. This includes:
    - a. Internal Affairs Division pamphlets;
    - b. Public service announcements on local radio stations, television stations, and newspaper; and
    - c. New/press releases.
  - 4. An allegation of "Racial Profiling" against any officer will be investigated in the manner described in General Order 507.00 COMPLAINT PROCESSING AND INVESTIGATION. A sustained complaint for "Racial Profiling" will result in corrective action described in General Order 510.00 TYPES OF CORRECTIVE ACTION from summary discipline to discharge.
- F. Data Collection
  - 1. On January 1, 2002 Court and Detention Services of the City of Dallas began collecting data on all traffic stops and providing the information to the Dallas Police Department for compilation and analysis, in accordance with Article 2.132 of the Texas Code of Criminal Procedure.
  - 2. The most recent census data for the City of Dallas will be used as the basis for the presumed ethnic composition of the population. Other available data, such as the effect of commuters or other non-residents on the ethnical composition of the population, may be considered.
  - 3. The information will be reported in a format that may include, but is not limited to the reporting of the data in numerical and/or percentage categories of race or ethnicity of the individual detained, whether a search was conducted, and if so, whether the person detained consented to the search.
  - 4. The information collected will be submitted to the governing body of the City of Dallas on March 1 of the subsequent years.
  - 5. It is the intention of the Dallas Police Department to fulfill the data collection requirements of Article 2.132 of the Texas Code of Criminal Procedure to be effective January 1, 2003 through the utilization of video equipment.
- G. Training
  - 1. All officers will receive formal, documented training in the "Racial Profiling" policy and procedures.
  - 2. Training will be included in basic and in-service classes for all sworn personnel and will include examples of racial profiling.
  - 3. All new and current officers must complete training by September 1, 2003.
- H. Supervisors have the responsibility of monitoring the activities of subordinates to ensure that "Racial Profiling" is not being practiced. Supervisors will take immediate corrective action if these practices are observed and will document the infraction accordingly.



## Dallas Police Department General Order

### 432.00 Police Psychological Services

DAVID O. BROWN  
CHIEF OF POLICE

Revised 2/9/2012

#### 432.00 POLICE PSYCHOLOGICAL SERVICES

In recognizing the many stresses related to the performance of law enforcement duty, the Department provides a variety of services designed to assist employees. The Department's Psychological Services Unit will:

- A. Comply with the TCOLE licensing requirements in providing applicant psychological evaluations.
- B. Provide counseling and assistance to employees involved in critical incidents.
- C. Provide psychological counseling for Police Department employees and their immediate families.
- D. Manage and coordinate all employee assistance programs.
- E. Provide fitness for duty evaluation process for maintenance of duty and performance standards.
- F. Provide stress awareness and management courses at the Police Academy.

#### 432.01 Fitness for Duty Evaluation

- A. A fitness for duty evaluation is a formal evaluation of an employee's current emotional/behavioral adjustment or medical status as it relates to the ability to perform essential job functions. A fitness for duty evaluation is conducted at the request of supervisors for an employee who is demonstrating some defined difficulties adjusting to work responsibilities.
- B. The Chief of Police or any Chief Officer may order the initiation of a fitness for duty evaluation whenever that commander believes it is in the best interest of the employee or the Department.
- C. Employees who receive sustained complaints or repeated complaints of a similar nature may be required to undergo a fitness for duty evaluation.
- D. Officers returning from extended leave or those who are reinstated following discharge will be required to undergo a fitness for duty evaluation as outlined in 404.00 (Leave from the Department) and 405.05 (Reinstatement Policy).
- E. Supervisors will refer to the Psychological Services Unit any employee who reports verbally or in writing an emotional or stress related problem. A Staff Psychologist will determine whether a fitness for duty evaluation should be conducted. A formal request for a fitness for duty evaluation may be initiated if an employee does not follow through with recommendations to seek assistance.
- F. Employees who, while on or off-duty, exhibit behavior that may be indicative of emotional difficulties may be required to undergo a fitness for duty evaluation.
  - 1. When any supervisor becomes aware that an employee has exhibited such behavior, the employee will be removed from any assignment involving public contact. The Division Commander will be notified and the employee placed on Administrative Leave pending completion of the evaluation. At this time, the Division Commander will determine and document if the employee should be disarmed.
  - 2. When the behavioral problem has been identified and the employee directed to undergo a fitness for duty evaluation, the supervisor will immediately document the circumstances of the incident and submit a memorandum through the chain-of-command to the Personnel and Development Division Commander. A copy of the memorandum will be delivered immediately to the Personnel and Development Division Commander, who will provide the report to the staff psychologist. All correspondence will be sealed in an envelope.
- G. The Personnel and Development Division Commander will coordinate the fitness for duty evaluation.
- H. An employee entering a fitness for duty evaluation will undergo all testing deemed appropriate by the healthcare provider administering the examination and will be interviewed by a psychologist or physician licensed to practice in the State of Texas.
- I. An employee may be required to submit to a physical and/or mental examination by a department-selected health care provider, including, but not limited to, a physician or psychologist licensed in the State of Texas, in order to evaluate the employee's current mental or physical status as it relates to the employee's ability to perform his or her job duties.
- J. The department will pay for an evaluation performed on an employee pursuant to General Order 432.01(I).
- K. The Personnel and Development Division Commander will coordinate scheduling of the evaluation and supply that information to the employee's chain-of-command. The employee's chain-of-command will give the involved employee a date by which he or she must have an evaluation scheduled or initiated. The Personnel and Development Division Commander will also send a letter to the psychologist outlining the job duties and any specific concerns regarding the employee being evaluated. This will enable the psychologist to consider these issues in the evaluation of the employee's fitness for duty.
- L. The psychologist is not allowed by state law to release any of the results of the evaluation to the City of Dallas, to the Dallas Police Department, or to any other person or government entity unless any of the following are applicable:
  - 1. Such disclosures are required or authorized by law.
  - 2. The psychologist determines that there is a probability of imminent physical injury by the employee, either self-inflicted or to others, or where there is a probability of immediate mental or emotional injury to the employee.
  - 3. There is a written consent for release signed by the employee.
- M. The results of a fitness for duty evaluation may not be used to escape responsibility for improper behavior, as defined by the Dallas Police Department Code of Conduct, General Orders, City Ordinances, and state or federal law.

**Dallas Police Department General Order**  
**432.00 Police Psychological Services**

Revised 2/9/2012

**432.02 Peer Support Program**

- A. Program Purpose
  - 1. To provide all police employees with the opportunity for immediate peer support and assistance through times of personal or professional crisis by specially trained and selected fellow employees working in conjunction with designated mental health personnel. (Refer to Peer Support Program SOP for selection, training, and rejection/removal criteria).
  - 2. Peer support personnel are available 24 hour a day to support fellow officers and provide referral alternatives.
- B. Program Procedures
  - 1. Peer Supporters are on call and will respond at any hour of the day if requested.
  - 2. The Personnel and Development Division will be responsible for providing a monthly updated list including the name, assignment and work telephone number of each Peer Supporter. The lists will be made available to all Department employees by being prominently displayed on each organizational unit bulletin board.
  - 3. Police personnel may contact a Peer Supporter directly or may contact the Peer Support Program Coordinator for referral to a Peer Supporter.
  - 4. Peer Support Program Coordinator is a sworn police officer that has been allocated two (2) days a week to devote to the peer program logistics and development.
  - 5. The Peer Support Coordinator will be supervised by a licensed mental health professional at the Psychological Services Unit regarding issues of training and referrals.
- C. Program Confidentiality
  - 1. Communications between a Peer Supporter and an employee will be considered privileged by the Department and will remain strictly confidential except for matters involving:
    - a. Violations of the law.
    - b. Child Abuse.
    - c. Situations in which the person seeking counseling is considered a danger to himself/herself or others.
  - 2. If an employee directs the Peer Supporter to release information to a third party, the employee must sign a release form stating to whom the information is to be released.

**432.03 Substance Abuse Assistance**

- A. The purpose of this directive is to establish avenues of assistance for employees with substance abuse related problems so that discipline may be avoided whenever possible. Substance abuse can involve the use of alcohol, prescription drugs, or illegal drugs. If the substance being abused is an illegal substance, the Substance Abuse System Program cannot be used to avoid the normal disciplinary system.
- B. Responsibilities of Supervisors
  - 1. Supervisors who have reason to believe that an employee has developed a substance abuse problem or is prone to instances of substance abuse will meet privately with the employee. The supervisor will explain the assistance programs available to the employee.
  - 2. The intent of the Department is to prevent the employee from reaching a point where substance abuse related problems adversely affect the employee's job performance or professional integrity.
- C. Programs Available
  - 1. Police Psychological Services Counseling and related services are available to assist employees with substance abuse related problems.
  - 2. Employee Assistance Program – The EAP is available at no charge to City of Dallas employees to assist with a variety of issues including but not limited to : Legal Services, Work and Life Issues, Mediation Services, and Financial Assistance. Information available through the Human Resources Department and City of Dallas Intranet.

**432.04 Critical Incident Management**

- A. The purpose of the Critical Incident Management program is to provide comprehensive support for employees involved in critical incidents.
- B. A critical incident is defined as any occurrence having the potential to interfere with an individual's ability to function. Potential Critical incidents occur where employees are involved in situations such as:
  - 1. Police Involved Shootings.
  - 2. Any incident resulting in serious injury or death (Use of Deadly Force, line-of-duty death, death as a result of vehicular collision).
  - 3. Multiple serious injuries and/or deaths have occurred.
  - 4. Incidents which supervisors believe require psychological support.
- C. The Division, Section, or Unit Commander will notify Psychological Services personnel of an incident requiring psychological support.
- D. Peer Support personnel may be utilized to make the initial contact with the involved employee to provide immediate support and referral if necessary. Peer Support personnel are trained to recognize significant distress and may request that the involved employee be seen immediately by a mental health professional.
- E. Each potentially critical incident is different depending on many factors including the severity of the stressor and the number of officers involved. Some critical incidents require individual counseling and others are best managed in a group setting. Psychological Services will coordinate with supervisors of the involved officers to provide the most appropriate intervention.
- F. Critical Incident Management procedures for police involved shootings are as follows:
  - 1. The Division, Section or Unit Commander of the involved officer (s) will notify Psychological Services personnel at the first opportunity.

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432.00 Police Psychological Services**

Revised 2/9/2012

2. Psychological Services personnel will contact the involved officer within 24 hours of notification to offer psychological support.
  3. The involved officer will attend three (3) sessions to be coordinated by the Psychological Services Unit.
  4. The first session will occur within the first week and before the officer returns to full duty.
  5. The second session will take place approximately three months following the incident and a third session will occur six months after the incident. Three sessions over time are recommended because many people are unaware of the impact of exposure to potentially traumatic events until weeks or months after the incident.
- G. Critical Incident Management procedures for other potentially traumatic events are as follows:
1. The Division, Section or Unit Commander of the involved officer (s) will notify Psychological Services personnel of an incident requiring psychological support.
  2. Psychological Services will contact the supervisors of the involved officer(s) within 24 hours to determine the appropriate intervention for the particular incident. Different interventions are recommended depending on the severity of the potential trauma and the number of officers involved. All officers involved in potentially severe critical incidents receive psychological support and will be provided with information about stress recognition, prevention and referral options. Group interventions for line of duty deaths are not completed until after the funeral.
- H. Voluntary Participation - Participation in any type of group or individual psychological support / intervention is voluntary and separate from issues or decisions related to an officer's fitness for duty.
- I. Annual training with at risk units - As part of a comprehensive plan for the management of critical incident stress, annual training will be provided for units more likely to be exposed to potentially traumatic events. (e.g.; Vice, Homicide, Narcotics, Family Violence Child Exploitation/Abuse, and 911 Communications). Training is designed to promote emotional self care / resiliency by teaching trauma preparation and stress management. This program is designed to provide officers with the skills necessary to maintain emotional well being in adverse and stressful environments. An important aspect of this program is training supervisors to recognize at risk officers and intervene before problems become severe.



## Dallas Police Department General Order

### 433.00 Employee Development Program

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/17/2015

#### Employee Development Program – Mission Statement

The members of the Dallas Police Department are our most valuable asset. It is imperative that we as a Department protect and cultivate our employees with proper oversight, assistance and training.

#### 433.00 Employee Development Program

- A. The Employee Development Program is a comprehensive program designed to help assess and evaluate employee performance and quickly address any identified concerns, before disciplinary action is necessary. It is designed to identify those employees who need behavioral modification or assistance. This program applies to both sworn and non-sworn employees of the Dallas Police Department.
- B. The Employee Development Program will provide or perform the following:
  1. Establish performance measures that may indicate a work performance concern or places the employee, the Department, or the public at risk.
  2. Provide an accurate record of the frequency of events measured by the Employee Development Program for any given employee.
  3. Identify, through the use of established thresholds, specific areas of employee performance that need supervisory assessment and potential intervention.
  4. Assist supervisors in developing fair, appropriate, and timely interventions or post-intervention evaluations for any employee as needed.
- C. The Employee Development Program is a non-disciplinary program and will not be utilized for investigative purposes, but will be used for employee assistance only. Information that is determined to be a violation of policy will be investigated through the normal investigative process and not as part of the Employee Development Program. An employee's participation in the Employee Development Program will not be referenced in any Administrative Investigation.

#### 433.01 Referrals for Counseling or Training

Referrals made directly to the Employee Development Program Coordinator for employees who possibly need assistance in the form of personal counseling.

- A. General Referral (Counseling Only)
  1. Family or Friend – Any family member or fellow employee may contact the Employee Development Program Coordinator or any Supervisor and provide information regarding an employee in need of assistance.
  2. Self-Referral – Any employee may request counseling or training through the Employee Development Program Coordinator.
- B. No records of General Referrals for counseling will be maintained on file nor will these referrals be disclosed to the Employee Development Program Board. These types of referrals are strictly for counseling assistance only.
- C. All referrals for counseling will follow the guidelines set forth in G.O. 432.00.

#### 433.02 Identifiers for Possible Injection into the Employee Development Program

- A. Database Identification – The Employee Development Program Coordinator maintains a computer database on all thresholds. These thresholds derived from the database will be reviewed monthly by the Employee Development Program Team. Case studies will be submitted to the Employee Development Board for review. Employees are identified for possible injection into the Employee Development Program based on the following indicators and electronic system thresholds:

Indicator	Threshold
Complaints resulting in an IAD Investigation or Divisional Investigation	4 in 12 month period
Summary Discipline	3 in 12 month period
Use of Force Complaints	3 in a 24 month period
Criminal Activity Complaint	1 of any kind that has been adjudicated by the Criminal Justice System
Overall	5 of any of the above indicators combined in a 12 month period
Supervisory Review	2 or more employees identified as candidates for the Employee Development Program within a 12 month period who are assigned to the same supervisor.

- B. Supervisory Referral – sworn or civilian immediate supervisors may initiate a referral by submitting a written report through the chain of command to their respective Division Commander, who will then forward the report to the Employee Development Program Coordinator.

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## **433.00 Employee Development Program**

Revised 06/17/2015

1. The report must detail the reasons why the supervisor has determined that the employee should be a candidate for the Employee Development Program and include supporting documentation, statements, etc. These referrals are especially important, since immediate supervisors work closely with their subordinates and are more familiar with their work habits.
2. Referrals of employees to the program may be for any unacceptable or undesirable behavioral traits. Some common reasons for referrals of employees to the Employee Development Program include, but are not limited to the following:
  - a. Deterioration of work quality or quantity.
  - b. Problems in the workplace with fellow employees.
  - c. Reasonable suspicion of substance or alcohol abuse.

### **433.03 Employee Development Board**

- A. The Employee Development Board is comprised of:
  1. The First Assistant Chief of Police, and the Bureau Commanders as voting members.
  2. The Employee Development Program Coordinator will serve as the secretary. (Non-voting member)
  3. A non-voting representative from Human Resources/Personnel Division.
  4. A non-voting Staff Psychologist.
- B. All Employee Development Board members shall sign an affidavit of confidentiality.
- C. All Bureau Commanders or the Acting Bureau Commanders will be present to conduct a hearing.

### **433.04 Employee Case Study**

- A. Employee Case Study Packets
  1. Once an employee has been identified as a candidate for possible injection into the Employee Development Program, the candidate's chain of command will be notified of his/her status by the Employee Development Program Coordinator. The Employee Development Program Team will prepare a case study for the Preliminary Review Panel which may include, but is not limited to, the following:
    - a. The employee's current assignment and schedule.
    - b. The employee's photo.
    - c. The employee's Internal Affairs Division Concise History Report with details of each incident.
    - d. The employee's training history obtained from the Training Section.
    - e. The employee's exceptional leave history (time card) and current leave balances.
    - f. The employee's safety history obtained from the Safety Team.
    - g. The employee's current activity ranking in their Sector/Division/Watch. (if applicable)
    - h. The employee's shooting history. (if applicable)
    - i. A listing of all commendations received by the employee.
    - j. The employee's off-duty employment history and current weekly average of off-duty hours worked. (if applicable)
    - k. An interview with the employee's immediate supervisor to obtain additional information, comments, and/or suggestions that may help with the case study.
    - l. A listing of previous interventions by the Employee Development Program.
    - m. Use of force BlueTeam entries.
    - n. Consent to search BlueTeam entries.
- B. Case Numbers are issued by the Employee Development Program Team to keep track and enhance the accountability of each case study. All case studies will be maintained on file by the Employee Development Team.

### **433.05 Employee Development Program Guidelines**

- A. Employee Notification Process
  1. The employee becomes a candidate for the program through one of the referral methods, not including General Referrals.
  2. The Employee Development Program Coordinator notifies the employee that he/she has been designated as a candidate for the Employee Development Program.
  3. The Employee Development Team notifies the candidate, the candidate's chain of command, and the Employee Development Board members as to the date and time their presence is required at the confidential Employee Development Board hearing.
- B. Board Hearing Process
  1. The Employee Development Program Coordinator will brief the Employee Development Board members on the candidate's case study.
  2. The candidate and his/her chain of command are allowed to participate in the confidential hearing to provide additional information and to explain the behavior in question. The candidate and chain of command are then excused, and the Board members deliberate.
  3. If the majority of board members vote to inject the candidate into the program, the Board, with input from the chain of command, will develop a Plan of Action for the candidate.
  4. Employees injected into the program will be allowed to participate in the Bid Process but will not be able to transfer until the program is successfully completed.
  5. Employees that are identified for a second time, based on the identifiers noted in G.O. 433.02 and who have previously appeared before the Employee Development Board, will automatically be inserted into the Employee Development Program.

# **Dallas Police Department General Order**

## **433.00 Employee Development Program**

Revised 06/17/2015

### **433.06 The Employee Development Program and Failure to Progress Phases**

When an employee is injected into the program, the Employee Development Board may use any tool from any phase that could protect an employee or assist in modifying an employee's behavior. The employee will be subject to the following minimum guidelines at each phase:

- A. Phase One
  - 1. When an employee is inserted into the program for the first time, the employee will be subject to the following:
  - 2. The employee's chain of command will be required to meet with the employee upon insertion into the program monthly.
  - 3. The duration of the program will be for a minimum of 90 days.
  - 4. A minimum of 40 hours of training.
  - 5. A mandatory assignment to a car with a camera and microphone system with monitoring of camera activity, AVL data, and markouts. (If applicable)
  - 6. If an officer is inserted into the program because of use of force complaints, the officer will be required to wear a body camera, and use the BlueTeam system to enter all uses of force above compliant handcuffing.
  - 7. An employee may be subject to a 30 day re-assignment.
- B. Phase Two
  - When an employee is inserted into the program two (2) times within any 24 month period, the employee will be given a mandatory 30 day re-assignment along with intensive remedial training or education.
- C. Phase Three
  - When an employee is inserted into the program three (3) times within any 24 month period, the employee may be subject to the following:
    - 1. A mandatory 60 day non-public contact restricted duty assignment.
    - 2. Fitness for duty evaluation
    - 3. Restriction of off-duty employment.
    - 4. No voluntary re-assignments.
- D. Phase Four
  - When an employee is inserted into the program four (4) times within any 24 month period, the employee may be subject to the following:
    - 1. A mandatory one (1) year restricted duty assignment with no public contact.
    - 2. Restriction of off-duty employment.
    - 3. No voluntary re-assignments.
- E. An employee (after a majority vote by the board) may be removed from the program for "Failure to Progress" during any of the four phases for the following reasons:
  - 1. The employee refuses to adhere to the Employee Development Program's Plan of Action and Supervisory Guidelines.
  - 2. The employee receives an additional complaint while in the program and has chronic complaints of the same nature.
  - 3. The employee receives additional discipline while in the program and has chronic disciplinary actions of the same nature.
  - F. After a finding of "Failure to Progress" another hearing will be conducted by the Employee Development Board and any action up to and including Re-assignment, Suspension, Demotion, or Termination may be recommended and will follow Departmental guidelines.

### **433.07 Employee Development Program Procedures**

- A. Procedures related to the Employee Development Program will be noted in the Employee Development Program Standard Operating Procedures.
- B. The Employee Development Program Team should be contacted regarding any questions related to the Program or the Program's procedures.



## Dallas Police Department General Order

### 434.00 Bi-Annual Checks

DAVID O. BROWN  
CHIEF OF POLICE

Revised 2/28/08

#### 434.00 PERIODIC BACKGROUND CHECKS

- A. Each even numbered year, the Section Commander of the Records and Legal Services Section will initiate a complete criminal history check on all sworn personnel and all non-sworn personnel who routinely testify in court (Crime Scene Technicians, Intoxilyzer Operators, etc.).
- B. The checks will be repeated every two years.
- C. Prior to beginning the process, the Section Commander of the Records and Legal Services Section will request a complete roster of all sworn personnel and all non-sworn Crime Scene Technicians and Intoxilyzer Operators, etc.
- D. A Criminal History Report will be obtained for each employee and reviewed. Each report that lists a previous arrest will be forwarded to the Commander of the Personnel and Development Division.
- E. The Commander of the Personnel and Development Division will investigate all arrests identified in the Criminal History Reports. The Commander will determine what incidents were fully investigated and ensure that any newly discovered information is appropriately forwarded to the Legal Services Unit for reporting to the District Attorney's Office.



## Dallas Police Department General Order

### 435.00 Employee Drug Usage

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 435.00 EMPLOYEE DRUG USAGE

##### 435.01 Policy and Reporting Requirements

- A. The Dallas Police Department will make a good faith effort toward providing a drug-free work place by complying with the requirements of the Federal Drug Free Work Place Act of 1988. The Dallas Police Department's Code of Conduct prohibits the use of any illegal drugs or misuse of prescribed drugs whether on or off-duty. In addition to applicant drug testing, an employee may be required to take a drug screening and confirmation test or an alcohol test upon reporting to work, during work hours or if placed on-duty by an appropriate supervisor, when there are observable symptoms or reasonable suspicion to believe the employee has ingested, inhaled, or injected a drug into the body or ingested an alcoholic beverage.
- B. Any employee who has a reason to believe that an officer or other police employee is abusing a controlled substance or is under the influence of alcohol during working hours will immediately notify a supervisor.
- C. If supervisors observe objective symptoms that are physical manifestations of drug or alcohol use, or believes that reasonable suspicion exists to suspect an employee is abusing a controlled substance, they will:
  1. Immediately remove the employee from performance of his or her assigned duty.
  2. Notify the employee's Bureau or Division Commander (Duty Commander if the Bureau or Division Commander is unavailable) and request that commander respond to the scene.
  3. Notify and request an IAD supervisor to the scene.

##### 435.02 Executive Notification, Testing, and Discipline

- A. The employee's Bureau or Division Commander (or Duty Commander) in consultation with the Internal Affairs supervisor will determine if reasonable suspicion exists. If reasonable suspicion is deemed to exist, the employee will be asked to submit voluntarily to a drug test. If the employee refuses, the Bureau or Division Commander (or Duty Commander) may decide to order the employee to submit to a drug test. The employee may also be requested and/or ordered to submit to an intoxilyzer test. The Chief of Police, the employee's Bureau or Division Commander or the Duty Commander may order a drug test.
- B. If the employee is given a drug test, the employee will be placed in a non-public contact position or on administrative leave until the results of the test are known. If the employee exhibits symptoms of intoxication or inappropriate behavior, he/she will be transported to his/her home or the home of a friend or relative after the test is complete.
- C. Positive results of a drug test will be cause for initiation of a formal investigation. Since the use of illegal drugs (cocaine, heroin, marijuana, etc.) or illegally obtained controlled substances by police employees is inconsistent with police employment, disciplinary action, most likely termination, will result. Abuse of legally obtained controlled substances or alcohol may lead to disciplinary action for violation of Departmental rules or regulations, but the employee may also be referred for rehabilitation and treatment. Subsequent or repeated abuse after rehabilitation efforts may, however, lead to termination.
- D. If a drug test has a negative result, no Internal Affairs investigation will be conducted (unless other allegations were identified) and no entry into the employee's personnel file concerning the drug test will be made. A Division Commander may however, because of unexplained behavior, request a behavioral cause investigation.
- E. If an employee refuses to submit to a drug test after being ordered to do so by a supervisor, the employee's action will be considered insubordination and the employee shall be subject to disciplinary action up to and including discharge.
- F. Employees who voluntarily ask for assistance with a drug problem (abuse of a legally obtained controlled substance or alcohol) prior to it coming to the attention of the Department will be assisted with reasonable rehabilitation efforts without disciplinary intervention. Reassignment or restriction of duties may be required during this process. Failure of an employee to respond to rehabilitation efforts or subsequent incidents of abuse may result in disciplinary action. Cost of rehabilitation efforts are the responsibility of the employee.
- G. Procedures for drug testing are included in the Internal Affairs Division Standard Operating Procedures.



## Dallas Police Department General Order

### 436.00 Random Drug Testing

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/25/12

#### 436.00 RANDOM DRUG TESTING

**436.01** Sworn members will provide a urine specimen which will be screened for controlled substances, including anabolic steroids, and illegal drugs. Sworn members may be randomly tested up to a maximum of three times per calendar year through a contract firm/laboratory. This random drug testing program in no way supersedes or eliminates sworn members from being subject to "reasonable suspicion" testing, as defined in City of Dallas Administrative Directive 3-49.

#### 436.02 Definitions

- A. Calendar Year - each year beginning on January 1st and ending on December 31st.
- B. Sworn Members - any officer who possesses the authority to bear arms and possesses arrest powers; more specifically, sworn members who occupy the positions of Police Officer or Reserve Police Officer, regardless of rank.
- C. Non-Competitive Appointed Ranks - any sworn member who has been appointed by the Chief of Police to the following positions: Deputy Chief of Police; Assistant Chief of Police; and is to include the Chief of Police, who is appointed by the City Manager.
- D. Split Specimen - a collection method of maintaining two separate containers of urine from the tested subject. This allows for retesting should the need arise.
- E. Illegal Drug/Controlled Substance - any substance which is defined, and the use of which is regulated, by the Texas Health and Safety Code - Subtitle C. Substance Abuse Regulation and Crime, Chapter 481 (Texas Controlled Substance Act), or Chapter 483 (Dangerous Drugs).
- F. Negative Test Result - indicates there is no presence of illegal drugs or controlled substances within the urine screen, or the amount present does not exceed set detection limits.
- G. Positive Test Result - result of an initial screening method which detects the presence of an illegal drug or a controlled substance in the urine screen.
- H. Confirmed Positive Test Result - result of a confirmation test which detects the presence of an illegal drug or a controlled substance in the urine screen that exceeds set detection limits.
- I. Verified, Confirmed Positive Test - a confirmed positive test which has been verified by a Medical Review Officer.
- J. Medical Review Officer (M.R.O.) - a licensed physician, employed by the laboratory, with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all confirmed positive test results.

#### 436.03 Testing Notification

- A. The contract firm will maintain and execute a random selection process from which sworn members will be selected. Division Commanders/Watch Commanders or the ranking supervisor will receive notification of personnel who have been randomly selected for testing. Selected sworn members will be notified in person by a supervisor. Selected sworn members will be tested during their normally scheduled duty hours.
- B. Forms Used
  - 1. *Notification to Report Form* - This form will serve as notice to the employee that he or she has been selected to participate in the Random Drug Testing Program. A supervisor will present the form to the employee. This notice:
    - a. Serves as a direct order by authority of the Chief of Police to provide a urine sample at the specified collection location.
    - b. Provides instructions for selected personnel to report to the specified collection location within one hour.
  - 2. *Documented Absence Form* - Any sworn employee on pre-approved leave, (i.e. regularly scheduled day off, sick leave, military leave, vacation leave) may be excused. Absences for other reasons, such as subpoena for court appearance, may be excused with Division Commander approval. The appropriate supervisory level will complete the form to document the absence. The employee's chain-of-command will review the completed form and then send it to the Random Drug Testing Team.
- C. Sworn employees on a call or with a prisoner will be notified as soon as possible after completing their markout. If necessary, relief will be sent to the scene in order for notification to be made in a reasonable time. The Random Drug Testing Team will be advised of any notification delays.
- D. Failure to Report - Any sworn member who fails to report for drug testing in accordance with this order will be subject to disciplinary action up to and including dismissal.
- E. Refusal to Submit to Testing - Refusal by any sworn member to submit to drug testing in accordance with this order will result in the sworn member being placed on administrative leave immediately and termination proceedings being initiated.

#### 436.04 Collection and Testing Procedure

Collection of urine samples and urine analysis will be conducted by a contract firm/laboratory. The laboratory will be certified by the National Institute on Drug Abuse (NIDA). Scientifically-accepted screening and confirmation tests will be employed in the analysis of the urine samples. The collection location will be centrally located. After arriving at the specified collection location, sworn members will comply with instructions received from screening personnel. Screening will only be done for illegal drugs and controlled substances, including anabolic steroids. No other substances will be screened, nor will any other medical tests be conducted or performed. The collection dates will not be announced in advance.

- A. Sworn members will be required to present their Driver's License and Dallas Police Department Identification Card at the collection location.

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- B. The urine samples will be provided in maximum feasible privacy.
- C. The urine sample will be provided in a vial, a portion of which will be transferred into, and maintained in, two additional vials. Transfer of a portion of the urine sample into two other vials will take place in the sworn member's presence. Prior to the urine collection, the identification number of the sworn member, the current date, and the sworn member's right thumb print will be affixed to each vial. The vials will be sealed in the sworn member's presence after the sample has been provided. Appropriate chain of custody procedures will be followed at all times at the collection facility and at the laboratory which performs the urine analysis.
- D. Failure to supply urine sample - The sworn member will remain at the collection location in view of collection personnel until a urine sample is produced. Personnel at the collection location will provide adequate liquids to assist in the collection.
- E. The tampering, or attempted tampering, with any urine sample will result in termination.
- F. Negative test samples will not be maintained, but will be destroyed.
- G. If the initial screening indicates a positive test result, a second test of this specimen will be performed for confirmation.
  - 1. A confirmed positive report will only be made after this second test.
  - 2. Confirmed, positive test results will be maintained by the analyzing laboratory in a secure area, and will remain confidential.
- H. After the contract firm/laboratory has confirmed a positive test result, the sworn member will be scheduled for a consultation with the M.R.O.
  - 1. The M.R.O. will examine alternate medical explanations for any confirmed positive test result.
    - a. This action will include conducting a medical interview, a review of the individual's medical history (including a review of the individual's legally prescribed medication), and a review of any other relevant biomedical factors.
    - b. The M.R.O. will make the final decision as to whether to verify the test result as confirmed positive.
  - 2. Verified, confirmed positive test results will be retained by the laboratory for a time period of 5 years.
  - 3. Verified, confirmed, positive test results are for administrative purposes only and will not be used against the sworn member in any criminal proceedings.
- I. A sworn member will be placed on administrative leave immediately if the following occurs:
  - 1. A confirmed positive test for illegal drugs.
  - 2. A verified, confirmed positive test for controlled substances, including anabolic steroids.
- J. A sworn member whose test is verified as confirmed positive may request that the second split specimen be tested by an alternate NIDA-certified laboratory. In order to effect such a request for testing of the second split specimen, the sworn member must do the following:
  - 1. Submit a written request to the Chief of Police within ten working days of notification of such result.
  - 2. The written request must include the name of the NIDA-certified laboratory which has been chosen by the sworn member.
    - a. The contract laboratory will transport the second split specimen to the alternate NIDA-certified laboratory chosen by the sworn member for testing.
    - b. Appropriate chain of custody procedures will be followed.
    - c. Retesting expenses of the second split specimen will be paid for by the Department.

**436.05 Administration of the Program**

- A. The Internal Affairs Division will act as a liaison between the Police Department and the drug screening contract firm/laboratory, and will be responsible for the following:
  - 1. Providing a departmental roster of all sworn members. The roster will identify the sworn members by a number only and will include current assignment, watch, and days off.
  - 2. Receiving the documented absence forms from Division Commanders in order to reschedule testing.
  - 3. Receiving and reviewing Notification To Report forms to ensure policy guidelines were followed.
  - 4. Monitoring adherence to the program (appropriate identification, cooperation of officers, adherence of firm/lab to contract, etc.).
  - 5. Receiving the verified and confirmed positive reports from the contract firm/laboratory. The Deputy Chief will make notification of positive test results to the officer.
  - 6. Schedule consultations between the sworn member and the M.R.O.
  - 7. Coordination of a sworn member's request for testing of the second split specimen by a NIDA-certified laboratory.
- B. Police Technology & Technical Support Unit will be responsible for providing a current departmental roster to the Internal Affairs Division on a bi-monthly basis. The success of the Random Drug Testing Program is dependent upon an accurate reporting system of personnel changes. Strict adherence to General Order 403.00 will ensure that the appropriate personnel information needed for this program will be updated on a daily basis.

**436.06 Disciplinary Action**

- Verified, confirmed, positive test results are for administrative purposes only and will not be used against the sworn member in any criminal proceedings. Disciplinary Action may result however, with regard to the following areas:
- A. Failure to Report - any sworn member who fails to report for drug testing in accordance with this order will be subject to disciplinary action up to and including termination.
  - B. Refusal to Submit to Testing - any sworn member who refuses to submit to drug testing in accordance with this order will be terminated.
  - C. Tampering, or attempted tampering, with any urine sample - will result in termination of the sworn member.
  - D. A verified, confirmed, positive test result which indicates illegal drug use - will result in termination of the sworn member.

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- E. A verified, confirmed, positive test result which indicates controlled substance abuse - may result in disciplinary action up to and including termination of the sworn member.
- F. A verified, confirmed, positive test result which indicates illicit anabolic steroid abuse – may result in disciplinary action up to and including termination of the sworn member.
- G. Disciplinary action arising as a result of this order may be appealed by the sworn member in accordance with the City of Dallas Personnel Rules.

**436.07 Additional Drug Screening due to Assignment**

- A. The Department has a compelling interest in ensuring that officers assigned to specified organizational levels do not use illegal drugs or abuse controlled substances, including anabolic steroids. In these assignments, the strictest precautionary safeguards are necessary to provide for a drug-free working environment, and to ensure that there are no illegal drug abusers or controlled substance abusers who jeopardize the safety of fellow officers. All sworn members who apply for or are assigned to the following levels will be subject to additional drug testing:
  1. Field Services Division
  2. Narcotics Division
  3. Criminal Intelligence Unit
  4. Public Integrity Unit
- B. All sworn members who apply for the Field Services Division, Narcotics Division, Criminal Intelligence Unit, or Public Integrity Unit must sign an *Additional Drug Testing Form* indicating that they understand a drug screening test is a part of the application.
- C. Prior to being notified to report for a drug screening test or prior to being notified of the transfer, whichever occurs first, a sworn member may withdraw his or her transfer request, with no penalty. This is done by submitting a written request to the Bureau Commander.
- D. All sworn members who are currently assigned to the four specified organizational levels must sign an *Additional Drug Testing Form* indicating they understand that a drug screening test is a condition of continued assignment. Sworn members assigned to the Field Services Division, Narcotics Division, Criminal Intelligence Unit, or Public Integrity Unit may be randomly tested up to a maximum of three times per calendar year through a contract firm/laboratory.
- E. A sworn member currently assigned to one of the four specified organizational levels who declines to sign the Additional Drug Testing Form, will be immediately transferred to another assignment with no penalty and with no loss in rank or salary.

**436.08 Drug Screening - Non-Competitive Appointed Ranks**

- A. All sworn members who are under consideration for non-competitive appointed rank or who are currently of non-competitive appointed rank will be subject to additional drug testing. In order to ensure the effective and efficient operation of the Department, and in order to maintain a high standard of confidence by the officers, the Department must ensure that its most highly ranked members are drug-free.
- B. All sworn members who are under consideration for non-competitive appointed rank must sign a form indicating that they understand a drug screening test is part of consideration for non-competitive appointed rank.
- C. Prior to being notified to report for a drug screening test or prior to being notified of an appointment, whichever occurs first, sworn members under consideration for non-competitive appointed rank may withdraw from consideration with no penalty. This is done by submitting a memorandum to the Chief of Police.
- D. All sworn members who are currently of non-competitive appointed rank must sign an *Additional Drug Testing Form* indicating they understand that a drug screening test is a condition of continued appointment in the rank. Sworn members of non-competitive appointed rank may be randomly tested up to a maximum of three times per calendar year through a contract firm/laboratory.
- E. A sworn member who is currently of non-competitive appointed rank, who declines to sign the notice form, will be reassigned to his highest previously held civil service rank.

**436.09 Drug Screening - Reserve Section**

- A. Due to the unique nature of their availability for duty, the sworn members of the Reserve Section will be subject to additional drug testing as a condition of continued appointment.
- B. All sworn members of the Reserve Section must sign an *Additional Drug Testing Form* indicating they understand that a drug screening test is a condition of continued assignment. Members of the Reserve Section may be randomly tested up to a maximum of three times per calendar year through a contract firm/laboratory.
- C. Refusal by a sworn member of the Reserve Section to sign the *Additional Drug Testing Form* and/or participate in the Random Drug Testing Program will result in immediate dismissal from the Dallas Police Department.



## Dallas Police Department General Order

### 437.00 Smoking in Public Buildings

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 437.00 SMOKING IN PUBLIC BUILDINGS

##### 437.01 No Smoking Areas

- A. Smoking is prohibited in the following areas:
  1. Elevators.
  2. All conference and meeting rooms to include detail rooms.
  3. Restrooms.
  4. All service areas generally accessible to the public. This includes lobbies and waiting rooms of offices and stations.
  5. All other offices and facilities under the care, custody, and control of the Police Department.
- B. Bureau and Division Commanders will be responsible for the conspicuous placement of *No Smoking* signs in their facilities.
- C. *No Smoking* signs can be ordered from the Office Services Supply Catalog for posting in the facilities.

##### 437.02 Violation of Smoking Ordinance #19648

Employees violating the Smoking Ordinance #19648 are subject to disciplinary action as set forth in the City of Dallas Personnel Rules, as well as prosecution under applicable sections of the ordinance.

##### 437.03 Complaint Procedure

- A. Employees may utilize the grievance procedure established in General Order 430.00 to challenge policies on smoking in the workplace.
- B. No employee will be discharged, retaliated against, or discriminated against for:
  1. Filing any complaint or causing any proceeding to be instituted under or related to the Administrative Directive regarding implementation of Smoking Ordinance #19648.
  2. Testifying in any proceeding instituted under the Administrative Directive.
  3. Exercising on his/her own behalf or the behalf of others any right afforded by Chapter 41 of the Dallas City Code.

##### 437.04 Enforcement Responsibility

The responsibility for enforcement of this ordinance lies with the Department of Environmental and Health Services. Officers receiving calls regarding this ordinance should inform the complainant that enforcement action is the responsibility of that Department.



## Dallas Police Department General Order

### 438.00 Communicable Diseases

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

#### 438.00 COMMUNICABLE DISEASES

A communicable disease is any disease transmitted by either direct or indirect contact. The purpose of this order is to establish Departmental guidelines regarding the reporting of exposure to certain communicable diseases. Exposure to common diseases, such as colds and flu, are not covered by the scope of this policy.

##### 438.01 Bloodborne Pathogens Exposure Control Plan

Exposure to a Bloodborne Pathogen is the greatest communicable disease health risk officers face. The purpose of this order is to implement the Bloodborne Pathogens Exposure Control Plan required in Chapter 81.304 of the Health and Safety Code. The plan establishes Departmental guidelines to minimize exposure, and insure immediate medical treatment, a post exposure evaluation, and follow up is provided to employees who experience a blood exposure.

##### 438.02 Blood Exposures

Exposures to bloodborne pathogens can occur in the following ways:

- A. A human bite where the skin is broken
- B. Puncture wounds with a bloody object
- C. Blood or certain body fluid splashes to the eyes, nose, and mouth (bloodborne pathogens are not carried in saliva)
- D. Blood splashed to an open wound or non-intact skin
- E. Needle sticks
- F. Mouth to mouth resuscitation where blood is present
- G. Exposure of intact skin to a large amount of blood or over a large area of the body for several minutes.

##### 438.03 Bloodborne Pathogens

- A. **HIV**, Human Immunodeficiency virus, which develops into AIDS, Acquired Immune Deficiency Syndrome, an infectious, viral disease that weakens the body's immune system. It causes the person to be susceptible to a variety of opportunistic infections, certain rare forms of cancer and pneumonia, and other diseases. Because of the lack of a cure or vaccine, this disease represents a serious public health problem. It is preventable if certain precautions are taken. Most exposures do not result in infection.
- B. **HEPATITIS B** is caused by a virus, which attacks the liver. The liver is essential to metabolize fats, proteins, and medications. People who develop Hepatitis B are more likely to develop cirrhosis or cancer of the liver later in life, and may be the cause of 80% of liver cancer cases worldwide. **Hepatitis B is extremely contagious and can live in dried blood for as long as 7 days. Hepatitis B can be prevented by a Hepatitis B vaccine.**
- C. **HEPATITIS C** is currently considered to be the second highest health risk from bloodborne pathogens. There is no vaccine or preventative medicine for Hepatitis C. Currently the treatment for Hepatitis C is only 40% effective. A high percentage of infected individuals do not show symptoms of Hepatitis C, but become chronic (develop cirrhosis or cancer of the liver) years later. 85% of IV drug users become infected with Hepatitis C within 6 months.
- D. **HEPATITIS D** – a defective virus that causes infection only in the presence of Hepatitis B.
- E. **SYphilis** – normally sexually transmitted, but can be transmitted by blood exposures.

##### 438.04 Other Communicable Diseases

Other communicable diseases include diphtheria, measles, pertussis, meningococcal infections, plague, rubella, TB, and viral hemorrhagic fever. Possible exposures to these diseases can occur through mouth to mouth resuscitation or from close contact (in the same room, enclosed area, or vehicle) with an infected person. The length of time necessary for an airborne exposure depends on the disease.

- A. Employees who suspect they have had a work exposure to one of these diseases will immediately report the incident to a supervisor for submission of the City of Dallas Supervisor's Injury Investigation Report in accordance with Section 207.00.
- B. It is not necessary to seek immediate medical attention unless notified by the Dallas County Health Department or another medical professional (usually an Emergency Room Physician).
- C. A follow up examination will be offered to the employee for medical evaluation, testing, and treatment.
- D. Testing must be done no later than 10 days after the exposure, (per G.O. 438.08(D)).

##### 438.05 Hepatitis B Vaccination

- A. To provide immunity to Hepatitis B infection, the Dallas Police Department will make the hepatitis B vaccination series available on a voluntary basis to all sworn and non-sworn employees, where the exposure to blood or other potentially infectious materials can be reasonably anticipated.
- B. The hepatitis B vaccination series will be made available to all recruits during their academy training. All other employees may request the vaccination series at any time and will be notified within ten days by the Safety Team when the series will be scheduled unless any of the following apply:
  1. The employee has previously received the complete hepatitis B vaccination series.
  2. Antibody testing reveals that the employee is immune.
  3. Medical reasons prevent the employee from being vaccinated.

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- C. Any prescreening for the hepatitis B virus to determine immunity, including all medical evaluations and procedures performed, will be at the employee's expense.
- D. Vaccinations will be provided even if the employee initially declines but later request treatment while covered by this standard. Employees who decline the hepatitis B vaccination series must sign a declination form. The signed forms will be forwarded to the Safety Team, Personnel and Development Division.
- E. Immunization Procedures
  - 1. Departmental personnel interested in participating in the Hepatitis B Immunization Program will contact the Safety Team to schedule their initial inoculation.
  - 2. The Academy Supervisor of the Curriculum Team will be notified by the Safety Team as to the date and time the vaccination series will be offered to the recruit classes.
  - 3. Departmental personnel participating in the hepatitis B vaccination series will receive the following document when reporting to the designated location:
    - a. Information Statement on Hepatitis B.
    - b. Acceptance Form.
    - c. Declination Form.
  - 4. After reading the information statement, employees will be required to sign an acceptance or declination form. All documents will be completed before the vaccine is administered.

**438.06 Precautionary Measures for Officers to Minimize Exposure to Bloodborne Pathogens**

- The following is a list of procedures to be followed in situations where there is a likely chance of a blood exposure.
- A. Wear disposable surgical gloves when there is contact or potential contact with blood or other body fluids, regardless of whether the fluids are wet or dry.
  - B. Wash hands immediately and thoroughly with warm water and soap following contact with blood, other bodily fluids or any other possible source of infection. Hand washing is recommended even if gloves are worn. If handwashing facilities are not immediately accessible, use either an antiseptic cleanser in conjunction with a clean cloth/paper towels, antiseptic towelettes or waterless disinfectant. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.
  - C. Bandage open wounds or cuts to avoid any direct contact with contaminated body fluids. Bandages should be sealed on all sides and changed when they become wet or soiled.
  - D. When searching persons or vehicles, never blindly place hands in areas where there may be sharp objects that could puncture the skin. Use extreme care when handling needles and syringes.
  - E. Use the Mouth-to-Mask Resuscitators when giving CPR.
  - F. Exercise caution when investigating crime scenes contaminated with blood or body fluids (i.e., wear a surgical facemask, protective clothing, gloves).
  - G. Minimize the chances of becoming infected with communicable diseases by careful observation and awareness of subjects being dealt with, adequate sleep and nutrition, and practicing good personal hygiene habits.

**438.07 Procedures to be Taken if Possibly Exposed to Bloodborne Pathogens**

- Immediately following an exposure to blood:
- A. Wash the affected area with soap and water
  - B. Flush exposed mucous membranes with water
  - C. Eyes should be irrigated with water
  - D. Immediately report the exposure to a supervisor for treatment and follow-up

**438.08 Reporting Procedures for Possible Exposure to Communicable Diseases**

- A. Employees who suspect they have been exposed to communicable diseases should immediately notify their supervisor for submission of the City of Dallas Supervisor's Injury Investigation Report in accordance with Section 207.00. (Exposure to colds and flu is not covered in the scope of this policy.)
  - 1. The Supervisor will obtain an Exposure Packet, which includes:
    - a. A Records Release Form
    - b. Affidavit form for source testing
    - c. A PEP Consent Form
    - d. A PEP Declination Form
    - e. General Information and Instructions
    - f. A copy of General Order 438.00
  - 2. Exposure Packet forms are on the shared "N" drive and will be available at the Baylor Emergency Room.
- B. In the case of a blood exposure, the supervisor will:
  - 1. Immediately accompany the employee to the Baylor Hospital Emergency Room for a Post Exposure Evaluation.
  - 2. Insure the sworn affidavit required for the testing of a blood exposure source (outlined in G.O. 438.09) is completed and signed by the officer and notarized. The original affidavit must be sent to the Safety Team and a copy either faxed or taken to the Dallas County Health Department.
  - 3. Insure all consent and/or waiver forms are properly completed and the original is sent to the Workers Compensation Team.
- C. Employees who incur an exposure incident will be offered a confidential medical evaluation and follow up as follows:
  - 1. Documentation of the route of exposure and the circumstances related to the incident.
  - 2. The employee will be advised of their risk of infection based on the type of exposure and will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
  - 3. The employee will be offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. Baylor Hospital will not test the employee for HIV, Hepatitis B or Hepatitis C. That testing

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- will be done the following business day during a follow up visit to a recommended physician specializing in communicable diseases. If the employee wishes, he/she may use another physician of his/her own choosing.
- 4. The follow-up will include the results of the testing of the source individual being made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual. The employee will also be given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident. The employee will be informed about what potential illnesses can develop and to seek early medical evaluation and subsequent treatment.
  - D. According to Texas Workers' Compensation Commission Rule 110.106, in order to qualify for Workers' Compensation Benefits, employees claiming a possible work-related exposure to a reportable disease, including HIV, must be tested for the disease not later than 10 days after exposure. Employees must provide documentation of the testing to the Department.
  - E. The Workers Compensation Team will keep a log of all reported sharps injuries (needle sticks) and complete the required Sharps Reporting Form and forward it to the Dallas County Department of Health.
  - F. Officers who believe a suspect has exposed them to any communicable disease will follow the procedures outlined in 438.09 B for reporting the incident to the Dallas County Health Department and to request testing of the suspect.

### **438.09 Procedure for Testing Suspects for Communicable Diseases**

- A. Subjects may be requested to take a blood test when they may have exposed a law enforcement officer, fire fighter, emergency medical service employee or paramedical, or a correctional officer to a reportable disease, including HIV infection. Officers may request testing for exposure to reportable diseases experienced in the course of their employment. Officers must believe the exposure places them at risk for a reportable disease and must present the required affidavit to the appropriate health authority.
- B. Officers having good reason to believe they have been exposed to a communicable disease during the course of employment will call the Dallas County Health Department at (214) 819-2004 to request testing of the suspect. This number will be answered Monday through Friday, between the hours of 8:00 a.m. - 5:00 p.m. The after hours number is (214) 819-2009. The after hours phone number is a voice mail recording. The after hours notification will include the employee's name, badge number, a work phone contact number, the name and date of birth of the exposure source, and the present location of the source (Example: Parkland, Sterrett, or Detox) or their home address. The officer must submit a sworn affidavit, either in person or postmarked, within 72 hours of the occurrence.
  - 1. The sworn, written affidavit must contain the following information:
    - a. The requester's name, home address, work telephone number, home telephone number, and an emergency telephone number.
    - b. The name and address of the emergency agency, (Dallas Police Department, 1400 S. Lamar St., Dallas, Texas 75215).
    - c. The date and time of exposure.
    - d. The circumstances of the exposure.
    - e. The suspect symptoms, if known (e.g. rash, fever, chills, jaundice, productive cough, diarrhea, nausea/vomiting, neuralgic signs, coryza, hemorrhage, other).
    - f. Transport designation of the suspect.
    - g. The suspect's name, and if known, the suspect's address, preliminary diagnosis, and probable present location.
  - 2. After completion the affidavit must be notarized by a departmental notary. Mailed affidavits must be postmarked within 72 hours and addressed to:  
Communicable Disease  
Dallas County Department of Health and Human Services  
2377 Stemmons Freeway, Suite 500-LB 12  
Dallas, Texas 75207-2710
  - 3. If the suspect refuses the Health Department's request, that agency will confer with the exposed employee and then decide whether to ask the District Attorney to file a petition in District Court requesting court-ordered testing.
- C. According to the Code of Criminal Procedure, suspects indicted for or who waive indictment for charges of Sexual Assault, Aggravated Sexual Assault, or Indecency With a Child may be directed by the courts (either by its own motion or at the request of the victim of the alleged offense) to submit to testing to show whether the subject has a sexually transmitted disease, AIDS, or HIV.
- D. A court order for a blood sample may be obtained from a Municipal Judge of the City of Dallas or a County or District Judge of Dallas County. Should any questions arise related to obtaining such a court order, officers will contact an attorney from the Criminal Law & Police Unit at (214) 670-5471.
- E. Suspects consenting to testing or compelled by court order to submit to testing and presently housed at the Lew Sterrett Criminal Justice Center will be tested at that facility as soon as the Dallas County Health Department can send a qualified tester.

### **438.10 Evidence Handling**

- A. Wear disposable surgical gloves when handling property or evidence contaminated with blood or other bodily fluids.
- B. Procedures for Handling
  - 1. Place all syringes in puncture-resistant plastic tubes prior to submission as property or evidence.
  - 2. Double bag clothing and similar items in a paper sack.

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3. Place sharp instruments such as knives, straightedge razors, and box cutters that have been contaminated with blood or other bodily fluids in puncture-resistant plastic cylinders, which are available in HIV kits or at the Property Section.
  4. Unload firearms and place in a sealed plastic bag, double-bagged paper sack, or wrap in brown paper, depending on the size.
  5. Double bag all PES/lab evidence in paper sacks prior to submission to either SWIFS or the Property Room.
- C. Warning Labels
1. Tag all items of PES/lab evidence considered a biohazard with a biohazard warning label prior to submission.
  2. Tag any property/evidence contaminated with blood or bodily fluids with the appropriate warning label. The warning labels will be available at all deposit sites and in the HIV kits.
  3. Apply a warning label to large, bulky contaminated items such as doors, large pieces of wood, automobile parts, etc. Apply the warning label to an area that will not contaminate any physical evidence.
  4. In the *Additional Description* field of the property tag indicate any items that have been contaminated with blood or other body fluid.
  5. Note on the wrecker driver's receipt, prior to impoundment, if an impounded vehicle constitutes a biohazard due to contamination with blood or other bodily fluids on its interior. An example of *Biohazard* is: *Blood on front driver's seat*.
- D. Disposal Procedures
1. Use an approved biohazard disposal container when disposing of any protective equipment or other related equipment used in the handling, processing, or storage of biohazard property or evidence.
  2. Disposal of biohazard property/evidence will be done in accordance with procedures outlined in the Property Section Standard Operating Procedures.

**438.11 Procedures for Cleaning Contaminated Equipment, Uniforms, and Vehicles**

- A. Wear disposable surgical gloves when handling or cleaning any equipment or vehicle soiled with bodily fluids.
- B. Change any uniform that is soiled with blood or other bodily fluids as soon as possible. Handle the contaminated uniform as little as possible and with a minimum of agitation. Place the uniform in a biohazard bag, seal the bag, and notify the immediate supervisor that the uniform has been contaminated.
- C. The immediate supervisor will write a memorandum to the Quartermaster Unit explaining why the uniform was discarded and that a replacement uniform should be issued. The soiled uniform will be handled and processed as disposable equipment per Section 438.10.
- D. Vehicles and other equipment soiled by blood or other bodily fluids will be promptly and thoroughly cleaned with an approved germicidal detergent.

**438.12 Procedures for Discarding of Personal Protective Equipment/Uniforms**

- A. Anytime disposable equipment or supplies are utilized, the presence of communicable disease will be presumed. Do not indiscriminately discard such supplies or equipment at the scene or dispose of them in a way that may cause casual contact by another person.
- B. After using personal protective equipment (HIV kits), place all contaminated items in the provided biohazard bag, seal, and secure for transport to an approved disposal site. This procedure also applies to all uniforms that are to be discarded as a result of contamination.
- C. Approved sites for the disposal of contaminated material/uniforms will be located at each Patrol Operations Division, the Crime Scene Response Section, and the Property Section.
- D. It will be the responsibility of the employee utilizing the equipment to ensure that it is disposed of properly. Without exception, disposal of the contaminated material/uniform must be completed before the end of the employee's tour of duty.
- E. The Commander at each designated disposal site is responsible for ensuring the site is properly maintained and that a sufficient supply of replacement personal protective equipment (HIV kits) is available.
- F. The Commander or a representative will contact the City Contractor when a disposal site is full. The City Contractor will remove the contaminated material and replace the biohazard bag or container.

**438.13 Annual Training**

- A. Training will be conducted for all recruits during their Academy Training. All employees will also receive annual refresher training within one year of the employee's previous training.
- B. The training will include an explanation of the following:
  1. OSHA Bloodborne Pathogen Final Rule
  2. Epidemiology and symptomatology of bloodborne diseases.
  3. Modes of transmission of bloodborne pathogens.
  4. The Department's Exposure Control Plan
  5. An explanation of incidents which might cause exposure to blood or other potentially infectious materials.
  6. Procedures to be observed to control exposure to blood or other potentially infectious materials.
  7. Personal protective equipment available. (gloves, mouth to mouth resuscitators)
  8. Hepatitis B vaccine program
  9. Procedures to follow in an emergency involving blood or other potentially infectious materials.
  10. Procedures to follow if an exposure incident occurs, to include U.S. Public Health Service Post Exposure Prophylaxis Guidelines
  11. Post Exposure evaluation and follow up.



## Dallas Police Department General Order

**439.00 Reserved**

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

**439.00 RESERVED FOR FUTURE USE**



## Dallas Police Department General Order

### 440.00 Recreation Committee

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 440.00 RECREATION COMMITTEE

##### 440.01 Composition

- A. Patrol Bureau - Six geographic Patrol Bureau divisions - 1 member each.
- B. Special Services Bureau - 2 members.
- C. Investigations Bureau - 2 members.
- D. Support Services Bureau – 2 members.
- E. Administrative Services Bureau/Office of Chief of Police - 2 members.
- F. The Budget and Grant Management Manager will serve as the non-voting permanent Secretary-Treasurer of the Committee.

##### 440.02 Appointment

- A. Members of the Committee will be appointed by their Bureau Commanders. Appointments will be made in December of odd-numbered years and appointees will serve two-year terms.
- B. An alternate will be appointed by the respective Bureau Commander for each position on the Committee except Secretary-Treasurer.
- C. Appointments will be forwarded to the Secretary-Treasurer by December 14.
- D. Should any member be unable to serve, the alternate will become the member and the respective Bureau Commander will appoint another alternate.

##### 440.03 Organization and Duties

- A. Authorization and Purpose - These guidelines will serve as the governing instrument for the Recreation Committee. The purpose of this Committee will be the promotion of the social, recreational and general welfare of Police Department employees.
- B. The Secretary-Treasurer will call a meeting in January after the appointments are made for the purpose of electing a Committee Chairperson.
- C. The Chairperson will be elected by majority vote of the Committee and have full voting powers.
- D. The Chairperson will appoint a Vice-Chairperson to serve in the Chairperson's absence.
- E. The Chairperson will call a meeting whenever the need arises.
- F. A quorum of eight members must be present at any meeting for the Committee to transact business.
- G. The Secretary-Treasurer will be responsible for keeping the minutes of the meetings and records of membership.
- H. Each member will notify the Chairperson of the Committee or the Secretary-Treasurer if unable to attend a called meeting. If the notification is not given, the member will be reported A.W.O.L. from a duty assignment.
- I. If any member is absent from three or more consecutive meetings, the Chairperson will have the discretion to request that the respective Bureau Commander remove that member from office.
- J. The Secretary-Treasurer will be responsible for records of deposits, bills, and withdrawals from the Credit Union account holding the Recreation Fund and the Floral Fund. These records will be open for inspection at all times.
- K. The signatures of the Secretary-Treasurer and one Assistant Chief/Executive Assistant Director will be required for any withdrawal from the Credit Union.
- L. The committee will arrange for the collection of funds from vending machines throughout the Police Department. It will pass on by majority vote of the members present at a meeting all expenditures from the Recreation Fund, except normal operating expense. Tie votes will be decided by the Secretary-Treasurer.
- M. Floral Fund and Funeral Notices
  - 1. The Committee will also be responsible for the Floral Fund. The Employee Relations Team, Personnel and Development Division, will arrange for flowers to be sent to funeral services of the following:
    - a. Employee of the Department.
    - b. Husband, wife, or child or stepchild of employee.
    - c. Father, stepfather, mother, or stepmother of employee.
    - d. Brother, stepbrother, sister, or stepsister of employee.
    - e. Father-in-law or Mother-in-law of employee.
    - f. Foster parent of employee.
    - g. Retired police employee.
    - h. Texas Public Safety Officer (killed in the line of duty).
    - i. Other persons as designated by the Chief of Police.
  - 2. Funeral notices will be issued regarding the death of any relative of a Dallas Police Employee, but flowers will be ordered only for those listed above.
- N. The following information on deaths should be routed immediately to the Employee Relations Team, Personnel and Development Division:
  - 1. Name of deceased.
  - 2. Relationship to employee.
  - 3. Name and address of funeral home handling arrangements.
  - 4. Date, time, and place of funeral service.



## Dallas Police Department General Order

### 441.00 Promotional Assessment Centers for Outside Agencies

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/07/2013

#### 441.00 PROMOTIONAL ASSESSMENT CENTERS FOR OUTSIDE AGENCIES

- A. All requests for departmental personnel to attend assessment centers for outside agencies will be coordinated by the Assessment Center Coordinator, Personnel and Development Division.
- B. Assessment Centers will be posted on the Departmental Intranet. Departmental members (ranks of Sergeant and above), who wish to participate in these assessment centers, will contact the Assessment Center Coordinator. The Assessment Center Coordinator will disseminate assessment center applications to requesting employees. Departmental employees will be responsible for completing the application and making contact with the hosting agency or the Assessment Center Agency, as instructed on the application.
- C. The Department will not provide funds for travel, meals, or lodging for attendance at outside agency assessment centers. Departmental personnel will not be compensated by the Dallas Police Department for any time worked over the regular work day or week while in attendance at an outside agency assessment center.
- D. Personnel attending outside agency assessment centers who are paid fees for their participation while in:
  1. *Special assignment* status will deliver those fees to the Procurement and Payables Unit upon return. This does not include per diem received from the host agency to cover meals and lodging or funds to cover airfare or mileage travel expenses.
  2. Personal-time status (vacation or compensatory time) are permitted to retain all fees, per diem, and travel expense monies.
- E. Members may attend outside agency assessment centers for a maximum of two weeks (14 calendar days) each calendar year in special assignment status. Any time for subsequent assessment centers that would cause the employee to use more than the allotted 14 days will require the use of vacation or compensatory time. Members must obtain written approval for special assignment time to attend from their chain-of-command and forward this approval to the Lieutenant of the Employee Relations Team, Personnel and Development Division, prior to attending the assessment center.
- F. To easily determine whether fees paid must be turned over to the Procurement and Payables Unit, members will not be permitted to mix vacation/compensatory time with special assignment time in attending an outside agency assessment center.



## Dallas Police Department General Order

### 442.00 Employee Advisory Committees

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 442.00 EMPLOYEE ADVISORY COMMITTEES

##### 442.01 Purpose

- A. The two Employee Advisory Committees - the Police Officers Advisory Committee (POAC) and the Non-Sworn Advisory Committee (NAC) - were established to provide opportunities for sworn and non-sworn personnel in non-supervisory positions to regularly meet with the Chief of Police and/or an executive-level employee.
- B. During meetings, representatives are encouraged to ask questions regarding the concerns of their individual work groups. These questions should generally be focused on broad policy areas that may be most effectively addressed by the Chief of Police or an executive level employee.
- C. Neither committee is designed to handle grievances nor individual complaints that are more appropriately administered by other existing committees or procedures.
- D. The two committees will meet separately.

##### 442.02 Organization

- A. The Chairperson of each committee will be:
  1. POAC - the Assistant Chief, Patrol Bureau.
  2. NAC - a non-sworn Manager appointed by the Chief of Police.
- B. The responsibilities of the Chairpersons will consist of the following:
  1. Chair each committee meeting or appoint a chairperson of similar management level to chair the meeting in their absence.
  2. Establish subcommittees to study related issues and appoint subcommittee chairpersons either from the membership of the committee or from other departmental personnel. Subcommittee chairpersons may be sworn or non-sworn and may be supervisors. Subcommittees may be either standing or *ad hoc* to study specific issues.
  3. Direct the activities of the Secretary of each committee to ensure that issues are addressed and minutes of the meetings are disseminated in a timely manner.
  4. Conduct meetings at least three times per calendar year. On their initiative or at the direction of the Chief of Police, the Chairpersons may convene the committee or subcommittees at any time to discuss or study pertinent issues.
  5. Report committee findings and recommendations to the Chief of Police by memorandum.
- C. The Secretaries of the POAC and the NAC will be a sworn and a non-sworn member from the office of the Special Projects Coordinator, respectively. Their responsibilities include:
  1. Maintain membership rosters and ensure the appointment of new members and the orderly rotation of alternates.
  2. Conduct follow-up to questions from members as directed by the committee chairpersons.
  3. Publish and distribute questions and answers raised during meetings to all Organizational Commanders and to each member of that committee.
  4. Assist the subcommittee Chairpersons in obtaining and distributing information.

##### 442.03 Membership

- A. The POAC and NAC Chairpersons will determine the number of members and proper departmental representation. Organizational Commanders will appoint a representative and an alternate for a one-year term. The alternates will become primary representatives upon completion of one year's service on the committee. Each July, the Chairpersons will request Organizational Commanders to appoint new alternates.
- B. Organizational Commanders may make new appointments as needed to fill vacancies created by promotions or transfers to ensure proper representation. Organizational Commanders are responsible for notifying the appropriate committee Secretary of any changes.
- C. Representatives may not be supervisory personnel and must be sworn employees for POAC membership and non-sworn employees for NAC membership.
- D. Prior to meetings, committee representatives are expected to canvass their organizational peers for their questions and concerns. Representatives are responsible for reporting the results of the meetings to their work groups.
- E. Attendance at committee meetings will be restricted to the appointed representative, alternate, or other employee designated by the Organizational Commander.



## Dallas Police Department General Order

# 443.00 Violence in the Workplace

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

### 443.00 VIOLENCE IN THE WORKPLACE

#### 443.01 Policy

- A. The safety and security of all Department employees, as well as citizens visiting police facilities, is of immense concern to the Department. To achieve the highest level of protection from violence in the workplace, violent acts, intimidation, threats, harassment, and abusive or aggressive behavior will not be tolerated.
- B. No employee will engage in veiled threats, overt threatening behavior, or blatant acts of violence against anyone in the workplace. Violations of this policy will be cause for possible disciplinary action up to and including termination and/or criminal prosecution when warranted.

#### 443.02 Purpose

- A. The Department adopts the stance of zero-tolerance against any employee who makes any threats, engages in threatening behavior, or commits violent acts in the workplace. Such employees will be immediately and safely escorted from the premises or taken into custody, if an arrest is warranted, and the incident referred to the Internal Affairs Division.
- B. The employee will be required to remain off the premises until an Internal Affairs Division investigation is completed and a decision is made on discipline if the allegation is sustained. If necessary, the employee will be transferred to another duty assignment or placed on Administrative Leave pending the outcome of the investigation.
- C. The employee also may be subject to permanent reassignment for the benefit of the Department.

#### 443.03 Definitions

- A. Critical Incident - Any threat (implicit or explicit) or any violent incident occurring at a DPD facility. This includes, but is not limited to, any injury, death, mishap, illness, or crime occurring as the result of violence in the workplace.
- B. Premises/workplace - Any Department owned or leased building or portion of a building, and their parking lots; any Department owned or leased vehicle.
- C. Supervisor - Sworn personnel in the rank of Sergeant or above, or comparable non-sworn personnel who are responsible for the supervision or direction of the work of other personnel in the workplace.
- D. Threat Assessment Team - A designated team which will analyze and address any violence-related problems ranging from threats to post-incident counseling and will make recommendations to the Department regarding workplace safety.

#### 443.04 Responsibilities

- A. The Chief of Police, in accordance with Administrative Directive 3-63, is responsible for:
  1. Ensuring a safe workplace and not condoning any violent, disruptive, aggressive, or abusive behavior exhibited or threatened by an employee.
  2. Ensuring all DPD employees receive comprehensive training on violence in the workplace which should include, but is not limited to:
    - a. An understanding of Department policy and the types of prohibited actions constituting workplace violence.
    - b. The ability to recognize signs of potential violence in co-workers, as well as outside sources, and precautionary measures which can be utilized.
    - c. An understanding of procedures that an employee is to use to report any form of workplace violence.
    - d. Conflict resolution techniques.
  3. Ensuring that the Director of Human Resources is made aware of any workplace violence so the Threat Assessment team can be convened.
  4. Ensuring that an identified employee, spouse, or third party that may be the target of workplace violence is warned of the potential hazard.
  5. Ensuring that staff members are informed that the City's policy on workplace violence is one of zero-tolerance, and that threats of violence, or other abusive, aggressive, or disruptive behavior in any form will not be tolerated in the workplace.
  6. Ensuring that Organizational Commanders are aware of the name, work address and telephone number of the Department's assigned Employee Relations Specialist in the Employee Relations Division of Human Resources.
  7. Ensuring that Organizational Commanders and supervisors are aware of the name, address, and telephone number of the City's Counseling Assistance Resource Program (CARE)/Employee Assistance Program (EAP) Coordinator.
  8. Ensuring that Organizational Commanders have developed and posted approved plans and procedures for ensuring employee safety and the protection of City assets at each of their work sites in the event of a critical incident.
  9. Appointing a Management Representative on Workplace Violence who will serve on the City's Threat Assessment Team, which is coordinated by the Director of Human Resources.
- B. Organizational Commanders are responsible for:
  1. Developing organizational plans and procedures for ensuring employee safety and protection of City assets at each of their work sites in the event of a critical incident or threat. These plans must include any of the following items that are applicable:

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443.00 Violence in the Workplace**

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- a. Safety and emergency procedures to be followed.
  - b. A list of emergency telephone contacts.
  - c. A building schematic containing emergency exits.
  - d. Parking lot security.
  - e. Security equipment.
  - f. Any options, such as safe rooms or panic buttons.
2. Ensuring plans are posted, upon receipt of approval, in an employee common area at every work site.
  3. Reviewing and revising plans as needed, but no less than annually. Any revisions must be forwarded to the Departmental Safety Officer who will forward revisions through the Chief of Police to the Director of Human Resources.
- C. The Departmental Safety Officer will be responsible for coordinating all organizational plans to be submitted to the Chief of Police for review, then to the Director of Human Resources for approval.
- D. Organizational Commanders and supervisors are responsible for:
1. Being aware of changes in employee behavior patterns that exhibit the potential for workplace violence or disruption. Such changes should be addressed in private counseling sessions with the employee. Supervisors must document all such behavior/actions.
  2. Making appropriate and timely referrals for assistance to employees who threaten or engage in violence or other abusive, aggressive, or disruptive behavior, or to those who are threatened or victimized.
  3. Ensuring that any employee who may be the target of workplace violence, and his or her co-workers, are promptly notified of the potential hazard.
- Note: To avoid potential liability, no person should be identified as being a potential source of workplace violence until a proper and thorough investigation has been conducted and such information has been determined to be fact.**
4. Reporting threats or acts of violence in writing to the Chief of Police to ensure that proper action is taken and keeping the Chief of Police or his designee aware of all critical incident developments.
  5. Ensuring that when appropriate, the proper Departmental operational division conducts an investigation into any potential applicable criminal charges.
  6. Referring false reports of threats or violence by an employee to the Internal Affairs Division for investigation.
  7. Being knowledgeable about the services available through the Employee Relations Team and making appropriate and timely referrals for assistance in resolving incidents which involve the possession of weapons against City of Dallas policy, threats, or other abusive, aggressive, or disruptive behavior.
- E. Employees are responsible for:
1. Notifying their supervisors of any threats that they have witnessed, received, or have been told that another person has witnessed or received.
  2. Reporting any behavior they have witnessed which they regard as threatening or violent, even without an actual threat, when that behavior is job related or might be carried out on departmentally controlled premises or is connected to departmental employment.
  3. Making a report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.
  4. Providing their supervisor with a copy of any protective or restraining order and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective order which is made permanent, that they have obtained which lists Departmental locations as being protected areas.
- F. The Employee Relations Team is responsible for:
1. Ensuring that, when an employee is scheduled for a discharge interview with the Chief of Police, their standard operating procedure outlines step-by-step procedures that will minimize the possibility of any potential violence.
  2. Ensuring that if, during the exit interview, the discharged employee exhibits any signs of anger, potential violence, or makes any veiled threats or overt threats advocating violence, that such information is passed on immediately to the Management Representative on Workplace Violence.



## Dallas Police Department General Order

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DAVID O. BROWN  
CHIEF OF POLICE

Revised 6/28/2013

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## Dallas Police Department General Order

### 501.00 Philosophy of Discipline

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/16/07

#### 501.00 PHILOSOPHY OF DISCIPLINE

- A. The Chief of Police is charged with the responsibility and has the authority to maintain discipline within the Department. The policy of the Dallas Police Department is to provide citizens with a fair and effective avenue for redress of their legitimate grievances against members of this Department. At the same time, members of this Department must be protected from false charges of misconduct or wrongdoing, and must be provided with due process safeguards. The Department seeks to maintain its integrity and that of its employees. In so doing, the Department will not hesitate to impose severe disciplinary actions on those found guilty of any violation such as untruthfulness or dishonesty, which is contrary to the ethics of this Department. The Department will remove from employment those individuals who prove to be unfit for their assignment and dismiss unjustified allegations against innocent members of this Department.
- B. It is the policy of the Department to accept and investigate all complaints of misconduct or wrongdoing from any citizen or departmental employee as prescribed by state law and Department policy. A thorough and impartial examination of the available factual information will be conducted. When an allegation of misconduct is sustained, the employee will receive corrective action according to the degree of misconduct. The corrective action taken will consider factors such as:
  1. The degree of severity of the offense.
  2. The record of the offender.
  3. The seriousness of the consequences of the violation.
- C. All members will comply with City and Department rules, regulations, directives, and orders. Employees will be held strictly accountable for properly exercising the authority they have been given to protect the rights, lives, and property of all individuals. At the same time, Department members must be protected against false allegations of misconduct. Accordingly, the Chief of Police must ensure that internal investigations are conducted in accordance with the fundamental principles of fairness and that Department members are afforded all their rights. This can only be accomplished through a consistently thorough investigative process. Prompt, thorough investigations will be conducted into allegations of misconduct.
- D. The imposition of corrective actions and necessary penalties are among the methods available to the supervisory chain-of-command to achieve departmental goals and compliance with departmental policies and procedures. Use of this authority is intended to eliminate the particular behavior and to censure the employee(s) responsible for the misconduct.
- E. The Dallas Police Department is committed to providing high quality law enforcement services applied efficiently, fairly, impartially, and with empathy. In so doing, officers are held to the highest standards of official and professional conduct and are expected to respect the rights of all citizens. Officers' voluntary adherence to these standards, motivated by an ethical obligation to perform their job to the best of their ability, is eminently desirable and an ultimate objective of this Department.
- F. If an officer does not adhere to the standards of official conduct, either through deliberate action or negligence, corrective action will be applied in a prompt and certain manner. This corrective action will be applied consistently and fairly to all employees at all times.

#### 501.01 Prevention of Misconduct

The Dallas Police Department will make every effort to eliminate the organizational conditions that may foster, permit, or encourage improper behavior by its employees. The complaint investigative process will be used to identify unclear or inappropriate departmental procedures or conditions to the employee's chain-of-command for appropriate administrative action.

#### 501.02 Disparate Discipline

- A. It is the policy of the Dallas Police Department to prohibit disparate discipline in any form.
- B. Disparate discipline has both a legal and an ethical meaning. Legally, disparate discipline is a form of disparate treatment as defined by law. It is action or activity which unlawfully or unjustly results in unequal treatment of persons or groups based on age, color, national origin, race, ethnic group, religion, or gender for which distinctions are not supported by legal or rational considerations. In ethical terms, disparate discipline is the withholding and/or the application of the disciplinary process solely for reasons described by law as being unlawful and unjust.
- C. Commanders will recommend disciplinary action in a fair and consistent manner recognizing the need to consider the individual factors of each case. Supervisory and command personnel will consider factors such as the nature of the offense/misconduct, the intent of the employee, the employee's past record and/or repetitive violations of the same nature.



## Dallas Police Department General Order

### 502.00 Requirements for Making Complaints

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 502.00 REQUIREMENTS FOR MAKING COMPLAINTS

- A. Personnel complaints will be handled in accordance with Texas Government Code, Section 614.021-614.023, as interpreted by the City Attorney.
  1. Complaints must be made in writing and signed by the person aggrieved. Affidavit form is preferred; however, it is not required.
  2. A signed letter of complaint will be sufficient after verifying that it is not a fictitious letter signed with a fictitious name.
  3. A signed memorandum or Request for Control Number BlueTeam web entry from a supervisor or other employee who is aware of the facts of an incident may fulfill the requirements for an internally originated complaint.
- B. Personnel complaints will not be accepted more than 60 days after the alleged incident, with the following exceptions:
  1. When the complaint involves a criminal violation, the criminal statute of limitations will prevail. Such limitations, however, will not prevent the Department from taking disciplinary action deemed necessary to preserve the integrity of the Department.
  2. When the complainant can show good cause for not making the complaint within the specified time limit.
- C. Complaint Restrictions
  1. Complaints relative to differences of opinion between a police officer and a citizen over the issuance of a traffic citation will not be investigated unless there is an allegation of a violation of law or departmental rules on the part of the officer.
  2. Complaints relative to differences of opinion between a citizen and an arresting police officer regarding the guilt or innocence of that citizen will not be investigated but will be properly disposed of within the judicial system. If a citizen can furnish sufficient evidence, however, that the arrest was malicious and/or illegal, the complaint may be investigated at the discretion of the Internal Affairs Division Commander.
  3. Complaints involving a citizen's misunderstanding of departmental policy, which are resolved by a supervisor explaining the correct departmental policy and where the citizen is satisfied with the response, will not require investigation.
  4. Complaints relative to differences of opinion between a citizen and the investigating officer regarding the contributing factors listed on an accident report will not be investigated.



## Dallas Police Department General Order

### 503.00 Disciplinary Authority

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 503.00 DISCIPLINARY AUTHORITY

- A. Chapter 12, Section 4 of the City Charter gives the Chief of Police exclusive right to suspend or discharge employees of the Police Department for violations of departmental rules and regulations.
- B. This order establishes a procedure for investigating complaints against employees of the Dallas Police Department for alleged or suspected violations of departmental regulations, the Code of Conduct, the City of Dallas Personnel Rules, the Civil Service Board Code of Rules and Regulations, Administrative Directives, the Charter or Ordinances of the City of Dallas, or the laws of the State of Texas or the United States.
- C. The Internal Affairs Division will exercise staff supervision over incidents of reported infractions that are investigated by departmental supervisors and may result in corrective action.
- D. The Internal Affairs Division will investigate or cause to be investigated:
  1. Citizen complaints meeting the requirements in Section 502.00 above.
  2. Requests for investigations from the City Manager.
  3. Administrative allegations against members of the Department involving the commission of a criminal offense, misconduct, or negligence in the performance of duty. (Responsibility for the actual criminal investigation remains with the appropriate investigative unit.)
  4. Shooting incidents in which an employee is injured or in which an employee discharges his or her weapon. This investigation will cover the justification of the employee firing a weapon as prescribed by the policy of this Department.
  5. Accidents involving departmental vehicles when the investigation reveals misconduct or a violation of departmental rules. The violation will be investigated in accordance with this order.
  6. Any incident when directed by the Chief of Police or the Assistant Chief of the Investigations Bureau.



## Dallas Police Department General Order

### 504.00 Employee Responsibilities

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 504.00 EMPLOYEE RESPONSIBILITIES

- A. Officers and non-sworn personnel are required to notify a supervisor or the Internal Affairs Division whenever they learn through personal observation or report of any violation of the General Orders, Code of Conduct, the City of Dallas Personnel Rules, the Civil Service Board Code of Rules and Regulations, the Charter of the City of Dallas, the Ordinances of the City of Dallas, and/or the laws of the State of Texas or the United States by any employee of the Department.
- B. Each member participating in a complaint investigation or having knowledge of a reported incident will submit an internal statement to the Chief of Police when directed. The report will include all information and evidence known or reported to the member relating to the incident. This will include any tape recordings, photos, etc.
- C. Supervisory and command personnel will initiate investigations when they become aware of infractions by any member of the Department. They will not look to higher authority for initiation of this action.
- D. Each member will cooperate fully with personnel of the Internal Affairs Division or any other member conducting an investigation.
- E. No members of this Department will conduct a personnel investigation, or question any individual in regards to an ongoing personnel investigation, unless authorized by this order or pursuant to the approval of the Commander of the Internal Affairs Division.
- F. Employees with Pending Criminal Cases
  1. When a supervisor becomes aware that a departmental employee has a pending criminal case, initiated by an agency other than the Dallas Police Department, a memorandum outlining the circumstances should be forwarded to the Commanders of the Internal Affairs Division and Public Integrity Unit without delay.
    - a. A pending criminal case is defined as follows:
      - i. When an employee is arrested.
      - ii. When an employee has been formally charged with a criminal offense (whether or not there was an arrest).
      - iii. When an employee is the focus of a criminal investigation, or has simply been listed as a suspect in a criminal offense report.
    - b. The memorandum will include the employee's name and badge number (if applicable), the circumstances of the incident, the date of the incident, whether the employee was arrested, charged or simply the focus of an investigation, the agency conducting the investigation, and any other information that is available.
  2. The Commanders of the Internal Affairs Division and Public Integrity Unit will review the information, make a determination on whether or not an internal investigation is required, and will ensure that a copy is forwarded without delay to the Unit Commander of the Legal Services Unit.
  3. It will be the responsibility of the Unit Commander of the Legal Services Unit to contact the District Attorney's Office and provide that office information on the pending criminal case.
  4. Once notified of a pending criminal matter, the Commanders of the Internal Affairs Division and Public Integrity Unit will be responsible for monitoring the incident and updating the Unit Commander of the Legal Services Unit when the pending criminal matter has been resolved.
  5. Upon notice of resolution of the pending criminal matter, the Unit Commander of the Legal Services Unit will be responsible for notifying the District Attorney's Office.



## Dallas Police Department General Order

### 505.00 Complaint Receipt and Classification

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 505.00 COMPLAINT RECEIPT AND CLASSIFICATION

##### 505.01 Complaint Classification (Citizen and Administrative)

- A. Complaints received from citizens, regardless of where the citizen first reports the complaint, will be classified as a Citizen Complaint.
- B. Complaints received from officers and supervisors within the Department will be classified as an Administrative Complaint.

##### 505.02 Citizen Originated Complaints

- A. Any complaint received by mail will be immediately forwarded in an envelope marked Confidential to the Internal Affairs Division for processing under this order. A copy will be maintained by the organizational level receiving the complaint.
- B. Citizens who telephone and wish to make a complaint will be immediately referred to a supervisor, or if between the hours of 8:00 a.m. and 5:00 p.m. on weekdays, to the Internal Affairs Division.
- C. Citizens who appear in person at the Jack Evans Police Headquarters building between 8:00 a.m. and 5:00 p.m. on weekdays, and wish to make a complaint against a member of the Department, will be referred to the Internal Affairs Division. When the Internal Affairs Division is closed, citizens will be referred to any supervisor.
- D. Citizens who appear in person at outlying facilities will be granted immediate access to a supervisor.

##### 505.03 Supervisor's Responsibilities in Citizen Complaints

If a complaint is referred to a supervisor, the supervisor will:

- A. Interview the complainant either in person or by phone to determine the nature of the complaint.
- B. In all cases advise the complainant that in order for formal action to be taken against a member of the Department, the complaint must be made in writing and signed by the complainant.
- C. If the complainant desires an investigation, the supervisor will:
  - 1. If interviewing the complainant in person:
    - a. Obtain an affidavit (preferred) or a written signed complaint.
    - b. Complete a Request for Control Number BlueTeam web entry.
    - c. Forward the BlueTeam entry and attach the affidavit or signed complaint through the Chain of Command and the Bureau Commander to the Internal Affairs Division (BlueTeam Program Administrator) before the end of his or her tour of duty.
  - 2. If interviewing the complainant by telephone:
    - a. Advise the complainant to appear in person at the Internal Affairs Division to provide an affidavit or if the complainant cannot appear in person, to send a signed letter to the Internal Affairs Division (and provide the address).
    - b. Complete the Request for Control Number BlueTeam web entry and forward it through his or her chain of command and Bureau Commander to the Internal Affairs Division via the BlueTeam Program Administrator before the end of his or her tour of duty. Indicate in the web entry that the complainant has been referred to the Internal Affairs Division and understands what action is required of him or her. Please include the complainant's address and telephone number in the BlueTeam web entry.
- D. If the complainant does not desire an investigation and the complaint is minor and does not require corrective action greater than a Supervisor's Report (Correction), the supervisor may conduct a Supervisory Review of the alleged violation and take necessary corrective action. Request for Control Number BlueTeam web entry is not required.
- E. Upon becoming aware of an employee's involvement in an alleged or suspected criminal violation or serious violation of departmental regulations, the supervisor will inform the on-duty commander as soon as possible. The on-duty commander will consult a member in the chain-of-command at the rank of Major Section Manager or higher, who will determine whether to relieve the employee from duty. If instructed to do so, the on-duty commander will take custody of the employee's credentials and city-owned weapon. If the on-duty commander is not immediately available, the supervisor detecting the violation or a detective from the Internal Affairs Division will consult a Major, Section Manager or higher in the employee's chain-of-command, who will determine whether to relieve the employee from duty and take custody of any credentials and city-owned weapon.
- F. In all cases, the supervisor will report the complaint to his or her on-duty commander within one hour of receipt of the complaint. If, in his or her opinion, the violation is of a serious nature, the on-duty commander will notify the duty sergeant of the Internal Affairs Division. Otherwise, the incident will be reported to the Internal Affairs Division as required above.
- G. Violations which must be immediately reported include, but are not limited to:
  - 1. Physical abuse when bodily injury is visible or can be reasonably expected or assumed to have occurred.
  - 2. Violations of the law.
  - 3. Any action which could reasonably be expected to result in unfavorable criticism of the individual or the Department.

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505.00 Complaint Receipt and Classification**

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**505.04 Administrative Originated Complaints and Supervisory Responsibilities**

- A. Supervisory Review
  - 1. A supervisor may initiate and conduct a Supervisory Review of the circumstances and take necessary corrective action on minor violations of which the supervisor has direct knowledge or has personally observed when such corrective action consists of summary discipline. A Supervisory Review does not require the assignment of an Internal Affairs Control Number.
  - 2. Summary discipline includes Advice & Instruction, Documented Counseling, or Supervisor's Report (Correction).
  - 3. In any circumstance in which the supervisor issues a Documented Counseling or Supervisor's Report (Correction), the document will be forwarded through the chain-of-command to the Internal Affairs Division following the guidelines of General Order 511.01.
- B. Control Number Investigation
  - 1. Any supervisor may initiate a request for investigation into an alleged violation of law, rules, or regulations of the Department. To initiate such a request, the supervisor will:
    - a. Complete a Request for Control Number BlueTeam web entry giving a synopsis of the allegation.
    - b. Forward the BlueTeam web entry through the chain-of-command and Bureau Commander via the BlueTeam Program Administrator to the Internal Affairs Division. A courtesy copy will be sent to the employee's Organizational Commander if that commander is different than the initiating supervisor's.
    - c. Maintain a copy of the form in organizational level files.
  - 2. Upon receipt of the form, the Commander of the Internal Affairs Division will determine whether the complaint should be handled as a standard, documented Internal Affairs investigation and given a control number (Control Number Investigation) or as a Division Referral Investigation which will be given a Division Referral Number.
  - 3. Formal discipline may not be imposed without the issuance of an Internal Affairs Control Number. Formal discipline includes a Written Reprimand, Suspension, Demotion, or Discharge.

**505.05 Types of Complaint Investigations**

- A. An Internal Affairs Control Number Investigation will be conducted based on allegations involving the commission of a criminal offense, serious misconduct or negligence in the performance of duty and whether if SUSTAINED, the punishment would result in discipline higher than summary.
  - 1. Indebtedness Complaints
    - a. No member will be disciplined for failing or refusing to pay an unjust or justifiably disputed debt or usurious interest; or a deficiency claim for property repossessed by a vendor unless such deficiency has been entered as a court judgment after an opportunity was provided for the debtor to appear and contest the claim; or a debt barred by a discharge in bankruptcy or by the statute of limitations.
    - b. A member may be disciplined for failure to pay just debts.
  - 2. False Accusations Made Against Employees
    - a. If an employee has any questions regarding false accusations against him or her, the employee should contact the Internal Affairs Division Commander.
    - b. The Internal Affairs Division Commander will review accusations for possible criminal or internal rule violations and initiate an investigation when appropriate. In those cases where there is an indication that an individual intentionally or knowingly made false accusations or submitted false evidence, the case will be referred to the Public Integrity Unit for possible filing of criminal charges.
  - 3. Sexual Harassment Complaints will be addressed or investigated as outlined in General Order Section 431.00.
- B. The Internal Affairs Division Commander has the authority to return a Request for Control Number to the Division for investigation if it is his or her determination that if SUSTAINED, the punishment would result in Summary Discipline only. The request would then be assigned a Division Referral Number and returned to the Division for Investigation as outlined in General Order Section in 507.06.



## Dallas Police Department General Order

### 506.00 Employee Rights

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 506.00 EMPLOYEE RIGHTS

##### 506.01 Scheduling of Interview, Administrative Warning, Legal Counsel, and Association Representation During Disciplinary Action Hearings

The following rights are afforded employees in internal investigations.

- A. **Administrative (Garrity) Warning**  
In all Internal Affairs Control Number Investigations, employees will be issued an Administrative (Garrity) Warning prior to any interview or request for internal statement.
- B. The interview of a Department member other than in the initial stage of an investigation will be scheduled at a reasonable time, preferably while the member is on duty, or if feasible, during daylight hours.
- C. An interview, depending upon the allegations, will normally take place at either the employee's unit of assignment, the Internal Affairs Division, or other appropriate location.
- D. Prior to an interview, the Department employee under investigation will be informed of the identity of the person in charge of the investigation, the interviewing officer(s), and the identity of all persons to be present during the interview.
- E. Immediately prior to the interview of a Department employee under investigation, the employee will be informed in writing of the nature of the complaint and the name of all complainants. This may be accomplished by presenting the accused employee with a letter of allegation, a copy of the citizen's letter or affidavit, or a copy of the *Request for Control Number BlueTeam* web entry.
- F. The length of the interview will be reasonable, with interruptions permitted for personal necessities, meals, telephone calls and rests.
- G. A Department employee will not be threatened with transfer, disciplinary action, dismissal, or promised a reward as inducement to provide information relating to an incident under investigation, or for exercising any rights contained herein, except as provided in the Administrative Warning.
- H. A Department employee under investigation will be provided, without unnecessary delay, a copy of any written statement the employee has made.
- I. Employees receiving formal written allegations and employees who have discharged their firearms are allowed to have an attorney of their choice, or an on-duty supervisor (not in their chain-of-command), present during any interview in a formal investigation, subject to the following conditions.
  1. If an employee chooses to have an attorney present during the interview, it is the responsibility of the employee to ensure that legal counsel is present on the date and time, and at the place of the interview.
  2. In firearms discharge investigations, interviews may be conducted at the scene of the incident or at a later time and date in the Internal Affairs Division, dependent upon the needs of the administrative investigation. Legal counsel will be expected to be on the scene in a timely manner, if requested by the involved employee, but in no event will the interview be delayed over two hours.
  3. Employees are given the opportunity to have legal counsel present if:
    - a. Counsel is present as scheduled or responds in a timely manner to a shooting incident; and
    - b. Counsel adheres to established guidelines as stated in the Internal Affairs Division Standard Operating Procedures. (If counsel fails to appear as scheduled or fails to adhere to established guidelines, the employee's opportunity to have counsel present can be terminated.).
  4. The purpose of counsel is to protect an employee's rights, not assist in the preparation of substantive replies to allegations of misconduct.
  5. Financial liability resulting from the use of legal counsel will be the responsibility of the involved employee.
  6. If an employee is entitled to have an attorney under these guidelines and chooses not to utilize an attorney, the employee may be accompanied by an on-duty supervisor not in the employee's chain-of-command. Failure of the supervisor to follow established guidelines will result in this opportunity being terminated.
- J. If an employee is to be presented with a written allegation as described in Section 506.01E, the investigating officer will attempt to notify the accused employee at least 24 hours in advance of any interview. The accused employee will be given the nature of the complaint, the complainant's name, and date and time of the incident if known. This will allow the employee to arrange for an attorney if necessary.
  1. The Internal Affairs Division and Public Integrity Unit Commanders may waive the 24 hour notice and/or providing the employee with advance notice of the nature of the complaint, if a departmental need exists to expedite the investigation, or if the investigation might be compromised if advance notice is given. In the event the 24 hour notice is waived, the employee will be given a reasonable time to obtain an attorney (not more than two hours).
  2. A separate 24-hour notice is not necessary when additional allegations are presented in a continuing internal investigation.
- K. Employees are given the opportunity to have one association representative be present with the employee during a Disciplinary Action Hearing.
  1. If an employee chooses to have a representative present during a hearing, it is the responsibility of the employee to request the representative and ensure the representative is present on the date, time, and location of the hearing. A hearing will not be delayed if a representative is not present.
  2. Only one representative per employee will be permitted to attend a hearing.
  3. Representatives are not allowed to record the hearings, take notes, make statements, ask questions, or otherwise become involved in the hearing or interfere with the hearing in any manner.
  4. Representatives are only permitted to attend the portion of the hearing in which the employee is present in the room.

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**506.00 Employee Rights**

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5. Failure to adhere to the established guidelines will result in the representative's dismissal from the hearing.
6. Representatives will not be allowed to attend discipline appeal hearings unless the employee's attorney will not be in attendance.
7. Representatives may not be on duty while attending hearings (exceptional leave may be granted for such purposes if staffing allows).
- L. An accused employee may submit a written request for a behavioral cause investigation or an intoxilyzer, blood, urine, or polygraph test or physical examination if he or she believes such would be beneficial to his or her defense. The decision on whether to approve such a request rests with the Internal Affairs Division and Public Integrity Unit Commanders. The Department may require such tests of an accused employee. The results of such tests would be limited to administrative use, except as provided by law.

**506.02 Use of Polygraph**

- A. When a polygraph exam is deemed necessary, the complainant will generally be requested to take a polygraph exam first.
  1. If the complainant refuses to take a polygraph exam, the accused employee generally will not be asked to take a polygraph exam.
  2. If the complainant takes the polygraph exam, the accused may be required to take a polygraph exam covering those issues wherein the examiner determines that the complainant is truthful.
  3. Generally, the employee will not be required to submit to a polygraph, but will be offered the opportunity to take one with the understanding that if he or she refuses and sufficient evidence exists, the allegation will be sustained.
- B. If the employee under investigation requests to take a polygraph exam, he or she may do so if the results would materially affect the outcome of the investigation.
- C. The Chief of Police may order an employee to take a polygraph test when necessary to preserve the integrity of the Department. Failure to take a polygraph or cooperate with the examiner, after being ordered to do so, will be considered insubordination and may result in disciplinary action up to and including discharge.

**506.03 Departmental Equipment and Facilities**

- A. Employees of the Police Department may be assigned departmentally owned vehicles, lockers, desks, cabinets and offices for the mutual convenience of the Department and its personnel. The retention of personal items in such containers or facilities is at the risk of the employee and the Department will not be responsible for any losses. Such equipment is subject to entry and inspection without notice, even if the employee has placed a personally owned lock on departmental property.
- B. Entry into departmental property for purposes of individual administrative investigations will be based on reasonable suspicion of work-related misconduct. Nothing found as a result of an administrative investigation search may be used in criminal proceedings.
- C. If an employee is the subject of a criminal investigation, a search of departmental equipment (lockers, desks, etc.) and facilities or offices assigned to the exclusive use of an employee to recover evidence for use in criminal proceedings will not be made except by warrant or consent. This is not to constrict the gathering of evidence when in plain view.
- D. Routine inspections of facilities and equipment (lockers, desks, etc.) may be conducted. Evidence of violations of law or departmental procedures may be used in both criminal and administrative actions. In routine inspections personal items such as purses, briefcases, and gym bags will not be searched.
- E. Employees are advised that telephones subscribed to or owned by the Department are to be used predominantly for departmental business. While it is understood that personal situations do arise during work hours, personal business on departmental telephones should be kept to a minimum. The Department reserves the right to supervise the use of its telephones at all times to ensure proper performance of operations.



## Dallas Police Department General Order

### 507.00 Complaint Processing and Investigation

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 507.00 COMPLAINT PROCESSING AND INVESTIGATION

##### 507.01 Action Upon Receipt of Complaint

Upon receipt of a written complaint directly from a citizen, or an internally generated Request for Control Number BlueTeam web entry from a departmental supervisor, the Internal Affairs Division Commander will:

- A. Determine whether the complaint should be handled as a standard documented Internal Affairs investigation and given a control number; or as a Division Referral Investigation and given a Division Referral Number.
- B. Ensure the complaint is investigated promptly with the greatest degree of investigative efficiency, and concluded in a timely manner.
- C. In the case of citizen written complaints received by mail, cause a letter to be sent to the complainant acknowledging receipt of the complaint. The letter will contain the Control Number assigned (if applicable) and the name of the person responsible for conducting the investigation or inquiry; or the reason why an investigation will not be conducted.

##### 507.02 Procedures for Control Number Investigations

- A. Internal Affairs directed investigations having control numbers will be conducted by sworn personnel assigned to the Internal Affairs Division, or as directed by the Internal Affairs Division Commander.
- B. Accused employees and employees who have discharged their firearm are allowed to have an attorney of their choice present during any interview in a formal investigation, in accordance with the provisions of General Order Section 506.01. Accidental discharges will be investigated in accordance with General Order Section 418.08.
- C. If an employee is the subject of a formal investigation, the investigating officer will notify the employee and present the complaint in accordance with the procedure specified in General Order Section 506.01.
- D. The employee will report to the Internal Affairs Division or other location as directed, to respond to the complaint.
- E. During the initial interview, the investigating officer will inform the employee of the identity of the person in charge of the investigation and any other personnel present during the interview. An audio recording of the interview may be made, if deemed necessary by Internal Affairs personnel. If the interview is recorded, two copies will be made and one will be given to the employee at the conclusion of the interview. If the interview is recorded by use of a stenographer or court reporter, the employee may make an audiotape for the employee's own records.
- F. Prior to any questioning, the employee will be presented with a signed copy of allegations (either a letter or affidavit signed by the complainant or a letter of allegation from the detective) against him or her. The investigating officer will then issue the employee the Administrative Warning. The employee will sign receipt of the Administrative Warning.
- G. At the conclusion of the interview, the employee may be required to submit a written internal statement covering the details of the incident. All internal statements will be taken on Internal Statement forms. In cases where the interview is recorded, the interview itself may serve as the internal statement. In such cases, the interview may be transcribed and the employee called in at a later date to review and sign a copy of the transcript. A copy of the transcript will be provided to the employee. If the detective determines a written internal statement is required, the employee will prepare the internal statement at the time and in the manner directed by the investigating officer.
- H. The employee is not allowed to have an attorney present while preparing a written internal statement. The employee and counsel, if present, are allowed to confer for a short period before preparation of a written internal statement. A copy of the employee's internal statement will be provided to the employee as soon as possible.
- I. When written internal statements are taken, the employee may submit a supplemental statement any time before the end of the business day following receipt of his or her copy of the internal statement. In recorded interviews, all issues should be resolved prior to the end of the interview. Supplemental statements will therefore not be accepted unless prior approval is obtained from Internal Affairs.
- J. No person other than the assigned investigating officer, or those at his/her direction, will investigate personnel complaints. This includes contacting witnesses, complainants, or others involved. If information regarding a complaint comes to an employee's attention, the employee will forward it to the investigating officer or the Internal Affairs Division Commander. Requests for additional investigation will be made in writing through the chain-of-command to the Internal Affairs Division Commander.
- K. If a legal opinion is needed, a written request will be made through the Internal Affairs Division Commander. No other legal opinions will be sought regarding disciplinary matters by any Department member. This does not apply, of course, to an employee's relationship to private counsel.
- L. The assigned investigating officer, or one acting at his or her direction, is responsible for contacting all witnesses, obtaining all other evidence, and ensuring a complete investigation.
- M. Upon completion of the investigation, the investigating officer will submit a report to the Chief of Police through the Internal Affairs Division Commander. All pertinent items of information (internal statements, affidavits, etc.) will accompany this report as attachments. The Internal Affairs Division Commander will review the investigative summary report for completeness and accuracy. The summary report will be signed by the investigating officer.

# **Dallas Police Department General Order**

## **507.00 Complaint Processing and Investigation**

Revised 06/28/2013

### **507.03 Findings Assigned to Control Number Investigations**

- A. At the conclusion of an investigation or inquiry, any written report or memorandum generated will be reviewed by the Internal Affairs Division Commander. In Control Number Investigations, the Internal Affairs Division Commander will make a finding based upon evidence contained within the documentation. Possible findings include:
  1. UNFOUNDED -- the investigation determined that the act or acts complained of did not occur.
  2. EXONERATED -- the investigation revealed that the acts complained of occurred but were justified, lawful, and proper.
  3. NOT SUSTAINED -- the investigation failed to disclose sufficient evidence to prove or disprove the allegation.
  4. SUSTAINED -- the investigation disclosed a preponderance of evidence in support of the allegation made in the complaint.
  5. COMPLETE -- the investigation established the facts of an Administrative Inquiry and determined that no violations of the rules occurred.
- B. If the Internal Affairs Division Commander concludes that the conduct of any employee is improper, he or she will cite in the report the departmental rule, regulation, or order which was violated. The Internal Affairs Division Commander will sign the conclusion report upon completion of the review.
- C. Upon conclusion of the investigation if the allegation or incident is classified as Unfounded, Exonerated, or Not Sustained, the Internal Affairs Division will notify the employee in writing through the member's chain-of-command.
- D. Any SUSTAINED finding must be reviewed by the Chief of Police or his/her designee, who will render the final finding on the matter under investigation. If the Chief's or designee's decision is that an allegation is SUSTAINED, the investigation will be processed in accordance with General Order Section 509.00.
- E. Any mitigating circumstances surrounding the situation, such as unclear or poorly drafted departmental policy, inadequate training, or lack of proper supervision, will also be noted for chain-of-command administrative action. During the course of the investigation, if violations indicative of summary punishment are uncovered that are not related to the improper conduct, these violations may be included in the chain-of-command recommendation which will be in the form of a memorandum to the Organizational Commander for his/her action. (A response is required to the Internal Affairs Division regarding any Chain of Command Recommendation.)

### **507.04 Administrative Inquiry Investigations**

- A. To ensure the integrity of the Department and maintain the confidence of the citizen, it is sometimes necessary to conduct investigations into allegations of misconduct or mishandling of police incidents, even though the allegations do not meet the requirements for making formal complaints as set out in General Order 502.00.
- B. Administrative inquiries may be conducted in the following circumstances:
  1. The employee is unknown.
  2. Allegations are not specific - unable to tell if a violation occurred.
  3. City Manager referrals.
  4. Allegations from a third party at the discretion of the Internal Affairs Division Commander. Such allegations must be in writing and signed by a person with first-hand knowledge of the incident and must be brought within the time limit for accepting formal complaints.
  5. Anonymous complaints alleging criminal activity.
  6. Any incident when directed by the Chief of Police or the Assistant Chief of Police, Investigations Bureau.
  7. Allegations where a strong likelihood exists that the complainant is untruthful.
- C. When a complaint is assigned to be investigated as an Administrative Inquiry, the Internal Affairs Division Commander will determine whether that inquiry will be conducted by Internal Affairs personnel or a supervisor within the employee's Bureau.
- D. The assigned investigator will conduct an inquiry into the incident by contacting and interviewing all available witnesses and participants, both Department employees and citizens, and examining any other evidence. The investigator may obtain internal statements from involved employees.
- E. The Administrative Inquiry will follow the guidelines of an Internal Affairs Control Number Investigation except upon completion of the inquiry, if no violations of policy are found, the investigator will assign a "Finding" of COMPLETE only. If violations of policy are discovered, the investigation will be continued as a Formal Internal Affairs Control Number Investigation.

### **507.05 Public Integrity Investigations**

- A. For the purpose of this order the term Public Integrity Investigation will mean those investigations of public officials or City of Dallas employees alleged to have committed: perjury; falsification of reports; solicitation of bribes; inappropriate handling of recovered/seized drugs, property or monies; associating with persons involved in criminal conduct; or any other conduct which could be considered abuse of office or authority.
- B. Responsibility For Notification
  1. When a member of this Department becomes aware of information that indicates any Police Department employee is involved in criminal conduct, he or she will immediately forward that information to the respective Bureau Commander.
  2. To protect the confidentiality of the investigation, an employee who becomes aware of the violation will not be required to notify the chain-of-command but will report the allegation directly to his or her Bureau Commander.
  3. The Bureau Commander will evaluate the information available and, if it is determined that it is sufficient to warrant investigation, the commander will contact the Investigations Bureau Commander or his designee and request a formal investigation.

## **Dallas Police Department General Order 507.00 Complaint Processing and Investigation**

Revised 06/28/2013

- C. Public Integrity Investigation Procedure
  - 1. If it is determined that an investigation is warranted, the Public Integrity Unit will be responsible for investigating the allegations to determine if criminal charges are applicable, preparation of prosecution reports, and presentation of evidence to a Grand Jury.
  - 2. Upon completion of the investigation, a written report will be presented to the Commander of the Investigations Bureau, who will present the results to the Chief of Police.
  - 3. If it is determined that an allegation does not require investigation by the Public Integrity Unit, it will, with concurrence of the Commander of the Investigations Bureau, be referred to the Bureau that normally would have investigative responsibility.
  - 4. Any allegation of criminal conduct by an employee of the Dallas Police Department may, at the discretion of the Chief of Police or the Commander of the Investigations Bureau, be assigned to the Public Integrity Unit for investigation.
  - 5. Administrative Violation
    - a. If violations are discovered during a Public Integrity Investigation, the Commander of the Public Integrity Unit will notify the Commander of the Internal Affairs Division of such violations. Once notified, the Internal Affairs Division Commander will decide whether to assign an Internal Affairs investigator to conduct a concurrent investigation or to delay the administrative investigation until completion of the criminal investigation.
    - b. An exception to the notification procedure above can be exercised by the Commander of the Investigations Bureau when, in his or her opinion, the ongoing criminal investigation could be compromised or must, out of necessity, remain secret until completion.
    - c. When the Public Integrity Unit completes the criminal investigation, the Internal Affairs Division will be notified. The Internal Affairs Division will then proceed with its review of that information.

### **507.06 Division Referral Investigations**

- A. Investigations that are classified as Division Referrals will have DR affixed to the Control Number and will be assigned to the involved employee's division for investigation by the involved employee's immediate supervisor or as directed by the involved employee's Divisional Commander.
- B. The commander of the Internal Affairs Division will notify a Division Commander via BlueTeam that an investigation has been assigned to their division. The affected Division Commander will assign the Division Referral Investigation to a supervisor within the division.
- C. The assigned supervisor will be responsible for contacting all witnesses, obtaining all other evidence, and ensuring a complete investigation. (If at any point in the investigation it is determined that discipline higher than Summary would be recommended, the investigation will be immediately returned to Internal Affairs for a formal investigation).
- D. If the Investigating Supervisor concludes that the conduct of any employee is improper, he/she will cite in the report the departmental rule, regulation, or order which was violated.
- E. Upon completion of the investigation, the investigating supervisor will submit the investigation via BlueTeam and it will be reviewed through the involved employee's chain of command.
- F. All pertinent items of information (Internal Statements, etc.) will accompany this report as attachments.
- G. At the conclusion of the investigation, the Division Commander will make a finding based upon evidence contained within the documentation and cite the finding in the "Comments" box when approving the investigation. Possible findings include:
  - 1. UNFOUNDED – the investigation determined that the act or acts complained of did not occur.
  - 2. EXONERATED – the investigation revealed that the acts complained of occurred but were justified, lawful, and proper.
  - 3. NOT SUSTAINED – the investigation failed to disclose sufficient evidence to prove or disprove the allegation.
  - 4. SUSTAINED – the investigation disclosed a preponderance of evidence in support of the allegation made in the complaint.
- H. If SUSTAINED, the Division Commander will determine if Summary Discipline will be issued as a result of the investigation. (The DR# will be used on any summary discipline issued as a result of a Division Referral Investigation and Summary Discipline Appeal procedures as outlined in General Order Section 511.02 will apply).
- I. Once the Division Commander has approved the investigation, the Division should forward the investigation via the BlueTeam Program Administrator to the Internal Affairs Division for filing. All Division Referral investigations will be maintained and archived by the Internal Affairs Division.
- J. The classification of the investigation will be entered into the Internal Affairs Database for statistical purposes and it will be noted on the employee's Concise Report.



## Dallas Police Department General Order

### 508.00 Special Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/16/07

#### 508.00 SPECIAL PROCEDURES

- A. The Chief of Police may circumvent all formal disciplinary procedures to render an immediate decision when he deems it necessary to preserve the integrity of the Department.
- B. The Chief of Police may order any and all tests, examinations, and procedures he deems necessary to preserve the integrity of the Department.



## Dallas Police Department General Order

### 509.00 Review and Recommendation Process

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 509.00 REVIEW AND RECOMMENDATION PROCESS

When a Control Number Investigation complaint is sustained:

- A. The Commander of the Internal Affairs Division will cause the accused employee to come to the Internal Affairs Division to review the completed investigation. The employee is required to document the review and complete an Employee Response Document.
- B. The Commander of the Internal Affairs Division will forward a copy of the reviewed investigation and a Disciplinary Recommendation Form to the Organization Commander and chain of command where the incident occurred.
- C. Each supervisory level will make its recommendation on a Disciplinary Recommendation form, beginning with the first-level supervisor (sergeant or above). If the employee subject to disciplinary action is on Probationary Status, this fact will be noted in each supervisor's recommendation to ensure that the Chief of Police or Assistant Chief/Assistant Director is aware of the employee's Probationary Status. The form will be forwarded to the Division/Organizational Commander level through the chain-of-command, with each level making a recommendation. No supervisor who is a subject of the investigation will participate in the recommendation process.
- D. If any additional information is required in order for any supervisor to make a recommendation, he or she will direct this request to the Internal Affairs Division Commander. The complainant, witnesses, Legal Services Section, etc., will not be contacted.
- E. The supervisor making the initial recommendation will meet with the employee prior to making his or her recommendation. This supervisor will note in the supervisor's comment section of the Disciplinary Recommendation form the following information:
  1. The date and time of the interview with the employee.
  2. The attitude exhibited by the employee during this interview.
  3. Any other information the supervisor believes to be relevant.
- F. Once the Division/Organizational Commander has made his or her recommendation, the employee's supervisor will advise the employee of all disciplinary recommendations and will document this meeting on the bottom of the form. The Disciplinary Recommendation form and the Internal Affairs Division's written investigation will be returned to the Internal Affairs Division.
- G. If the recommendation is a Written Reprimand or below, a briefing or hearing will be held with the Assistant Chief/Assistant Director in the employee's chain of command to determine disciplinary action. If the Assistant Chief/Assistant Director determines that the employee will be issued a Documented Counseling or Supervisor's Report of Correction as the result of an Internal Affairs investigation, that discipline may not be appealed to the Summary Discipline Appeals Board. If the Assistant Chief/Assistant Director determines that the employee will be issued a Written Reprimand that discipline may be appealed using the guidelines outlined in General Order Section 511.04.
- H. If the recommendation is for a Suspension, a hearing with the employee will be held with the Assistant Chief/Assistant Director in the employee's chain of command. If the Assistant Chief/Assistant Director determines that the employee will be suspended, the employee may appeal using the guidelines outlined in General Order Section 511.05.
- I. If the recommendation is for Demotion or Discharge, the investigation will be forwarded to the Assistant Chief/Assistant Director in the employee's chain of command for his or her recommendation. If the Assistant Chief/Assistant Director does not agree with the recommendation of Demotion or Discharge, a hearing will be held with the employee to determine discipline as outlined above. If the Assistant Chief/Assistant Director agrees with the recommendation of Demotion or Discharge, a hearing will be held with the Chief of Police and the involved employee. If the Chief of Police does not agree with Demotion or Discharge, he will notify the Assistant Chief/Assistant Director who will then determine discipline for the employee and the employee will follow appeal procedures outlined in General Order Section 511.06. If the Chief of Police demotes or discharges the employee, the employee will follow appeal procedures outlined in General Order Section 511.06.



## Dallas Police Department General Order

### 510.00 Types of Corrective Action

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/16/07

#### 510.00 TYPES OF CORRECTIVE ACTION

- A. The following is a scale of progressive corrective action to be used by the Department.
  1. Advice and Instruction - Informal advice or instruction on how to better perform a job duty and which requires a change in behavior. Usually noted in supervisor's notebook.
  2. Documented Counseling - Formal counseling requiring change in behavior. Documented in a memorandum to the employee. Original sent to the Internal Affairs Division; copy given to employee; copy to employee's personnel file.
  3. Supervisor's Report of Correction - Supervisor's formal means of documenting minor violations and required behavior change. Original sent to the Internal Affairs Division; copy given to employee; copy placed in employee's personnel file.
  4. Written Reprimand - Formal Letter of Reprimand from a Division/Organizational Commander to the employee issued at the direction of an Assistant Chief/Assistant Director.
  5. Suspension Without Pay - Definite suspension of one or more working days. Suspensions may not exceed 45 working days, in accordance with City of Dallas Personnel Rules, Section 34-37.
  6. Demotion - Permanent reduction in rank or reduction in rank for a definite period of time.
  7. Discharge - Termination of employment.
- B. Additional training or change in assignment may be coupled with the above when in the best interest of the Department. These actions will not be considered corrective action and will not be reflected on the employee's resume.



## Dallas Police Department General Order

### 511.00 Imposing Corrective Action and Punishment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 511.00 IMPOSING CORRECTIVE ACTION AND PUNISHMENT

##### 511.01 Summary Punishment

- A. Summary punishment provides immediate disciplinary action against employees who fail to conform to certain departmental standards of conduct and appearance. Summary punishment may be initiated by any supervisor and is imposed within the employee's chain-of-command by Advice and Instruction, Documented Counseling, or a Supervisor's Report of Correction
  1. A Documented Counseling will be documented by the supervisor in a memorandum to the employee. It will be routed through the employee's chain-of-command for review by the first Chief-level officer. A supervisor will sign and issue the discipline to the employee. A BlueTeam entry for Summary Discipline will be made with the discipline scanned and attached. The BlueTeam entry and a scanned copy of the discipline will be sent through the chain of command to the Internal Affairs Division via the BlueTeam Program Administrator. The Internal Affairs Division will assign a tracking number and file the copy in the Employee's Summary Discipline file. Documentation will also be made into the Internal Affairs Database.
  2. A Supervisor's Report of Correction will be documented by the supervisor using the Supervisor's Report form. It will be routed through the employee's chain of command for review by the first Chief level officer. The first Chief level officer will sign and issue the discipline to the employee. A BlueTeam entry for Summary Discipline will be made with the discipline scanned and attached. The BlueTeam entry and a scanned copy of the discipline will be sent to the Internal Affairs Division via the BlueTeam Program Administrator. The Internal Affairs Division will assign a tracking number and file the copy in the Employee's Summary Discipline file. Documentation will also be made into the Internal Affairs Database.
- B. Action under this section will not bar a recommendation for a more severe penalty by higher authority when it is felt that summary punishment is inappropriate.
- C. The imposition of any punishment greater than summary punishment listed above requires a Control Number Investigation.
- D. Summary punishment is not deemed complete until it has been reviewed by higher authority.

##### 511.02 Appeal Procedure for Summary Punishment

- A. Should an employee wish to appeal a Documented Counseling or Supervisor's Report approved by the Division Commander (or other first Chief-level officer in the chain-of-command), he or she will have ten (10) working days to make a written request to the Bureau Commander (or other second Chief-level officer in the chain-of-command) for a review.
  1. The Bureau Commander will conduct a personal interview with the employee. During the course of the interview, the Bureau Commander will examine the circumstances and the appropriateness of the discipline imposed, as well as the consistency with previously imposed summary discipline.
    - a. If satisfied that the discipline imposed showed no disparate treatment, the Bureau Commander will sign the written discipline, indicating his or her concurrence.
    - b. If not satisfied, the Bureau Commander will take the action he or she deems appropriate.
  2. The Bureau Commander will inform the employee of his or her decision by memorandum within ten (10) working days of the hearing. A copy of this memorandum will be forwarded to the Internal Affairs Division Commander.
  3. Should the employee disagree with the decision of the Bureau Commander, the individual may appeal the decision to the Summary Discipline Appeals Board.
  4. Summary Discipline issued as a result of an Internal Affairs investigation is not appealable.
- B. Summary Discipline Appeals Board
  1. The Chief of Police will appoint a board comprised of two chief-level officers and one Major level officer to review appeals of Documented Counseling and Supervisor's Reports issued to employees. Summary Discipline Appeals Board assignments will be for one year (January 1 through December 31). A board chair and alternate will be designated.
  2. No member of the board will be in the appellant's chain-of-command.
  3. An employee wishing to appeal the decision of the Bureau Commander will have ten (10) working days from the date of notice of the Bureau Commander's decision to make a written notice of appeal to the Commander of the Internal Affairs Division. The notice of appeal will include the reasons why the employee is appealing the action. After receipt of the written notice of appeal, the Internal Affairs Division Commander will forward the appeal to the current chairperson of the Summary Discipline Appeals Board.
  4. The employee will be notified in writing of the receipt of this request for review by the current chairperson of the Summary Discipline Appeals Board.
  5. The board will review the summary discipline and related documents and make a written recommendation to the Chief of Police to uphold, modify, or reverse the discipline. The decision of the Chief of Police will be final. This decision will be forwarded to the Internal Affairs Division Commander.
  6. The board will not hear any appeal of a Documented Counseling or Supervisor's Report of Correction issued at the direction of an Assistant Chief/Assistant Director following the final classification of a sustained complaint in an Internal Affairs investigation.

**Dallas Police Department General Order**  
**511.00 Imposing Corrective Action and Punishment**

Revised 06/28/2013

**511.03 Documentation of Summary Discipline and Commendations**

- A. All Supervisor's Reports and Documented Counseling memos will be forwarded to the Internal Affairs Division via BlueTeam to be included in the employee's Concise Report. A copy of the Supervisor's Report or Documented Counseling memo will be placed in the employee's unit file.
- B. When an employee receives a commendation, the issuing supervisor will access the BlueTeam web entry system and select Commendation/Award from the drop down menu. Any attachments such as citizen letters will be scanned and attached to the BlueTeam entry. The commendation/award and any attachments will be forwarded through the chain of command to the first Chief level officer who will forward the commendation to the BlueTeam Program Administrator. The commendation will then be stored in the Internal Affairs Commendation Database. The supervisor will print the BlueTeam Commendation form and place it in the employee's unit file.
- C. Performance reviews and appraisals and memoranda recognizing employees for taking no sick time will be documented in a memorandum and filed in the employee's unit file. Copies will not be sent to the Internal Affairs Division and will not be recorded as a commendation.
- D. Absent subsequent similar disciplinary action, Supervisor's Reports and Documented Counseling memoranda will be removed from an employee's unit file three years from the date of issue. (This pertains to written Summary Discipline imposed following a Supervisory Review or as the result of a Control Number Investigation.) If subsequent similar discipline is imposed, the original Supervisor's Report or Documented Counseling memo will not be removed until three years from the date of the subsequent discipline. It will be the responsibility of the employee's Bureau Commander to note if the summary discipline reports should be maintained past the three-year period.

**511.04 Written Reprimand**

- A. When the recommended disciplinary action is a Written Reprimand, the Internal Affairs Division will prepare a Letter of Reprimand. It will be addressed to the employee and contain the following information:
  1. A brief description of the incident involving the employee.
  2. The specific rule violated.
- B. Written Reprimands issued to sworn and non-sworn personnel will close with the following statement:  
"By the Authority of your Bureau Commander, you are hereby issued this Letter of Reprimand. A copy of this reprimand will be placed in your file and a notation will be made in your file in the Internal Affairs Division. Any future violation by the Police Code of Conduct, City Personnel Rules, or departmental rules or regulations issued by the Chief of Police, will result in the appropriate penalty for such violation, and may result in more severe disciplinary action as provided in Section 2.2 of the Police Code of Conduct, which provides that failure to comply with any rule or regulation of the Department subjects the offender to disciplinary action, including dismissal from service. If you desire to appeal this reprimand, you may request a hearing before the First Assistant Chief of Police. Your request must be submitted in writing to the Deputy Chief of the Internal Affairs Division, within ten (10) working days from the receipt of this written reprimand; otherwise this written reprimand will become non-appealable."
- C. The letter will be routed back to the employee's commander who will issue it to the employee. Upon receiving a Written Reprimand, the employee will acknowledge receipt by signing one copy, which will be sent to the Internal Affairs Division. The original of the letter will be given to the employee, and a copy will be put in the employee's unit file.

**511.05 Suspension, Demotion, and Discharge**

- A. Communication of Disciplinary Action
  1. With any investigation conducted by the Internal Affairs Division, the Assistant Chief/Assistant Director may at his/her discretion conduct a hearing with the employee. If no hearing is conducted and the Assistant Chief/Assistant Director's order for disciplinary action is for a Written Reprimand or a definite Suspension, the Assistant Chief/Assistant Director may personally communicate the disciplinary action or designate the responsibility to any Deputy Chief or Organizational Commander in the employee's chain-of-command.
  2. When the Chief of Police's decision is for Discharge, the Chief of Police or Acting Chief of Police will personally conduct a hearing with the employee. The Chief of Police may personally communicate the disciplinary action or designate the responsibility to any Assistant Chief/Assistant Director in the employee's chain-of-command
- B. If the Chief of Police decides on an action of Demotion or Discharge or if an Assistant Chief/Assistant Director decides on an action of a definite Suspension, the Chief of Police, his designee or an Assistant Chief/Assistant Director will:
  1. Establish a date and time for the hearing. The employee's chain-of-command and a member of the Internal Affairs Division will be present.
  2. At the hearing, review the case with the employee's chain-of-command to determine if any new information has been developed to alter any recommendations.
  3. Allow the employee to give any information or mitigating circumstances not brought out in the investigation.
  4. Inform the employee of the corrective action to be taken.
- C. If someone other than the Assistant Chief/Assistant Director is the hearing officer and issues are raised in the hearing of sufficient weight to require review of the corrective action originally decided by the Assistant Chief/Assistant Director, the hearing officer will postpone administration of corrective action until the Assistant Chief/Assistant Director reviews the new information.
- D. When an employee is suspended or relieved from duty, the immediate supervisor (or in his or her absence any supervisor in the chain-of-command) will collect the employee's credentials. For a uniformed employee this will include the cap and breast badges, warrant of appointment, identification card, and any city-issued weapon. The supervisor will secure the credentials and issued weapon until the employee returns to duty. The suspended employee will be given a suspension order prepared by the hearing officer. For a sworn officer, this order will state that the suspended officer is not to carry the police badge, identification card, or warrant of appointment, and is not to

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511.00 Imposing Corrective Action and Punishment**

Revised 06/28/2013

- perform law enforcement duties. The order will also prohibit the officer from carrying any type of handgun until reinstated, except as permitted under the Texas Penal Code.
- E. If the employee is discharged, the immediate supervisor will:
1. Collect all issued badges, the identification card, warrant of appointment, and any issued weapon in the officer's possession.
  2. Provide the individual with an Employee Termination Checklist (available from the Personnel and Development Division) to ensure all city-issued property and equipment is turned over to the Quartermaster Unit.

**511.06 Appeal Procedure for Reprimands, Suspensions, Demotions, and Discharges**

- A. Employees Who Have Completed Their Probationary Period
  1. Written Reprimand Appeal
    - a. Upon written notification from the Assistant Chief/Assistant Director of a Written Reprimand, an employee will have ten working days to exercise the right of appeal by submitting a written request for an appeal hearing to the First Assistant Chief of Police. This written request must be submitted through the Internal Affairs Division Commander. The Internal Affairs Division will coordinate all appeal procedures for Written Reprimands.
    - b. If the First Assistant Chief upholds the Written Reprimand, the employee will have ten working days to exercise the right to a second level of appeal by submitting a written request for an appeal hearing to the Chief of Police. The decision made at the second level for a Written Reprimand by the Chief of Police is non-appealable.
  2. Suspension Appeal
    - a. Upon receipt of written notification from an Assistant Chief/Assistant Director of a definite Suspension, an employee will have ten working days to exercise the right of appeal by submitting a written request for appeal to the Chief of Police. This written request must be submitted through the Internal Affairs Division Commander. The Internal Affairs Division will coordinate all first level appeals of a Suspension.
    - b. If the Chief of Police upholds a Suspension, an employee will have ten (10) working days to exercise the right to a second level of appeal by submitting a written request for an appeal hearing to the City Manager. This written appeal must request a hearing before the City Manager in care of the Human Resources Director, 1500 Marilla, Room 6-A-N. The decision made at this second level is non-appealable.
  3. Demotion or Discharge Appeal
    - a. Upon receipt of written notification from the Chief of Police of a Discharge or Demotion in a Civil Service rank, an employee will have ten (10) working days to exercise the right of appeal by submitting a written request for an appeal to the City Manager. This written appeal must request a hearing before the City Manager in care of the Human Resources Director, 1500 Marilla, Room 6-A-N.
    - b. If the City Manager or designee upholds a Discharge or Demotion, the employee may appeal to a Civil Service Trial Board or to an Administrative Law Judge by submitting a written request for appeal to the Secretary of the Civil Service Board within ten (10) working days of the date the employee received notice of the City Manager's decision.
- B. Employees Who Have Not Completed Their Probationary Period
  1. Probationary employees have no right of appeal for any Discharge or corrective action taken by the Chief of Police.
  2. Probationary employees, including those holding the position of Apprentice Police Officer or Probationary Police Officer, may be discharged from employment at any time within the probationary period. Such employees have no right of appeal under the provisions of the Civil Service Board Code of Rules and Regulations, but must be informed that they have failed probation. The decision of the Chief of Police will be final in these cases.
- C. As prescribed by Chapter XVI, Section 10, of the Charter of the City of Dallas, no promotion of any member of the Department will be deemed complete until a period of six months will have elapsed following said promotion. At any time during this six month probationary period, the Chief of Police may rescind the promotion.



## Dallas Police Department General Order

### 512.00 Resignation While Under Investigation

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/16/07

#### **512.00 RESIGNATION WHILE UNDER INVESTIGATION OR AWAITING IMPOSITION OF PUNISHMENT**

When a departmental employee resigns while under investigation, or other adverse circumstances, or awaiting imposition of punishment, the employee's Bureau or Division Commander will ensure that the required memorandum is submitted to the Personnel and Development Division in accordance with General Order Section 405.02, reflecting that member's ineligibility for rehire.



## Dallas Police Department General Order

### 513.00 Administrative Leave/Restricted Duty Policy

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/28/2013

#### 513.00 ADMINISTRATIVE LEAVE/RESTRICTED DUTY POLICY

During the course of departmental operations, it may become necessary to place employees on Administrative Leave/Restricted Duty for their welfare or the welfare of the Department. In determining if an employee should be placed on Administrative Leave/Restricted Duty, a supervisor will consider both the needs and effect on the employee, as well as the public trust in the Department.

- A. Supervisors below the rank of Major or Section Manager must obtain approval before placing an employee on Administrative Leave/Restricted Duty. The approval must be given by a member of the employee's chain-of-command (Captain, Section Manager, or above) or the Duty Commander. The approval may be verbal or written and will be included in the Administrative Leave/Restricted Duty letter.
- B. If one of the following conditions occurs, the Commander will place the employee on Administrative Leave when:
  1. The employee is filed on for a criminal offense classified as a Class B misdemeanor or above.
  2. A warrant has been issued for a criminal offense classified as a Class B misdemeanor or above.
  3. The employee has been indicted by a Grand Jury.
  4. The employee's presence causes or may cause unnecessary disruption in the work place.
  5. The employee's mental capabilities are impaired due to injury, illness, alcohol abuse, drug abuse, or emotional distress.
  6. It is the decision of the Chief of Police.
- C. A letter advising the employee of placement on Administrative Leave/Restricted Duty status will be prepared. The letter will be addressed to the employee, signed by the supervisor, and contain specific statements relative to the employee's conduct while on Administrative Leave/Restricted Duty.
  1. If placed on Administrative Leave, the employee will be instructed to remain at home and be available between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, and to notify an Internal Affairs supervisor by telephone and obtain permission prior to leaving the residence for any reason during those hours. The employee will also be required to notify their chain of command and ensure that the appropriate entry into the Lawson payroll system is made. The Internal Affairs Supervisor will also notify the employee's chain of command when the employee is given permission to use discretionary time to ensure the appropriate entries are entered into the Lawson payroll system.
  2. The employee will remain on Administrative Leave until notified otherwise by a supervisor in the chain-of-command. When the employee receives a subpoena to appear in court, the Division Commander or designate must notify the District Attorney's office, who will determine if the employee will be allowed to testify in any criminal proceeding.
  3. The employee will be advised that any violation of the order will subject the individual to additional investigation and may be a basis for disciplinary action.
  4. A sworn employee will be instructed not to carry the issued badge, identification card, or warrant of appointment, and not to be armed or perform law enforcement duties.
  5. If placed on Restricted Duty, the employee will be instructed where the restricted duty assignment will be and any restrictions associated with the assignment. While on restricted duty, the employee will not be in uniform, will have limited contact with the public and will not be allowed to perform any law enforcement duties away from the restricted duty assignment.
- D. If placed on Administrative Leave, the supervisor will take possession of the employee's city issued weapon, badge, identification card, and warrant of appointment.
- E. When being placed on or released from Administrative Leave/Restricted Duty, the employee will acknowledge receipt of the document by signing, dating, and writing the time received on a copy of the document.
- F. A copy of the Administrative Leave/Restricted Duty letter will be forwarded to the employee's Bureau Commander and the Internal Affairs Division. If there is no Bureau Commander in the chain-of-command, the copy will be forwarded to the appropriate Assistant Chief/Executive Assistant Director. If the unit reports directly to the Chief of Police, the copy will be forwarded to the Assistant Chief, Administrative and Support Bureau.
- G. When being removed from Administrative Leave/Restricted Duty status, a letter will be prepared to advise an employee of being released from Administrative Leave/Restricted Duty. A copy of the release letter will be forwarded to the employee's Bureau Commander and the Internal Affairs Division.
- H. The Bureau Commander will review the circumstances and determine if the Administrative Leave will be continued. The Bureau Commander will have the option to alter the Administrative Leave to placement in an administrative position. If the employee is placed in a restricted duty position, the Bureau Commander will decide if the employee's credentials and/or weapons will be returned.
- I. Officers involved in police shootings or discharges will be placed on Special Assignment in accordance with General Order Section 316.00.



## Dallas Police Department General Order

### 514.00 TCOLE Notification Form

DAVID O. BROWN  
CHIEF OF POLICE

Revised 08/29/2011

#### 514.00 TCOLE NOTIFICATION FORM

- A. TCOLE requires notification within 30 days whenever an officer is arrested, charged, indicted, or convicted of a criminal offense for which confinement may be punishment (any offense above a Class C Misdemeanor or for any Class C Misdemeanor involving the duties and responsibilities of office or family violence).
- B. All personnel are responsible for notifying the Internal Affairs Division when any DPD Officer is arrested, charged, indicted or convicted of a criminal offense, Class B Misdemeanor or above.
- C. The Internal Affairs Division will be responsible for sending out notification to TCOLE.

#### 514.01 OFFICER'S RESPONSIBILITY

- A. TCOLE requires officers to make notification in writing within 30 days when they are arrested, charged, indicted, or convicted of a criminal offense above a Class C Misdemeanor or any Class C Misdemeanor involving the duties of office or family violence.
- B. The notification must include the name of the arresting agency, the style, court, and cause number of the charge or indictment.
- C. Officers are also required to notify TCOLE of:
  - (1) any name change
  - (2) a permanent mailing address other than an agency address
  - (3) all subsequent address changes
  - (4) the final disposition of the criminal action
- D. Failure to comply with the provision as outlined in Chapter 211, Rule 211.27, of the Texas Administrative Code will result in the officer being reprimanded by TCOLE. The reprimand will become a permanent record in the officer's file. Two or more reprimands may result in the suspension of the officer's TCOLE certification.



## Dallas Police Department General Order

### 515.00 Chief of Police Notification Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/10/10

#### 515.00 CHIEF OF POLICE NOTIFICATION PROCEDURES

- A. The Chief of Police will be notified either by e-mail or phone of any critical incident involving Departmental personnel including, but not limited to, all arrests or criminal charges brought against any employee of the Dallas Police Department. This notification will be made by the Duty Commander or any Command level personnel with knowledge of the incident.
  - 1. This notification will include all personnel who are placed on Administrative Leave or Restricted Duty as a result of an arrest or critical complaint being investigated by Internal Affairs or Public Integrity.
  - 2. A copy of the Administrative Leave/Restricted Duty List will be provided to the Chief of Police weekly by the Commander of the Internal Affairs Division.
- B. The Chief of Police will have access to the Internal Affairs IAPro database. This database provides immediate access to all complaints against the agency or employees.



## Dallas Police Department General Order

### 600.00 Emergency Operating Procedures

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DAVID O. BROWN  
CHIEF OF POLICE

Revised 07/31/12

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## Dallas Police Department General Order

### 600.00 Incident Command System

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 600.00 INCIDENT COMMAND SYSTEM

On February 28, 2003 the President issued Homeland Security Presidential Directive (HSPD)-5, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS provides a standardized organizational structure for handling such incidents called the Incident Command System (ICS). By utilizing the ICS principles during "minor" incidents Dallas Police Personnel will be able to function within the framework of the National Incident Management system during major incidents involving other jurisdictions, and state and federal agencies.

##### 600.01 Concept of Operations

- A. The Dallas Police Department is the municipal agency concerned with the preservation of life, the protection of property and the enforcement of laws in the City of Dallas. During certain incidents, the magnitude of the police response is so large that a standardized command system must be utilized.
- B. The Incident Command System will provide for uniform communication, operational and tactical planning methodology and at the same time ensure operational efficiency during any police operation.

##### 600.02 Application

The ICS provides police personnel with a dynamic command structure for major incidents that could possibly require assistance from other City of Dallas departments, as well as, surrounding agencies. The ICS should be used in all incidents and especially in the following incidents:

- A. Evacuations
- B. Flooding and other natural disasters
- C. Tornado Response
- D. Terrorist Incidents
- E. Hazardous Materials Incidents
- F. Bomb Threats to Private and Departmental Facilities
- G. Hostage Situations and Barricaded Persons
- H. Civil Unrest
- I. Fallen Aircraft
- J. Mass Casualty Incidents
- K. Mass Arrest Incidents
- L. Weapons of Mass Destruction Incidents
- M. Rapid Rescue Deployment

##### 600.03 Primary Command Responsibilities

Under the City of Dallas Master Emergency Operations Plan (MEOP) the Dallas Police Department will have primary responsibility for Incident Command (if it is a police controlled incident), Evacuations, and Law Enforcement. The Police Department has secondary responsibility under the Master Emergency Operations Plan for Warnings, Public Information, Shelter, Damage Assessment, Emergency Operations Center, and Hazard Mitigation. The lead agency will use ICS.

##### 600.04 Operational Control

At any incident where ICS is being utilized an Incident Commander will be designated according to the principles of ICS. The Incident Commander will not necessarily be the highest ranking command person but the most qualified. The Incident Commander will be responsible for command, control, and tactical functions of the incident. ICS will be staffed and operated by trained personnel from any department/agency and could involve personnel from a variety of outside agencies.

##### 600.05 Management Principles

- A. Manageable Span of Control -The span of control of any individual with emergency management responsibility is five under optimum conditions. When the span of control exceeds five, additional supervisory levels should be added. When the span of control exceeds seven, the volume of incoming information becomes unmanageable and supervisory control is reduced.
- B. Unified Command Structure - Unified Command Structure affects command of police personnel in two ways:
  1. Police personnel should only receive orders from one superior. An employee that receives conflicting orders should follow the conflicting order and inform the issuing supervisor of the conflict. The issuing supervisor is responsible for informing the Incident Commander of the change in assignment.

**Dallas Police Department General Order  
600.00 Incident Command System**

Revised 03/28/08

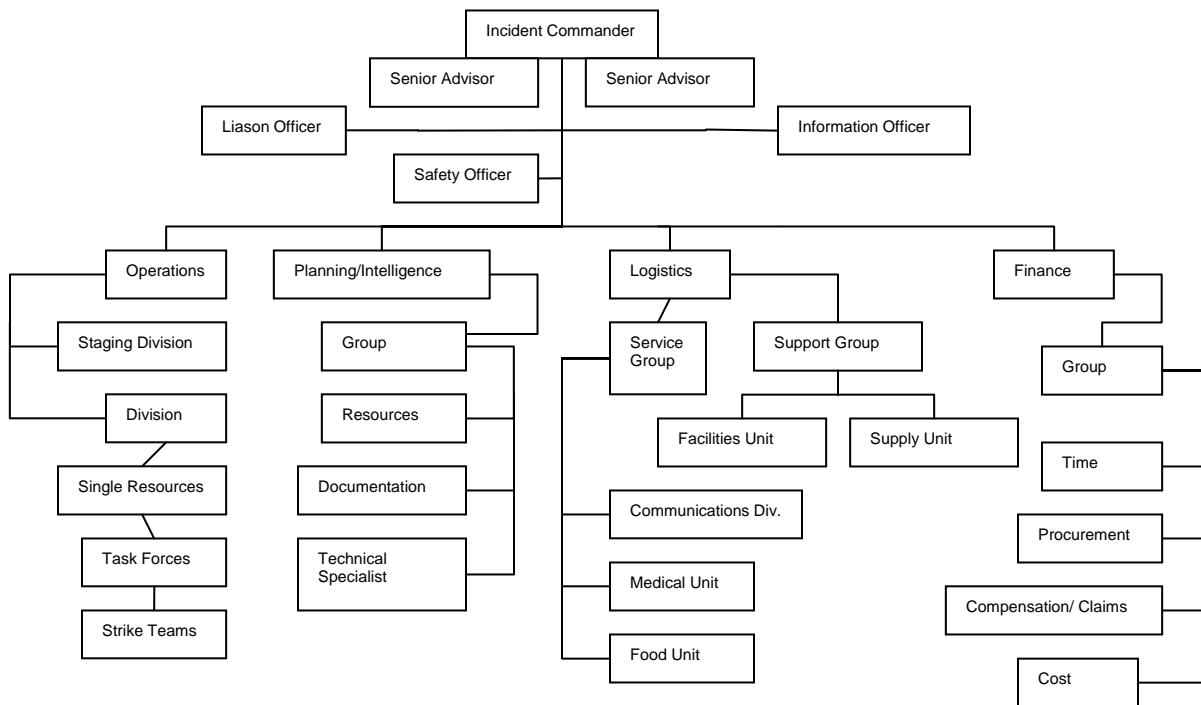
2. Operations that require agencies in addition to the Police Department, including other city/state/federal agencies, should include all agencies in determining incident objectives, selecting strategies, planning tactical activities, integrating tactical activities, and maximizing the use of available resources. The Incident Commander will make the final decisions and issue the orders for implementation, and the Operations Commander will implement the action plans.
- C. Common Terminology - ICS uses common terminology understood by agencies across the nation. Communication with outside responding agencies will be greatly enhanced by the use of ICS common terminology.
  1. **Agency Representative** - An individual from an assisting agency designated as point of contact with the liaison officer and who has been delegated authority to make decisions pertaining to that agency.
  2. **Branch** - That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
  3. **Command Post** - The location from which all incident operations are directed. The command post may be mobile or a room in a building.
  4. **Division** - That organizational level having responsibility for operations within a defined geographic area. The Division level is the organizational level between the Single Resource, Task Force or Strike Force, and the Branch.
  5. **Group** - That organizational level having responsibility for a specified functional assignment at an incident. A group is managed by a group officer.
  6. **Incident Commander** - A supervisor who has complete authority for conducting the overall operation.
  7. **Lead Agency** - The agency that is in charge of the overall incident as indicated by the Master Emergency Operations Plan. The lead agency will provide the Incident Commander.
  8. **Liaison Officer** - A person designated to serve as the point of contact with other participating agencies. This person provides interface between the lead agency and others.
  9. **Staging Area** - The location where incident personnel and equipment are assigned on an immediately available status. Equipment and personnel will be held at the staging area until called for at the emergency site by the command post.
  10. **Strike Team** – Specified combinations of the same kind and type of resources, with common communications and a leader.
  11. **Task Force** – A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.
- D. Direction and Control
  1. Command supervision is required at all incidents where ICS is utilized.
  2. No freelancing: Freelancing is the undirected efforts of a supervisor and his personnel that may be in direct conflict with the strategy held by the Incident Commander. Freelancing by supervisory personnel involved in an ICS incident prevents coordination towards a common goal and hinders in the safety of employees involved in the incident. Emergency action for the preservation of life requiring personnel to leave their post is acceptable. Personnel required to leave their post under extreme circumstances shall notify the Incident Commander as soon as practical during the course of such emergency action or immediately after the emergency has been resolved and life preserved.
- E. Consolidated Action Plan - Every incident shall have some form of an action plan. Small incidents may only require directions from the Incident Commander and may not require a written action plan. An action plan should be written if:
  1. Resources from multiple agencies are being used for an extended period of time
  2. Several jurisdictions are involved, or
  3. The incident requires changes in shifts of personnel and/or equipment. The action plan should cover all tactical and support activities.
- F. Comprehensive Resource Management - Resources may be managed in three different ways, depending on the needs of the incident.
  1. Single Resources - Individual armored personnel carriers, engines, bulldozer crews, etc. that will be assigned as primary SWAT Units.
  2. Task Forces - Any combination of resources temporarily assembled for a specific mission. All resource elements in a Task Force must have common communications (provided by the lead agency) and a leader.
  3. Strike Teams - A set number of resources of the same kind and type, which have an established number of personnel.
- G. Pre-Designated Incident Facilities - The Incident Commander or other section supervisor, based upon the requirements of the incident, may designate facilities to be established around the area. These include the command post, staging area, aircraft-landing site, and rehabilitation area.
- H. Integrated Communications - Communications at major incidents are managed through the use of an incident-based communications center and a communications plan established for the use of command as well as tactical and support resources assigned to the incident.

**600.06 Incident Command System Modular Organization and Command Position Responsibilities**

As designed, the ICS can be expanded in a modular fashion based upon the type and magnitude of an incident. The organization's staff builds from the top down with responsibility placed on the Incident Commander. As the need develops, separate groups can be established, such as Operations, Planning, Logistics and Finance. The organizational structure selected for a particular incident will depend upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization will be required. If one or more of the areas requires independent management, an individual will be assigned to that area by the Incident Commander. ICS is not intended to establish an elaborate command structure for minor incidents.

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The basic ICS organization will consist of an Incident Commander at the planning and strategy level and subordinate functional positions at the control level. The control, tactical, and task levels will be sectorized and divided into manageable units.

**A. Incident Commander**

1. Assess incident priorities
  - a. Life, safety; i.e. actions to prevent further injury
  - b. Incident stabilization
  - c. Protect/preserve property
2. Determine strategic goals and tactical objectives
3. Approve an Incident Action Plan
4. Development and implementation of the Incident Action Plan should be delegated to the appropriate subordinate operational commander
5. Assess resource needs and take appropriate action to acquire them
6. Coordinate overall emergency activities and ensure effective utilization of resources
7. Delegate operational responsibility
8. Coordinate the activities of supporting agencies
9. Direct the release of information to the media
10. May request a unified command structure be established as explained in General Order 600.05 (B) (2)

**B. Senior Advisor**

1. Act in supportive manner as needed. Confer with Incident Commander.
2. Lend necessary authority to expedite accomplishment of tasks, etc.
3. Assist the Incident Commander by suggesting alternative courses of action, strategies, and tactics.
4. Secure resources
5. Provide necessary interface with visiting officials
6. Assist with media management

**C. Liaison Officer**

1. Point of contact for supporting agencies (agency representatives)
2. Liaison officer designated when it is apparent that a high volume of requests for direction, information, etc will distract the Incident Commander.
3. Coordinate the management of supporting agencies
4. Eliminate duplication of effort, maximize effectiveness, and assign appropriate roles.

**D. Information Officer**

1. Release information authorized by the Incident Commander
2. Disseminate media alert announcements as instructed by the Incident Commander
3. Establish a media staging area
4. Schedule regular press briefings in protracted incidents

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- E. Safety Officer
  - 1. Monitor and assess the safety hazards and unsafe situations
  - 2. Develop measures to ensure personnel safety
  - 3. Inform the Incident Commander of present problems and potential hazards
  - 4. Has the authority to bypass the chain of command to correct unsafe acts immediately
  - 5. Must always inform the Incident Commander of any corrective actions taken
- F. Operations Officer
  - 1. Direct and coordinate all tactical operations
  - 2. Assist Incident Commander in developing strategic goals and tactical objectives
  - 3. Develop operational plans
  - 4. Request or release resources through the Incident Commander
  - 5. Consult with the Incident Commander concerning the incident action plan
  - 6. Inform and update the Incident Commander of situational changes and resource status
- G. Planning Officer
  - 1. Assess present circumstances and project most likely course of events or outcomes
  - 2. Collect and evaluate information pertaining to the incident and resources
  - 3. Disseminate information to the Incident Commander, Operations Officer, etc.
  - 4. Assist with the development of the incident action plan
  - 5. Modify the action plan in response to changing conditions
  - 6. Anticipate changing resource needs
  - 7. Prepare contingent strategic and tactical options, based on the incident's potential
  - 8. Assist/enable the Incident Commander to manage proactively
  - 9. Document the incident
  - 10. Develop a demobilization/ de-escalation plan
  - 11. Obtain relevant maps, floor plans, and other documents
  - 12. Provide for display of status information and situation boards at the command post
- H. Logistics Officer
  - 1. Manage the service and material resources required by the incident
  - 2. Develop an incident communications plan, as necessary, to ensure adequate communications with supporting units
  - 3. Provide for replacement equipment as needed, including radios
  - 4. Provide for relief personnel and other staffing as needed
  - 5. Locate and arrange for the use of facilities
  - 6. Provide for necessary supplies and refueling
  - 7. Provide for required maintenance of equipment
  - 8. Provide for photocopying of maps, flyers, etc.
- I. Finance Officer
  - 1. Document all incident costs for future payment and/or reimbursement
  - 2. Track time of personnel involved in the incident
  - 3. Document delivery and in-service times of rented equipment
  - 4. Recommend appropriate cost saving measures to the Incident Commander
- J. Staging Officer
  - 1. Manage all staging area activities designated
  - 2. Establish staging area and location
  - 3. Establish a check-in procedure
  - 4. Advise and brief personnel in response to manpower requests

**600.07 Personnel Assigned to Staff Positions**

- A. Incident Commander - The Incident Commander will typically be in the following order of succession:
  - 1. First Officer on-scene
  - 2. First Supervisor on-scene
  - 3. Watch Commander of affected Patrol Bureau
  - 4. SWAT Unit Commander
  - 5. Deputy Chief of Homeland Security and Special Operations Division
  - 6. Assistant Chief of the affected Patrol Bureau
- B. Senior Advisor - The Senior Advisor can be any Chief level officer. The Deputy Chief(s) of the affected Patrol Division may at their discretion report to the field command post and assume the role of senior advisor.
- C. Liaison Officer - When outside law enforcement agencies are involved in a major incident, the Criminal Intelligence Unit will provide a liaison officer whenever possible. If the Criminal Intelligence Unit is unable to provide a liaison officer, the Incident Commander will designate a liaison officer.
- D. Media Relations Officer - Police Media Relations will provide a media relation's officer. In the event that Police Media Relations is unable to provide a media relation's officer, the Incident Commander will designate a media relation's officer.
- E. Operations Officer - During a major incident, the SWAT Unit Commander will be the Operations Officer. If an incident escalates to a level 5 or greater, the Deputy Chief of Homeland Security and Special Operations Division may relinquish the Incident Commander position and become the Operations Officer. In that case, the SWAT Unit Commander would become the inner perimeter commander.

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- F. Planning Officer - The Tactical Operations Planning Squad will provide a planning officer. In the event that the Tactical Operations Planning Squad is unable to provide a planning officer, the Incident Commander will designate the planning officer.
- G. Logistics Officer - Equipment and Building Services will provide a logistics officer. In the event that Equipment and Building Services is unable to provide a logistics officer, the Incident Commander will designate a logistics officer.
- H. Finance Officer - The Financial and Contract Management Division will provide a finance officer. In the event that Financial and Contract Management is unable to provide a finance officer, the Incident Commander will designate a finance officer.
- I. Staging Officer - The Tactical Operations Planning Squad will provide a staging officer. In the event that the Tactical Operations Squad is unable to provide a staging officer, the Incident Commander will designate the staging officer.

**600.08 Personnel Accountability Procedures**

Personnel accountability at an emergency scene is an essential element of the Incident Command System. The knowledge of where emergency personnel are located is primary to the successful conclusion of an ICS incident. Personnel accountability requires a personal commitment to safety by all members of the Department. A comprehensive system of personnel accountability will be maintained by the Tactical Operations Planning Squad to ensure the safety and protection of all employees involved in an ICS incident. The Tactical Operations Planning Squad will forward personnel accountability procedures to all watch commanders.

**600.09 Tools of Command Function**

- A. Command Post
  1. Location - The Command Post serves as the location for Command, the tactical and communications control center for an emergency incident. The Command Post should be located close to the incident unless the magnitude of the incident calls for the operation of the Emergency Operation Center. When the EOC is in operation the command post on-scene will be referred to as the Field Command Post.
  2. Command Post Requirements -The command post requires sufficient space for the Incident Commander, the Incident Command Staff, and personnel from other Dallas departments and outside agencies.
- B. Radios - Radios available in the command post must be capable of communicating with personnel involved in operations, as well as, responders from other city departments and outside agencies. The Police Department will be responsible for providing a communications link to other agencies when the Police Department is the lead agency. Telephones and alternate power sources must also be accessible from the Command Post.
- C. Tactical Work Boards - Tactical work boards provide a common system for building and tracking an attack plan, personnel assignments, staging equipment and personnel, and support resources.

**600.10 Unified Command**

- A. Although a single Incident Commander normally handles the command function, an Incident Command System (ICS) organization may be expanded into the Unified Command. The Unified Command is a structure that brings together the Incident Commanders of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their jurisdictional responsibilities.
- B. When to use Unified Command
  1. Multiple jurisdictions are involved in a response effort
  2. Multiple levels of government are involved (federal, state, local)
  3. The incident involves different agencies that have statutory responsibility for the incident (FBI, FEMA, OSHA, etc)
- C. Decision Making
  1. All "Incident Commanders" are involved in the decisions made during an incident using Unified Command
  2. All "Incident Commanders" agree to speak with "one voice" through the Information Officer or the Joint Information Center (JIC) if one is established

**600.11 De-Escalation of an Incident Command Incident**

- A. Accountability of Personnel - Supervisors will be responsible for accounting for all personnel under their control at the conclusion of police operations. In the event that personnel are not immediately located, the supervisor will notify the Operations Commander. The Operations Commander will then begin formulating a search plan for the missing personnel.
- B. Accountability of Equipment - Supervisors will be responsible for accounting for equipment issued to personnel under their command. Supervisors will ensure that all equipment is turned in and accounted for before they are relieved of duty.
- C. After-Action Critiques - The Chief of Police will conduct a critique with his command personnel after major incidents. The Incident Commander will conduct a critique with the Incident Command System staff.
- D. After-Action Reports - The Tactical Operations Planning Squad will prepare an after-action report that will contain:
  1. A list of major incidents that occurred during the operation and the time they occurred.
  2. The positive points of the operation.
  3. The areas of operation that could be improved.
  4. Recommendations that could improve the Police Department's response to major incidents.

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- E. The after-action report will be forwarded to the effected Patrol Bureau Assistant Chief within 30 calendar days.
- F. Post Incident Trauma - Personnel involved in a major incident can be subjected to severe trauma. Major incidents that involve heavy loss of life can have a large impact on personnel. Supervisors should monitor the personnel under their command and provide them access to support services when needed.



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DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/12/10

### 601.00 CONCEPT OF OPERATIONS

The Emergency Mobilization Plan is designed so that necessary personnel can be notified and required to report for duty when the magnitude of the incident is unable to be controlled by available personnel. The Emergency Mobilization Plan can affect one Division, sections of Divisions, or all Divisions.

#### 601.01 Levels of Response

The Levels of Response section is a guide to designate the magnitude of an incident based on personnel required bringing the incident under control. Ideally, if an incident escalated it would pass through each level; however, incidents may skip levels as they escalate. Also, note that these levels are for the incident itself and not for each Division. For example, a Level 2 incident using On-duty Patrol Response Teams may cause a Patrol Division to initiate call back of the on coming Patrol watch (a Level 5 response as indicated by the table). This incident would remain a Level 3 incident, the Patrol Division initiating call back of the on-coming watch is just compensating for the lost personnel.

- A. Level 1 - On-duty Patrol response
- B. Level 2 - On-duty Homeland Security and Special Operations Division personnel
  - On-duty Traffic Section personnel
  - On-duty Patrol Division Response Teams
- C. Level 3 - Off-duty Homeland Security and Special Operations Division placed on standby
- D. Level 4 - Call back of off-duty Homeland Security and Special Operations Division
  - All off-duty personnel placed on alert status
  - Call back of Criminal Intelligence Unit and Narcotics Division for covert operations (if needed)
  - Cancellation of all unnecessary leave
- E. Level 5 - Call back of oncoming Patrol Division watch
  - Limited Bureau call back, if necessary
  - Activation of Emergency Operations Center
  - Activation of Patrol Bureau situation room
- F. Level 6 - Activation of "Alpha-Bravo" shift rotation
  - Activation of non-uniform Bureaus, Divisions, and Sections, etc.
  - Cancellation of all leave and days off
- G. Level 7 - Full Departmental mobilization
  - Declaration of Local State of Emergency
  - Mayoral Action
- H. Level 8 - Declaration of a State of Emergency
  - Gubernatorial Action - National Guard requested

#### 601.02 Progressive Response and Command

As an incident escalates so will the number of personnel involved. To maintain maximum effectiveness at major incidents, the following procedures will be followed so that any confusion will be kept minimal.

- A. Level 1
  - 1. First Officer on scene will assume command until the first supervisor arrives on scene.
  - 2. First Supervisor on scene will assume command until relieved by a Lieutenant or a Tactical Supervisor.
  - 3. Patrol Division Lieutenant will assume command and be responsible for increasing the response to Level 2.
- B. Level 2
  - 1. Traffic Section Commander will assume command of the outer perimeter and report to the Operations Commander.
  - 2. SWAT Unit Commander will assume command of the inner perimeter and report to the Operations Commander, become the Operations Commander, or become the Incident Commander.
  - 3. Deputy Chief of Homeland Security and Special Operations Division may assume command as the Incident Commander, report pertinent events to the Assistant Chief of the affected Patrol Bureau and be responsible for increasing the response to Level 3.
- C. Level 3
  - 1. Traffic Section Commander will command the outer perimeter and report to the Operations Commander.
  - 2. SWAT Unit Commander will command the inner perimeter and be the Operations Commander.
  - 3. Deputy Chief of Homeland Security and Special Operations Division will be the Incident Commander report pertinent events to the Assistant Chief of the affected Patrol Bureau, request additional supervisors to supervise additional personnel, and be responsible for increasing the response to Level 4.
  - 4. Patrol Division Lieutenant will command Patrol personnel according to the directions issued by the Operations Commander.
  - 5. SWAT Unit Lieutenant will command Tactical personnel according to the directions issued by the Operations Commander.
  - 6. Traffic Section Lieutenant will command Traffic personnel according to the directions issued by the Operations Commander.

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- D. Level 4
  - 1. Traffic Section Commander will command the outer perimeter and report to the Operations Commander.
  - 2. SWAT Unit Commander will command the inner perimeter and be the Operations Commander.
  - 3. Deputy Chief of Homeland Security and Special Operations Division will be the Incident Commander, report pertinent events to the Assistant Chief of the affected Patrol Bureau, request additional supervisors to supervise additional personnel, and be responsible for increasing the response to Level 5.
  - 4. Patrol Division Lieutenants will command Patrol personnel according to the directions issued by the Operations Commander.
  - 5. SWAT Unit Lieutenants will command Tactical personnel according to the directions issued by the Operations Commander.
  - 6. Traffic Section Lieutenants will command Traffic personnel according to the directions issued by the Operations Commander.
- E. Level 5
  - 1. Traffic Section Commander will command the outer perimeter and report to the Operations Commander.
  - 2. SWAT Unit Commander will command the inner perimeter and be the Operations Commander.
  - 3. Deputy Chief of Homeland Security and Special Operations Division will be the Incident Commander, report pertinent events to the Assistant Chief of the affected Patrol Bureau, and request additional supervisors to supervise additional personnel.
  - 4. Patrol Bureau Lieutenants will command Patrol personnel according to the directions issued by the Operations Commander.
  - 5. SWAT Unit Lieutenants will command Tactical personnel according to the directions issued by the Operations Commander.
  - 6. Traffic Section Lieutenants will command Traffic personnel according to the directions issued by the Operations Commander.
  - 7. Assistant Chief of the affected Patrol Bureau will report to the Emergency Operations Center (EOC) at L2/a/N of City Hall, become the EOC Commander, coordinate all efforts, and be responsible for increasing to Level 6.
- F. Level 6 - The same command structure will be utilized. The Incident Commander may request additional supervisory personnel to respond for the purpose of commanding the additional personnel reporting to the scene.
- G. Level 7 - When the entire Dallas Police Department is mobilized, each Division will have specific operational plans detailing assignments and responsibilities for their particular personnel. Each operational plan must fulfill the duties described later in this plan. This mobilization will be on the authority of the Chief of Police, or in his absence, the Chief's designate. The Mayor of Dallas may declare a Local State of Emergency.
- H. Level 8 - The Dallas Police Department will adhere to the same command structure as in Level 7. The Assistant Chief of the affected Patrol Bureau will coordinate the National Guard units from the EOC. The Deputy Chief of Homeland Security and Special Operations Division will advise the Assistant Chief of the affected Patrol Bureau of the current field conditions and the desired placement of National Guard units.

**601.03 Emergency Call-Back Procedures**

Each Bureau, Division, Section, etc. will maintain at all times an emergency call back list with the home addresses and phone numbers of all personnel. This list will be updated by the 5th of each month. Should an incident take place, the Watch Commander will have the authority to holdover all personnel about to go off-duty prior to the implementation of an Alpha-Bravo shift rotation. Each Watch Commander will designate an Emergency Call Back Officer for each shift every day of the week the office is open. The Emergency Call Back Officer is not required to be a sworn employee. The Emergency Call Back Officer will be responsible for conducting call back of off-duty personnel, requesting additional personnel to assist in the call back, and instructing personnel where to report for duty. If the Watch Commander has prior notice that an incident may take place, the Watch Commander will implement measures so that every officer can be reached 24 hours a day. The Watch Commander may at their discretion request Police Media Relations to notify officers to report for duty via the radio and/or TV announcements. Also, note that these levels are for the incident and not for each Bureau. For example, a Level 2 incident using On-duty Patrol Division Response Teams may cause a Patrol Division to initiate callback of the on-coming Patrol watch (a Level 5 response as indicated by the table).

- A. Level 1 -No call back initiated.
- B. Level 2 -SWAT Unit Lieutenant alerts Emergency Call Back Officer to prepare for callback.
- C. Level 3
  - 1. SWAT Unit Lieutenant will command Emergency Call Back Officer to place off-duty Tactical personnel on standby.
  - 2. All Patrol Watch Commanders will command their Emergency Call-Back Officer to prepare for call-back.
- D. Level 4
  - 1. SWAT Unit Lieutenant will command Emergency Call Back Officer to call all off-duty Tactical personnel to report to duty.
  - 2. All Patrol Watch Commanders will command their Emergency Call Back Officer to place all off-duty personnel on alert status.
- E. Level 5
  - 1. Patrol Watch Commanders will command their Emergency Call Back Officer to call oncoming Patrol watch personnel to report for duty as needed.
  - 2. Assistant Chief of Patrol Bureau will select the necessary Divisions, Sections, etc. to report for duty.
  - 3. Selected Watch Commanders will command their Emergency Call-Back Officer to call all personnel to report for duty as needed.
- F. Level 6

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1. An Assistant Chief of Patrol Bureau will select the necessary non-uniform Divisions, Sections, etc. to report for duty.
  2. All Non-Uniform Watch Commanders will command their Emergency Call-Back officer to call all personnel to report for duty as needed.
- G. Level 7
1. Full Departmental mobilization.
  2. All Watch Commanders will ensure that their Emergency Call Back Officer has initiated complete call back of all personnel.

**601.04 Alert Status**

This level of response entails ensuring officers are informed of alert status, monitoring possible problem areas, and preparing for potential call-up of off-duty personnel. Alert status may extend for several days or only a few hours. This level of response may be used anytime when authorized by the Chief of Police or the Chief's designate. Alert status will be used when an incident reaches Level 4. Alert status includes:

- A. All officers and supervisors notified of alert status. Alert status requires:
  1. Emergency Call Back Officer selects team to call officers.
  2. Officers work regular shifts (non-essential leave cancelled).
  3. All officers required to provide station with contact phone when off-duty if not at home.
  4. Officers expected to respond within 45 minutes of off-duty call up.
  5. Officers carry or wear uniform and equipment to and from work.
- B. Watch commanders carry their pager, blackberry and cellular phone at all times.
- C. Three supervisors will be on-duty at all times (where applicable).
- D. Down vehicles will be serviced, filled with gas, and keys located.
- E. Equipment & Building Services (EBS) will be contacted to speed up repair of down vehicles and postpone preventative maintenance by the Divisions, Sections, etc.
- F. Administrative, Investigative, and Deployment personnel have uniforms available.
- G. All Detectives and Deployment personnel keep office informed of contact information or monitor a primary radio channel or channel 11 while on-duty for immediate recall to the station or other location.
- H. Response team supervisors designated on each watch.
- I. Watch Commanders initiate frequent monitoring of problem areas and keep Patrol Bureau Commander informed of any activity. Respond as needed to immediate problems and notify Patrol Bureau Commander or Division Commander of personnel needs.

**601.05 Response Teams**

Response teams will consist of sworn personnel (Police Officers and Senior Corporals) commanded by a Sergeant. Ideally, response teams should consist of five (5) to seven (7) officers per Sergeant. When deployed in field operations, these response teams will be assigned to a Lieutenant and be accountable to that Lieutenant.

**601.06 Response Team Call Numbers**

When response teams report to a location, confusion and difficulty in tracking personnel will result if the individual element numbers are used in all radio transmissions. The importance of response teams remaining as one unit cannot be over emphasized. When response teams report to an emergency incident the following communications procedures will be implemented:

- A. Individual element numbers of the members of the response team will no longer be used except when individual elements of the response team are communicating to each other
- B. The number designation will be based on the sergeant's call number (i.e. 440's, 320's, 210's, 150's, etc.) If during large-scale police operations duplicate numbers occur such as two 150's, then alphabetical designations will be made. For example, 150'sA would be first watch, 150'sB would be second watch, and 150'sC would be third watch.

**601.07 Duty Shifts**

At level 6 all effected personnel will be placed on an Alpha-Bravo shift rotation. Alpha-Bravo shifts will be 12 hours and every effort should be made to keep personnel from being held over after their assigned shift ends. The Assistant Chief of the affected Patrol Bureau or the Chief's designate will implement Alpha-Bravo shift rotation. The shift times are as follows:

- A. Alpha I 7 A.M. to 7 P.M.  
Alpha II 8 A.M. to 8 P.M.
- B. Bravo I 7 P.M. to 7 A.M.  
Bravo II 8 P.M. to 8 A.M.

**601.08 Responsibilities**

Each Bureau will develop a plan specific to their personnel and areas. The plan developed by each Division will fulfill the following responsibilities but may include additional responsibilities. Each Bureau is responsible for submitting its plan to

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the Tactical Operations Planning Squad for review and filing. In the event of a conflict between the Emergency Operation Procedures and the Division plans, the Emergency Operation Procedures will be the prevailing plan.

- A. Central Division
  - 1. Mission: The Central Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operations - The Central Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the Central Building and DFR Station #4, 816 S. Akard St., housing HAZMAT if threat specific.
    - e. Develop a plan for continuing police response to calls for police.
- B. Northeast Division
  - 1. Mission: The Northeast Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operations - The Northeast Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the Northeast Division Building and the fuel facility on Lawther Drive.
    - e. Develop a plan for continuing police response to calls for police.
- C. Southeast Division
  - 1. Mission: The Southeast Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operations - The Southeast Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the Southeast Building and the fuel facility on Municipal Street.
    - e. Develop a plan for securing Dallas Fire-Rescue Academy at 5000 Dolphin Rd., which serves as communication backup.
    - f. Develop a plan for continuing police response to calls for police.
- D. Southwest Division
  - 1. Mission: The Southwest Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operations - The Southwest Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the Southwest Division Building and fuel facility.
    - e. Develop a plan for continuing police response to calls for police.
- E. South Central Division
  - 1. Mission: The Southcentral Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operations - The Southcentral Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the Southcentral Division Building and fuel facility.
    - e. Develop a plan for continuing police response to calls for police.
- F. Northwest Division
  - 1. Mission: The Northwest Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operations - The Northwest Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the Northwest Division Building, fuel facilities, and Equipment Services Section Building.
    - e. Develop a plan for continuing police response to calls for police.
- G. North Central Division
  - 1. Mission: The North Central Division will provide initial response to incidents occurring within its boundaries. In addition, assistance will be provided to other Patrol Divisions when requested.
  - 2. Operation: - The North Central Division will:
    - a. Identify possible problem areas and sensitive locations (e.g. gun shops, liquor stores, etc.).
    - b. Develop a plan to handle the problem areas and sensitive locations.
    - c. Develop a plan for deploying response teams to other locations.
    - d. Develop a plan for securing the North Central Division Building.
    - e. Develop a plan for continuing police response to calls for police.
- H. Operation Disruption - Mission: Operation Disruption will be utilized as Response Teams and be deployed by the authority of the First Assistant Chief of Police or his designate.

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- I. Homeland Security and Special Operations Division
  - 1. Mission: The Homeland Security and Special Operations Division will provide response to a Level 2 incident and higher. The Homeland Security and Special Operations Division will have field command of the inner and outer perimeter after they have responded.
  - 2. Operations - The Homeland Security and Special Operations Division will:
    - a. Coordinate a traffic control plan for the outer perimeter and a plan for identification for those persons requesting entry.
    - b. Develop a plan for control of the inner perimeter.
    - c. Develop a plan for initial response to a Level 2 incident and higher.
- J. Youth Services Section
  - 1. Mission: The Youth Services Section will support field operations by providing processing and transportation for arrested juvenile suspects and provide response teams to assist in field operations. The Youth Services Section will secure the Jack Evans Headquarters Building located at 1400 S. Lamar St.
  - 2. Operations - The Youth Services Section will:
    - a. Develop a plan similar to the Mass Arrest Plan to be used for juveniles.
    - b. Develop a plan for assembling response teams to assist with field operations.
    - c. Develop a plan for 24 hour security of the Headquarters Building located at 1400 S. Lamar St.
- K. Financial Investigations and Auto Theft Units
  - 1. Mission: The Financial Investigations and Auto Theft Units will be responsible for support of field operations and assisting with the processing and transportation of arrested persons. The Financial Investigations and Auto Theft Units will also be responsible for establishing a temporary holding facility in the field if needed.
  - 2. Operations - The Financial Investigations and Auto Theft Units will:
    - a. Develop a plan for establishing a temporary holding facility.
    - b. Develop a plan for assembling response teams.
    - c. Develop a plan for response teams to assist in the processing and transportation of prisoners when the Mass Arrest Policy is implemented.
    - d. Develop a plan for response teams to assist with field operations when requested.
- L. Criminal Intelligence Unit
  - 1. Mission: The Criminal Intelligence Unit will be responsible for gathering and disseminating intelligence information. The Criminal Intelligence Unit will also provide a liaison officer whenever possible during major operations.
  - 2. Operations - The Criminal Intelligence Unit will:
    - a. Develop a plan for coordinating and utilizing Criminal Intelligence Unit and Narcotics Division undercover personnel for covert operations during a major incident.
    - b. Develop a plan to organize uniformed personnel into response teams.
    - c. Develop a plan for response teams to assist with field operations when requested.
    - d. Develop a plan to facilitate the flow of intelligence information from field forces to the Incident Commander.
- M. Narcotics Division
  - 1. Mission: The Narcotics Division will support covert operations by working concurrently with the Criminal Intelligence Unit to utilize undercover personnel and by forming response teams with any uniformed personnel not serving in an undercover capacity.
  - 2. Develop a plan concurrently with the Criminal Intelligence Unit to utilize undercover personnel during covert operations.
  - 3. Develop a plan to organize uniformed personnel into response teams to support field operations.
- N. Crimes Against Persons Division
  - 1. Mission: The Crimes Against Persons Division will assist the Special Investigations Division in securing the Headquarters Building located at 1400 S. Lamar St. The Crimes Against Persons Division will organize response teams to investigate homicides and police involved shootings. Also, response teams will be organized to support field operations.
  - 2. Operations - The Crimes Against Persons Division will:
    - a. Develop a plan concurrent with the Special Investigations Division to secure the Headquarters Building located at 1400 S. Lamar St.
    - b. Develop a plan to organize response teams to investigate homicides and police involved shootings.
    - c. Develop a plan to organize response teams to assist with field operations.
- O. Internal Affairs Division and Public Integrity Unit
  - 1. Mission: The Internal Affairs Division and Public Integrity Unit will organize response teams to investigate police involved shootings and response teams to assist with field operations.
  - 2. Operations - The Internal Affairs Division and Public Integrity Unit will:
    - a. Develop a plan to organize response teams to investigate police involved shootings.
    - b. Develop a plan to organize response teams to assist with field operations.
- P. Support Services Division
  - 1. Mission: The Support Services Division will organize response teams to assist with field operations or any other locations they are needed and secure all police documents under its control. They will provide necessary communications support.
  - 2. Operations - The Support Services Division will:
    - a. Develop a plan to organize response teams to respond to field operations or any location they may be needed.
    - b. Develop a plan to provide the necessary communications support.
    - c. Develop a plan to assist field operations through consistent real-time situational updates.
    - d. Develop a plan to secure all police documents under its control.
- Q. Comp Stat Division

**Dallas Police Department General Order  
601.00 Emergency Mobilization**

Revised 11/12/10

1. Mission: The Comp Stat Division will organize response teams to assist with field operations or any other location they are needed and secure all police documents under its control.
  2. Operations - The Comp Stat Division will:
    - a. Develop a plan to organize response teams to respond to field operations or any location they may be needed.
    - b. Develop a plan to secure all police documents under its control.
    - c. Develop a plan to coordinate with Patrol Division Crime analysts to report crime statistics in a timely manner during a major operation.
- R. Personnel & Development Division
- a. Mission: The Personnel and Development Division will organize response teams to secure City Hall, the Dallas Public Library, and the Property Room, assist in field operations, and assist in the efforts to videotape the incident. The Training Section will prepare the academy facility to be used in support of field operations.
  - b. Operations - The Personnel and Development Division will:
    - i. Develop a plan for securing City Hall, the Dallas Public Library, and the Property Room.
    - ii. Develop a plan to organize response teams.
    - iii. Develop a plan to assist in field operations.
    - iv. Develop a plan to assist in the video recording of the incident concurrent with the Tactical Operations Planning Squad.
    - v. The training facility will be prepared for use as a resting-place for officers, housing place for prisoners, and a secure staging area.

**601.09 Police Reserves**

- A. For full or partial mobilization of the Reserve Battalion, the following procedure will be used
  1. Between 0800 and 1700, (8:00 A.M. and 5:00 P.M.), Monday through Friday, the Field Commander or Communications Division will call the, Departmental Reserve Coordinator and the mobilization will be conducted from that office. If the emergency occurs between 1700 and 0800 (5:00 P.M. and 8:00 A.M.), or on the weekends, Communications Division will activate the Reserve emergency call list when so directed by the Field Commander.
  2. The Reserve Coordinator and/or the Reserve Battalion staff should be advised of the nature of the emergency, location of the command post or assembly point, and the number of Reserve Officers required.
  3. The Reserve Coordinator will insure that a current Reserve Battalion staff emergency call list is maintained at the Communications Division and the Personnel and Development Division.
- B. Upon notification of an emergency situation, the Reserve Coordinator and Reserve Battalion staff will conduct the actual mobilization.



## Dallas Police Department General Order

### 602.00 Bomb Threats and Suspicious Packages

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 602.00 CONCEPT OF OPERATIONS

The purpose of this section is to establish procedures for handling Bomb Threats and Suspicious Package calls. The primary goal is the safety of innocent citizens and the responding police personnel. Every effort will be made to bring the incident to a safe conclusion without the loss of life or damage to property. If the Bomb Threat or Suspicious Package call is at a police facility, any police personnel receiving the call will notify the Communications Division by dialing 911. The facility manager on site for the police facility as designated by the Division commander will assess the threat level and implement evacuation in accordance with its facility threat plan.

#### 602.01 Definitions

- A. Evacuation – A warning given to persons within a defined area that a threat to life and or property exists.
- B. Inner Perimeter – The area of containment closest to the incident location. Protects and contains the immediate scene which no one passes except those recognized as being essential by the Incident Commander.
- C. Outer Perimeter – The area that encircles the inner perimeter at a safe distance from the incident scene. The outer perimeter protects entrance and exit routes to the inner perimeter to ensure free movement of essential services.
- D. Media Staging Area – An area dedicated for information dissemination to the media. This area will be designated by the Incident Commander after evaluating the situation and determining a safe location for media personnel.

#### 602.02 Responsibilities

- A. Communications Division
  - 1. Communications Division personnel receiving a call for service where a bomb threat is involved will dispatch the call on a signal 40 to a field supervisor and field officers, but will not use the words "BOMB THREAT" when dispatching the call on the police radio.
  - 2. Notify the responding supervisor and field elements to call the police service desk (if possible) for further information.
  - 3. If the threat is at a police facility, inform the responding supervisor and police element which department facility is involved and which police official to contact upon their arrival.
- B. Initial Responding Officers: Prior to arriving to the scene of a Bomb Threat the officer will:
  - 1. Contact the police dispatcher by phone (if possible) for further information.
  - 2. Avoid using the police radio, cellular phone and MDC near the incident scene.
  - 3. Responding officers should be cognizant of secondary explosive devices.
  - 4. Contact the person in charge of the premises, and inform them that it will be left to their discretion whether or not the building will be evacuated and or searched. If at a police facility, the facility manager on site for the police facility as designated by the Division Commander will assess the threat level and implement evacuation in accordance with facility threat plan.
- C. Initial Supervisor:
  - 1. Contact the police dispatcher by phone (if possible) for further information.
  - 2. Avoid using the police radio, cellular phone and MDC near the incident scene.
  - 3. Determine if an evacuation and or search will be conducted based on the request from the person in charge of the facility. If the premises are to be searched, the supervisor will ask for adequate elements to assist the person in charge of the facility in making a quick and thorough search.
  - 4. If at a police facility, determine the number of additional elements needed to set up an inner perimeter and conduct the search, then contact the watch commander and advise him of the incident.
  - 5. If explosives or anything resembling explosives are found, officers will evacuate all persons from the endangered area.
  - 6. Set up an outer perimeter and request the Explosive Ordnance Squad.
  - 7. If at a police facility, request Criminal Intelligence Unit response.
- D. Explosive Ordnance Squad Commander:
  - 1. Assume command of the incident.
  - 2. Request additional elements to maintain the inner and outer perimeter and to initiate any additional evacuations.
  - 3. Follow the Homeland Security and Special Operations Division S.O.P. for recovering an explosive device.

#### 602.03 Responding Entities

- A. Dallas Fire-Rescue: Does not conduct searches. Dallas Fire-Rescue handles search/rescue and emergency operations.
- B. Alcohol Tobacco and Firearms: Will provide a post blast investigation team.
- C. Federal Bureau of Investigations: Responds to bomb threats at all Federal buildings or offices and airports. Conducts post blast investigations.

**Dallas Police Department General Order  
602.00 Bomb Threats and Suspicious Packages**

Revised 03/28/08

**602.04 Fire and Explosions**

In the event that a fire or explosion results from the detonation of an explosive device:

- A. Dallas Fire-Rescue will assume Command of all rescue operations.
- B. The Explosive Ordnance Squad will assume responsibility for a search of the area for any additional explosive devices and or evidence.
- C. Crimes Against Persons Division will be notified if injury or death results from a bomb and/or accidental explosion.
- D. Threats or actual explosions which do not result in death will be referred to Explosive Ordnance Squad unless terrorist involvement is evident or is reasonably suspected.
- E. All terrorist related bomb incidents, regardless of type, will be referred to the FBI.
- F. The Criminal Intelligence Unit will be notified on all bomb detonations incidents.



## Dallas Police Department General Order

### 603.00 Civil Unrest

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 603.00 CONCEPT OF OPERATIONS

The primary goals when handling any civil disturbance incident are containment, control, and conclude. The Civil Unrest Plan will be used in conjunction with the Incident Command System and the Emergency Mobilization Plan and the Mass Arrest Procedures.

#### 603.01 Definitions

- A. Civil Unrest - Any domestic emergency, such as a demonstration, strike, riot, and or public panic that has the potential of causing casualties or major damage to property.
- B. Response Levels - see Emergency Mobilization Plan.
- C. Inner Perimeter - Protects and contains the immediate scene through which no one passes except those recognized as being essential.
- D. Outer Perimeter - The area that encircles the inner perimeter at a safe distance from the incident scene. The outer perimeter protects entrance and exit routes to the inner perimeter to ensure free movement of essential services and equipment.
- E. Command Post - The location of command and control for any major emergency incident. Refer to the Incident Command System.
- F. Staging Area - The primary collection point of personnel and material prior to their commitment by the Incident Commander.
- G. Media Staging Area - An area dedicated for information dissemination to the media. This area will be designated by the Incident Commander after evaluating the situation and determining a safe location for media personnel.
- H. Mobile Field Force (MFF) - A MFF is basically a platoon of police officers and sergeants led by a lieutenant. It generally consists of six to eight squads and may be supplemented by tactical squad, K-9 unit or Mounted Squad. Additionally, the MFF may be assisted by the Love Field Unit or Squads trained in Mobile Tactics.
- I. Squad – A team of sworn personnel made up of one (1) sergeant and seven (7) officers. Patrol personnel may have the minimum of mobile field force and rapid rescue training.
- J. Patrol Response Teams – Specially trained and equipped teams of one (1) sergeant and seven (7) officers designed to support the field operations command in situations where supplementary personnel from several divisions are required to bring major emergency incidents under control. Each patrol division has four (4) teams. All CBD personnel have equipment.
- K. Freelancing - The undirected efforts of a supervisor and his personnel that may be in direct conflict with the strategy held by the Incident Commander. Freelancing by supervisory personnel involved in an ICS incident prevents coordination towards a common goal and hinders in the safety of employees involved in the incident. Emergency action for the preservation of life requiring personnel to leave their post is acceptable after the Incident Commander has been notified.

#### 603.02 Responsibilities

- A. Initial responders (patrol elements): If upon arrival at an incident scene the responding element believes that a civil unrest incident is developing then they will:
  1. Notify a supervisor
  2. Take a position to observe the crowd's behavior and report any information via the police radio
  3. Notify any additional responding elements of the best ingress and egress routes into the affected areas
  4. The initial responding elements will not attempt to take enforcement action against the crowd until directed by the responding supervisor
- B. Initial Supervisor: The supervisor responding to the scene of a possible civil unrest incident will:
  1. Respond Code 3 if necessary
  2. Estimate the size and temperament of the crowd
  3. Request a Watch Commander (if necessary)
  4. Report any movement of the crowd and notify Communications Division of the police personnel needed to contain, control and disseminate the crowd (i.e. Tactical, Traffic, and/or Response Teams)
  5. Begin perimeter containment of the incident.
  6. Begin forming squads for rescues and mobile tactics operations.
- C. Watch Commander: The first arriving Watch Commander will take charge of the incident scene and become the Incident Commander. The Incident Commander will:
  1. Set up the field command post
  2. Identify a staging area
  3. Begin Mobile Field Force mobilization.
  4. Request Level 2 Response, if necessary
  5. Become the Field Force Commander (FFC) after being relieved by SWAT
  6. Will be responsible to Operations Commander
- D. Communications Division Watch Commander: Upon notification of a Civil Unrest Incident by field elements the Communications Division Watch Commander will:
  1. Identify the Incident Commander at the scene

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2. Monitor and log all radio communications
  3. Alert non-involved Watch Commanders by phone of any civil unrest incident in the city
  4. Notify Dallas Fire Rescue (DFR) of an impending need for services
  5. Contact SWAT Unit Lieutenant and Deputy Chief of Homeland Security and Special Operations Division when requested by the Incident Commander
  6. Notify Detention Services Division that Mass Arrest Procedures may be implemented
  7. Implement notification list in Communications Division SOP
  8. Designate a primary channel to be used for the duration of the incident
  9. Identify priority calls that must be answered immediately
- E. SWAT Unit Commander: Upon notification by Communication Division of a Civil Unrest Incident the SWAT Unit Commander will:
1. Report to the incident scene and become the Incident Commander until relieved by the Deputy Chief of Homeland Security and Special Operations Division
  2. Set up a command post and staging area if it has not previously been established
  3. Coordinate patrol response with the Homeland Security and Special Operations Division response
  4. Request additional Mobile Field Forces, if necessary
  5. Request Mounted Squad, if necessary
  6. When relieved of the Incident Commander role by the Deputy Chief of Homeland Security and Special Operations Division, become the Operations Commander
- F. Traffic Section Commander: Upon notification to report to a Civil Unrest, the Traffic Commander will:
1. Take control of all outer perimeter elements and request additional elements as needed
  2. Be responsible to Operations Commander
  3. Implement Traffic SOP measures for identifying persons requesting entrance into the outer perimeter as directed by the City of Dallas Master Emergency Operations Plan
  4. Survey the area and determine the best ingress and egress routes, and control the points of entry and exit
  5. Request personnel, equipment, supplies, etc., through the Operations Branch Commander when the outer perimeter is established
  6. Provide escort for key personnel, equipment, and supplies
- G. Deputy Chief of Homeland Security and Special Operations Division: Upon arrival at a Civil Unrest Incident the Deputy Chief of Homeland Security and Special Operations Division will assume the Incident Commander Role and will:
1. Ascertain the level of Emergency Response needed to control the Civil Unrest Incident
  2. Report pertinent events to the Assistant Chief of the affected Patrol Bureau.
  3. Request the activation of the Emergency Operations Center (EOC), if needed
  4. Make a request to the Assistant Chief of the affected agencies not under the jurisdiction of the City of Dallas
  5. Request additional supervisors to supervise additional personnel
  6. Request a Criminal Intelligence Unit Response Team
  7. Will have the authority to mobilize the Police Reserves, if necessary
- H. Assistant Chiefs of Patrol Bureau: Upon notification that the EOC is being activated the Assistant Chief of the affected Bureau will:
1. Report to the EOC and inform the Incident Commander (Deputy Chief Homeland Security and Special Operations Division) when the EOC has been activated. The Assistant Chief of the affected Patrol Bureau will assume duties of the Lead Agency Representative at the Command Table (MEOP Annex I, Appendix 1, B, 1 & 2)
  2. Request an increase in Emergency Response Level (if needed)
  3. Keep the Chief of Police informed of the incident.
- I. Chief of Police: Upon notification of a Civil Unrest Incident, the Chief of Police (or designee) will contact the City Manager and the Mayor of the City of Dallas when the incident reaches a Level 6 Emergency Response. The Chief of Police will keep the Mayor apprised of all events and request a local State of Emergency if the incident reaches an Emergency Response Level 7. When a Civil Unrest Incident reaches a Level 7, the Chief of Police will request Department of Public Safety personnel based on information and/or a request from the Incident Commander. In the event of an increase to a Level 8 Emergency Response, the Chief of Police will then request the Mayor to initiate the steps necessary to request the National Guard.
- J. Deputy Chiefs of affected areas: The Deputy Chiefs of affected areas may at their discretion report to the Field Command Post. The Chiefs may assume the role of Senior Advisor to the Incident Commander. However, the Incident Commander will retain the right to make all final decisions.
- K. Assistant Chiefs and Deputy Chiefs of non-affected areas: The Chiefs of non-affected areas will report to their respective bureaus/divisions at a Level 4 or greater incident. The above Chiefs will support field operations as requested by the Incident Commander and continue police services as close to normal as practical.

**603.03 Responding Entities**

- A. Department of Public Safety: The DPS can assist after the Dallas Police Department has committed all of its resources. DPS will have a response time of 2 1/2 to 9 hours and will stage at a location of their choice before responding. DPS will send a representative to the EOC and/or Command Post locations. DPS has the authority to contact the National Guard after approval from the Mayor of Dallas.
- B. National Guard: The National Guard can provide security assistance when activated. The request to activate the National Guard has to go through the Governor's Office by a request from the Mayor of Dallas and the Department of Public Safety Staff.
- C. Mutual Aid Resources: Personnel from other departments that respond to a mutual aid request can be formed into mobile field forces or incorporated as replacements for existing mobile field forces, depending on previous training, for

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organizational purposes. During a civil disturbance response, it is recommended that mutual aid resources be utilized as perimeter control and saturation patrol after an area has been suppressed by Dallas Police.

**603.04 Evacuations**

Refer to the Evacuation Plan if an evacuation is ordered by the Incident Commander.

**603.05 On-Scene Incidents**

- A. Call Priority - All calls for service will be prioritized by the Communications Division that are received in and around the affected area. Those calls that are of top priority will be given to the command post for assignment. Prior to responding to a call, an attempt to verify the legitimacy of the call through the call back telephone number will be made. A patrol response team will be assigned all emergency calls to be answered within the affected area.
- B. Fire Calls - Fire and medical personnel will be on standby in the staging area to respond to calls requiring the assistance of DFR. A patrol response team will first establish the legitimacy of the call. If legitimate, the patrol response team will establish a safe perimeter around the incident. A second patrol response team will escort DFR to the scene. The initial patrol response team will provide protection at the scene. The escorting patrol response team will return to staging for another assignment if not needed.
- C. Looters - A minimum of two (2) patrol response teams will be assigned looting calls within the affected area. If information received indicates a large or violent mob is involved in looting, a larger force may be assigned the call.
- D. Sniper Attack - If information is received regarding possible sniper fire within the affected area, a minimum of one (1) SWAT squad will be assigned the call. Every attempt will be made to locate the origin of the sniper fire.
- E. SWAT Response – SWAT resources are limited and may have to be split at a Level 6 mobilization. Depending on the scope of the incident and the violence level, SWAT personnel and equipment should be staged for deployment to support Mobile Field Forces with chemical agent specialists and special equipment (i.e. armored vehicles, etc.). Sniper response takes precedence over crowd issues so SWAT personnel should be considered a reserve force to be deployed on tasks consistent with their training.
- F. Police Shootings - If a police officer involved shooting occurs within the affected area, every attempt will be made to secure the scene for the investigation. However, if the violence of the mob becomes an additional safety hazard, the scene may have to be abandoned until control can be achieved.



## Dallas Police Department General Order

### 604.00 Evacuations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/01/10

#### 604.00 CONCEPT OF OPERATIONS

To establish authority, responsibility and procedures for handling critical incidents requiring orderly evacuation of areas within the city, Patrol Divisions will be responsible for executing the order to evacuate an area.

#### 604.01 Definitions

- A. Voluntary Evacuation - A warning given to persons within a defined area that a threat to life and/or property exists. Individuals issued this warning are not required to evacuate.
- B. Mandatory Evacuation - A warning given to persons within a defined area that an imminent threat to life and/or property exists. Officers may use reasonable force to forcibly remove persons from their property at the direction of the Incident Commander pursuant to an Evacuation Declaration by the Mayor. The Mayor of the City of Dallas has the authority under the Texas Government Code Sec. 418.185 to order a mandatory evacuation of "an area stricken or threatened by a disaster by order may compel persons who remain in the evacuated area to leave and authorize the use of reasonable force to remove persons from the area".
- C. Freelancing - The undirected efforts of a supervisor and his personnel that may be in direct conflict with the strategy held by the Incident Commander. Freelancing by supervisory personnel involved in an ICS incident prevents coordination towards a common goal and hinders in the safety of employees involved in the incident. Emergency action for the preservation of life requiring personnel to leave their post is acceptable after the Incident Commander has been notified.
- D. Media Staging Area - An area dedicated for information dissemination to the media. This area will be designated by the Incident Commander after evaluating the situation and determining a safe location for media personnel.

#### 604.02 Responsibilities

- A. Initial Responders - Upon arrival at a scene where an evacuation is/or may be needed the initial responder will:
  1. Evaluate the situation
  2. Notify a supervisor and Communications Division, providing information regarding the incident.
  3. Relay pertinent information to responding emergency equipment and personnel (i.e. best route into and out of the area and the scope of the incident, if known).
- B. Initial Supervisor - The first arriving supervisor at the scene of an incident where there is a need to evacuate the area will:
  1. Evaluate the situation and notify the Watch Commander
  2. Based upon the current situation and probable outcome; determine the need to activate the appropriate emergency response plan
  3. Establish a Command Post
  4. Determine the area to be evacuated, based upon directions from the Incident Commander (if it is someone other than the initial supervisor)
  5. Establish and maintain an inner and outer perimeter, prohibiting unauthorized persons from entering
  6. Establish liaison with Dallas Fire Rescue
  7. Regardless of the type of evacuation, the evacuation warning should include:
    - a. Best route out of the area
    - b. Location of evacuation center
    - c. Anticipated duration of the evacuation
    - d. Time remaining before the incident becomes critical
- C. Watch Commander - Upon arrival, the Watch Commander will be in charge of the Evacuation until relieved and will:
  1. Report to and/or set up a Command Post when the evacuation plan is activated
  2. Provide warning to evacuate as when the need to evacuate is determined. The warning may consist of:
    - a. Emergency sirens in all affected areas
    - b. P.A. systems and bull horns
    - c. Door to Door notification
  3. Assign the necessary personnel for inner perimeter patrol to safeguard vacated property, provided there is no health hazard to police personnel
  4. Establish limited access area allowing residents, media, owners, and managers of businesses into the affected area.
  5. In the event a Mandatory Evacuation has been declared by the Mayor, establish a Strike Team to remove persons who have remained in the stricken or threatened areas. Officers may use reasonable force to compel individuals to leave the effected area.
  6. In some instances it may better serve the public safety to have persons "shelter in place" by remaining isolated within their homes or businesses.
- D. Communications Division Watch Commander - Once the need for an evacuation is determined, the Communications Division Watch Commander will:
  1. Designate a primary channel to be used for the duration of the incident.
  2. Notify the appropriate Departments and Agencies if necessary.
    - a. Office of Emergency Management
    - b. Streets and Sanitation

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- c. Parks and Recreation
- d. Dallas Area Rapid Transit (DART)
- e. Department of Transportation
- f. American Red Cross
- g. Salvation Army
- 3. Notify Police Media Relations that the evacuation plan has been implemented, the nature of the incident, area being evacuated, anticipated duration, routes, shelter locations, and transportation available
- E. Police Media Relations - Upon notification by the Communications Division Watch Commander, Police Media Relations may disseminate information through the (EBS) Emergency Broadcast System to include:
  - 1. Evacuation warning/order (voluntary/mandatory)
  - 2. Nature of the incident
  - 3. Area affected
  - 4. Anticipated duration
  - 5. Evacuation routes
  - 6. Shelter locations
  - 7. Transportation available
  - 8. Information telephone numbers

**604.03 Responding Entities**

- A. Dallas Fire-Rescue
- B. Red Cross
  - 1. Establish evacuation centers
  - 2. Provide food and welfare assistance
  - 3. Coordinate special care requirements for children, handicapped and aged
  - 4. Provide counseling and other assistance
  - 5. Coordinate activities of the disaster relief agencies
- C. Salvation Army
  - 1. Provide clothing and welfare assistance
  - 2. Provide evacuation centers
- D. Dallas Area Rapid Transit (DART)
  - 1. Provide transportation to shelters for evacuees
  - 2. Assist in evacuation of handicapped and others with special needs
- E. DPS - Provide additional personnel to assist in evacuation, once DPD resources have been exhausted



## Dallas Police Department General Order

### 605.00 Aircraft Emergencies

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 605.00 CONCEPT OF OPERATIONS

The following procedure is designed to establish the function and responsibilities pertaining to aircraft accidents ranging in severity from light planes falling in isolated areas to large commercial or military transports in heavily populated areas. The Dallas Police Department must be adequately prepared to provide a response that is proportionate to the situation at hand. Dallas Fire-Rescue is the lead agency under the Master Emergency Operations Plan until rescue operations conclude. The Dallas Police Department will become lead agency should evidence indicate that a criminal act has occurred.

#### 605.01 Definitions

- A. Fallen Aircraft - Any event where an aircraft contacts an object outside its normal scope of operations resulting in damage to the aircraft or injury to any person.
- B. Airport Operations Area (AOA) - A secured sterile area of an airport limited only to the access and movement of aircraft, marked vehicles, and persons with authorized clearance
- C. Alert II - An inbound aircraft that has declared an emergency to the FAA Control Tower, resulting in activating Airport Fire, Rescue and Police personnel
- D. Alert III - A situation where an aircraft has actually crashed
- E. Military Aircraft - Any aircraft contracted with or belonging to a military service of the United States of America or foreign country
- F. Air Carrier Aircraft - Any aircraft used for the purpose of regularly scheduled passenger or cargo transportation, with a gross weight of over twelve thousand five hundred pounds (12,500)
- G. Private/Commercial Aircraft - Any aircraft flown for private or commercial usage with a gross weight of less than twelve thousand five hundred pounds (12,500)
- H. Fixed Base Operations (FBO) - Any aircraft operations whose home office is located on the Love Field Airport Facility
- I. Triage Area - An area that medical personnel partition into three segments: (1) one for any deceased or non-treatable victims, (2) one for seriously injured casualties, (3) for minor or non-serious injuries.
- J. Freelancing - The undirected efforts of a supervisor and his personnel that may be in direct conflict with the strategy held by the Incident Commander. Freelancing by supervisory personnel involved in an ICS incident prevents coordination towards a common goal and hinders in the safety of employees involved in the incident. Emergency action for the preservation of life requiring personnel to leave their post is acceptable after the Incident Commander has been notified.
- K. Media Staging Area - An area dedicated for information dissemination to the media. This area will be designated by the Incident Commander after evaluating the situation and determining a safe location for media personnel.

#### 605.02 Accident Classifications

- A. Civil Off-Airport Accidents includes all cases where a non-military aircraft has fallen within the City but outside the property of a municipal airport
  1. The ranking Dallas Fire-Rescue supervisor at the scene will be the Incident Commander and be responsible for fire fighting/rescue efforts
  2. The Dallas Police Department has primary responsibility for crowd control, traffic control, and security of the crash site
- B. Civil On-Airport Accidents includes cases where non-military aircraft has fallen within the Love Field Airport property (including all peripheral property belonging to the airport)
  1. The ranking Dallas Fire-Rescue supervisor at the scene will be the Incident Commander and be responsible for fire fighting/rescue efforts
  2. The Love Field Watch Commander will implement the Dallas Police Department Love Field Standard Operating Procedure
  3. The Love Field Watch Commander will designate staging areas for responding elements. Officers will report and check in at the required staging areas and not respond directly to the scene. Personnel accountability will remain a priority for the duration of the incident.
- C. Military Off-Base Accident includes cases where a military aircraft has fallen outside the property of a military installation
  1. The ranking officer from Dallas Fire-Rescue will be the Incident Commander and be responsible for all phases of fire fighting and rescue operations
  2. The Police Department will be responsible for crowd control, traffic control and security of the accident site
  3. The Communications Division will be responsible for ensuring the Command Duty Officer is contacted at the nearest military base with flight operations.
  4. Military investigators will be responsible for removing any items considered vital to national security from the aircraft
  5. The military officials will be responsible for removing any deceased military personnel from the crash site

#### 605.03 Responsibilities

- A. Initial Responders (Love Field Unit and Patrol Officers)

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1. Notify the Communications Division that an Alert III (Fallen Aircraft) has occurred, giving the location and size of aircraft if known
2. Protect the crash site as a crime scene
3. Ensure sufficient medical aid is given to the injured by
  - a. Rendering first aid when necessary
  - b. Assisting emergency equipment in and out of the crash site area
  - c. Assisting Dallas Fire-Rescue personnel in establishing a triage area, if necessary
  - d. Protect the crash site as a crime scene
- B. Communications Division Watch Commander
  1. Upon notification that an Alert III (Fallen Aircraft) has occurred, will monitor its progress through completion
  2. Designate a primary channel to be used for duration of the incident
  3. Notify Command personnel, as needed
  4. Based on assessment of the Field Supervisor; insure sufficient personnel are dispatched to the scene: i.e. Patrol, Traffic, and Homeland Security and Special Operations
  5. Activate Fallen Aircraft Plan, if necessary
- C. Field Supervisors
  1. Respond to the scene and assume command of police personnel
    - a. Set up a Command Post if one has not been set up by Dallas Fire-Rescue
    - b. If the Command Post is established, report to the Command Post and receive instructions from the Police Operations Commander
  2. Summon sufficient personnel as needed
  3. Act as police field liaison to the Command Post until relieved by a Command Level Officer
  4. Determine the crash site location and size of area
  5. Protect the crash site as though it were a crime scene, including the use of crime scene tape when practical
  6. Brief ranking Patrol Commanders upon their arrival
  7. Establish a media staging area, if needed
- D. Watch Commanders
  1. Establish and man the Command Post, if needed
  2. Increase the police response to Level 2 of the Emergency Mobilization Plan, if needed
  3. Establish an outer perimeter around the crash site, to limit access to authorized personnel only (off airport)
  4. Limit access to Aircraft Operations Area (AOA) by:
    - a. Assigning officers to access points; and
    - b. Escorting emergency personnel to the scene
  5. Establish a media staging area, if needed

**605.04 Responding Entities**

- A. National Transportation Safety Board - By law has the responsibility for the investigation of causes of aircraft accidents involving major injury or substantial damage to the aircraft. The agency responds on a nationwide basis within twenty-four (24) hours.
- B. Federal Aviation Authority - The FAA is concerned with every aircraft declaring an emergency or involved in an accident, primarily investigating violations of federal aviation regulations.
- C. Dallas Police Department Love Field Unit – The first responding officers will create a perimeter around the scene of the incident and assist Dallas Fire-Rescue. Other Dallas Police Department personnel may respond to the incident as determined by the ranking Dallas Officer at the scene.
- D. Dallas Fire-Rescue - The first responding unit to the scene of an aircraft accident at Love Field on the airport proper would be the Airport-based units from Dallas Fire/Rescue Station 21. The ranking officer from Dallas Fire-Rescue will be the Incident Commander and have full authority over the fallen aircraft incident.
- E. Airport Personnel - The Department of Aviation has an employee callback system that recalls key staff and maintenance personnel to assist in the accident response. These individuals will be wearing identification on their person and on their vehicles.
- F. Air Carrier Representatives - Commercial air carrier aircraft require a company representative or agent for purposes including press information, passenger care, baggage custody, post-crash investigation, and aircraft disposition
- G. Dallas County Medical Examiner - Is responsible for directing and coordinating the recovery, collection, identification, and processing of the deceased and their personal affects except in military aircraft crashes



## Dallas Police Department General Order

# 606.00 Floods and Storm Damage

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/12/10

### 606.00 CONCEPT OF OPERATIONS

This plan is to ensure the Dallas Police Department is able to fulfill its support role in accordance with the Master Emergency Operations Plan (MEOP). It envisions a Unified Command response to high water or wind damage with a situational determination of the lead agency. Dallas Fire-Rescue will lead the search and rescue effort following a incident with casualties. Incidences without casualties, the Dallas Public Works & Transportation Department will serve as the lead agency. The Police Department will provide security and traffic control operations in and around affected areas and other missions in support of Incident Command objectives.

#### 606.01 Definitions

- A. Severe Thunderstorm Watch – Issued by the National Weather Service to alert those within the watch area that conditions are favorable for severe thunderstorms to develop.
- B. Severe Thunderstorm Warning – Issued by the National Weather Service to alert those within the warning area that a thunderstorm or storms capable of producing wind gusts of 58 or more mph and/or hail 3/4" in diameter or larger are imminent or already occurring.
- C. Flash Flood Watch - Issued by the National Weather Service to alert those within the watch area that conditions are favorable for flash flooding to occur.
- D. Flash Flood Warning - Issued by the National Weather Service to alert those within the warning area that flooding of streams, creeks, small rivers or roads by storm water run-off is imminent or already occurring. Flash flooding usually occurs within 6 hours of a heavy rain incident.
- E. Flood Warning – Issued by the National Weather Service to alert those within the warning area of the threat of flooding from an area river or lake. Flooding takes longer to develop (more than 6 hours) and often days or even weeks in some instances.
- F. Freelancing - The undirected efforts of personnel in conflict with the objectives developed by the Incident Commander. Freelancing during an ICS response prevents coordination towards common goals and increases the risks faced by first responders involved in the operation.
- G. Unified Command – A team effort that allows all agencies with jurisdictional responsibility for an incident, either geographical or functional, to participate in the management of the incident.
- H. Media Staging Area - Area dedicated for information dissemination to the media. This area will be designated by the Incident Commander.
- I. Preparedness Phase – Planning, public education and warning programs designed to instill readiness of municipal forces and awareness by the general public to appropriate self-protection measures. Transmitting warning to the public via siren, emergency broadcast system, and other appropriate means.
- J. Response Phase - Initial response by municipal resources to flooding, storm damage and injuries. Search and rescue operations, medical treatment of casualties, clear access, perimeter management of damaged areas, emergency repairs, debris removal, and restoration of the public street system to normal usage.
- K. Recovery Phase – Actions taken by responding governmental, private and service agencies/organizations to assist the public and businesses directly affected by the storm damage return to viability.
- L. Strike Team – Specified combinations of the same kind and type of resources, with common communications and a leader.
- M. Task Force – A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

#### 606.02 Responsibilities

- A. Preparedness Phase (Watches and Warnings)
  - 1. All Personnel
    - a. Be attentive for any signs of flooding or storm damage after a Severe Thunderstorm Watch or Warning has been issued.
    - b. Report flooding or storm damage observations to the Communications Division.
    - c. Seek immediate shelter as necessary.
  - 2. Communications Division Watch Commander
    - a. Monitor weather information upon the issuance of a Severe Thunderstorm Watch or Warning for any county affecting the City of Dallas.
    - b. Relay Watch and Warning information to field and command personnel through current situational awareness communication methods.
    - c. Monitor field reporting of flooding or storm damage observations.
- B. Response Phase (Flood or Storm Damage Incident-Unified Command)
  - 1. Response operations can be activated on-scene by the Police, Fire-Rescue, or Public Works & Transportation Departments separately or in concert with senior officials of the other two departments.
  - 2. On scene officers of each department will select staging areas for their department needs.
  - 3. The ranking Fire-Rescue official at the scene will be responsible for selecting the location for the Incident Command Post in coordination with the senior officials of Police and Public Works & Transportation Departments.

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4. Departmental units will execute coordinated efforts (combined where appropriate) to promptly and effectively accomplish search and rescue, emergency access and site security missions.
5. Responsibilities - Overall Priorities
  - a. Life Safety - Determine if life is at immediate risk, includes both responders and the public.
  - b. Incident Stabilization - What should be done to keep the situation from becoming worse?
  - c. Property Conservation What can be done to minimize damage to public and private property?
- C. Field Officer
  1. Report "disaster intelligence" to the dispatcher and/or Incident Command Post. "Disaster intelligence" is visual assessments of, but not limited to the:
    - a. Nature and magnitude of the incident
    - b. Hazards and safety concerns
    - c. Injuries and causalities
    - d. Need to secure and isolate the area
    - e. Impassable areas
    - f. Entrance and exit routes for responders
  2. Resist the urge to freelance. Work in concert with other officers and Dallas-Fire Rescue with search and rescue operations.
  3. Maintain grouping as a strike team and respond to orders from a Strike Team leader or other recognized authority.
- D. Field Sergeant
  1. Maintain personnel accountability. Apply a system in order to be constantly aware of the location of each officer under your supervision.
  2. Fulfill Incident Commander duties/responsibilities until transfer of command to an incoming Incident Commander can be accomplished.
  3. Fulfill ICS organizational duties/responsibilities as directed by the Incident Commander.
  4. Lead Response Team activities/operations as directed by the Incident Commander.
  5. Initiate operations to secure the perimeter of the incident.
- E. Field Watch Commander/Incident Commander
  1. Assume command and establish an Incident Command Post in coordination with Dallas Fire-Rescue and Public Works & Transportation Departments.
  2. Conduct a Size-up. Use the "disaster intelligence" provided by on-scene personnel, Communications Division and other sources to formulate your initial managerial decisions.
  3. Establish the immediate incident objectives with corresponding strategies and tactics. Initially the objectives may be verbal, however the complexity of the incident will likely dictate the objectives be reduced to writing for mutual understanding and accomplishment. Objectives may be modified at anytime.
    - a. Write SMART objectives:
      - i. Specific: The wording must be precise and unambiguous in describing the objective.
      - ii. Measurable: The design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved.
      - iii. Action Oriented: The objective must have an action verb that describes the expected accomplishments.
      - iv. Realistic: Objectives must be achievable with the resources that you can allocate to the incident.
      - v. Time Sensitive: The timeframe should be specified.
    - b. Upon recognition the incident has or is becoming stabilized; prepare intermediate and long-term incident objectives as above.
  4. Determine resource needs and initiate actions for their timely response. Include a forecast for the duration of those deployments.
  5. Establish the initial DPD ICS structure to organize and task the response needs, as dictated by the nature and magnitude of the incident, maintaining a recognized span of control.
  6. Participate in the development of the Unified Command structure working in concert with Dallas Fire-Rescue and Public Works & Transportation Departments. Ensure a manageable a span of control is established.
  7. Maintain situational awareness.
  8. Establish a secure incident perimeter to prevent looting and protect sensitive installations.
    - a. Maintain personnel accountability, identify all personnel who responded to the incident as the circumstances resulted in multiple personnel being dispatched and others self-dispatching (i.e. Detectives, Traffic, Special Operations, Administrative, etc.)
    - b. Control access - Establish controlled points of access for authorized personnel and members of the general public. Initiate a preliminary identification and credentialing system for those individuals with authorized access.
    - c. Ensure the safety of the public - Create a working environment for responders that is safe and secure as possible
  9. Account for and organize self-dispatched first responders from adjoining and/or mutual aid agencies.
  10. Establish a Media Staging Area and information release policy in concert with the Unified Command.
  11. Establish a Staging Area to coordinate incoming resources when:
    - a. These resources will be used during the current operational period.
    - b. The resources are needed to provide a reserve force for contingencies.
    - c. Single resources need to be formed into Task Forces and/or Strike Teams prior to assignment.
  12. Conduct operations with Public Works & Transportation to establish a network of bypass routes and detours utilizing emergency signage, traffic control points and signal adjustments.
  13. Ensure a tactical work board of the incident is maintained to track the location of personnel, access points, incident perimeter, hazards and/or critical information relevant to the response.

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14. Determine operational periods (work schedules).
  15. Keep the Communications Division Watch Commander apprised.
- F. Communications Division Watch Commander
- a. Select a primary channel to be used for response operations and assign a dispatcher accordingly.
  - b. Ensure 911 information is disseminated to field personnel and the Incident Commander.
  - c. Consistently provide real time information to field elements and Command Staff.
  - d. Staff the Police EOC position until transfer of command is achieved.
  - e. Maintain communications with the EOC.
  - f. Make timely departmental notifications per current policy.
  - g. Monitor weather conditions and update field personnel and Command Staff as warranted.
- G. Homeland Security & Special Operations Division
1. Special Operations and discretionary Traffic resources will respond as requested by the Watch or Incident Commander per current policy. These resources will report to the Staging Area unless specifically directed otherwise by competent authority.
  2. Dependent upon the magnitude and duration of the incident, Tactical Planning personnel will conduct GIS missions to support incident objectives and assist in providing a visual common operating picture as requested.
- H. Personnel & Development Division
- I. The commander of the Personnel & Development Division will be subject to the task of organizing and staffing the administrative and other discretionary personnel of department to meet the resource needs of the response and recovery operations.
- J. Recovery Phase - Incident Commander
1. Direct teams to provide security within the damaged areas as necessary.
    - a. To control pedestrian and vehicular access.
    - b. To manage curious on-lookers.
    - c. To prevent thefts and protect critical infrastructure and/or sensitive locations.
  2. Participate in Task Forces with Public Works & Transportation as dictated by need.
  3. Initiate planning to fully demobilize DPD from recovery operations.



## Dallas Police Department General Order

# 607.00 Hazardous Material Incidents

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

### 607.00 CONCEPT OF OPERATIONS

The Hazardous Material Incidents Policy is to establish procedures applicable to hazardous material incidents in order to protect life, minimize property damage, and containment of the hazardous material.

#### 607.01 Definitions

- A. Access Corridor - A pathway leading into the Hot Zone, passing from the Cold Zone through the Warm Zone. In most incidents, the access corridor will be in an area adjacent to the decontamination (DECON) corridor.
- B. Access Points - The control point at each zone that is monitored by the Dallas Fire-Rescue Department where authorized personnel enter and exit the zones. The access points must be tightly controlled and supervised to regulate movement between the zones and to ensure that all people use the appropriate access routes.
- C. Cold Zone - The outermost area of a hazardous materials incident site, considered to be a non-contaminated area where special protective clothing measures are not necessary. It is designated as a staging area for authorized support personnel and may be the location of support equipment.
- D. Danger Area - The area at the scene of the hazardous material incident determined by the Incident Commander to pose a threat to public safety.
- E. Decontamination Corridor - An area in the Warm Zone dedicated to decontamination of entry personnel, clothing, tools, and equipment. It is the exit route from the Hot Zone to the Cold Zone through which all personnel and equipment must proceed.
- F. Emergency Response Guidebook - A reference manual developed by the US Department of Transportation containing information to assist responders in protecting themselves, and the public during the initial phases of a hazardous materials incident.
- G. Hazardous Material - Any solid, liquid, or gas, identified by the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) U. S. Department of Transportation (DOT), or other recognized agency, that when released, is capable of causing harm to people, the environment, or property.
- H. Hot Zone - the area of greatest hazard as initially defined by the Incident Commander. The Hot Zone must be readily identified by using hazardous materials barrier tape, barricades, fences, natural barriers, etc. NO PERSON SHALL BE ALLOWED TO ENTER THE HOT ZONE UNLESS THEY ARE WEARING APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT AND HAVE RECEIVED THE PROPER TRAINING.
- I. Shelter-In-Place Protection - To direct people to quickly go inside a building and remain inside until the danger passes.
- J. Isolate Hazard Area - To keep all people away from the area if they are not directly involved in emergency response operations. Unprotected emergency responders should not be allowed within the isolation area.
- K. Labels - Four-inch square label attached to packages being shipped, depicting the hazard class and identity of a material.
- L. Material Safety Data Sheet (MSDS) – Reference Material developed by the Chemical Manufacturers Association and required under the OSHA Hazard Communication Standard, pertaining to the identity of hazardous chemicals, health and physical characteristics, exposure limits, and precautions.
- M. Media Staging Area - An area dedicated for information dissemination to the media. The Incident Commander will designate this area after evaluating the situation and determining a safe location for media personnel.
- N. Placard - A diamond shaped symbol applied to both the sides and back of trucks, rail cars, or portable tanks carrying hazardous materials. Placards are color coded for easy identification and the number (hazard class) on the placard identifies the following:
  - 1. Explosive - Orange
  - 2. Flammable or non-flammable gas – Green or Red
  - 3. Flammable, combustible liquid – Red
  - 4. Flammable solids – Red candy stripe or blue
  - 5. Oxidizers – Yellow
  - 6. Poison – White
  - 7. Radioactive – Yellow and white
  - 8. Corrosives – Black and white
  - 9. Other regulated materials – Black stripe on white
- O. Perimeter – The geographical boundary at which access into an incident scene is restricted. Responders are allowed to enter only if they are appropriately trained and protected for the operations they will perform. If specific information is not available on the released material, no perimeter should be established any closer than 300 feet from the incident.
- P. Protective Actions - Steps taken to preserve the health and safety of emergency responders and the public during an incident involving releases of hazardous materials.
- Q. Protective Action Distance - Varies depending on the material involved and type of incident. Distance from site of the incident in downwind direction, to designate the area where protective action should be taken.
- R. Shipping Paper - A shipping order, bill of lading, manifest or other shipping documents, which will provide information on the type and quantity of hazardous materials being transported, as well as basic hazard warnings.
- S. Spill - The release of a liquid, gas, or solid of a hazardous material out of its original container.

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607.00 Hazardous Material Incidents**

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**607.02 Responsibilities**

- A. First Arriving Officer
  - 1. Approach cautiously
    - a. Assume hazardous materials are involved unless determined otherwise
    - b. Survey the scene from a safe distance before making an approach
    - c. If approach is necessary, proceed from uphill and upwind
    - d. Stay clear of all spills, vapors, fumes, and smoke
  - 2. Identify the hazardous material
    - a. Look for markings or other sources of information:
      - i. Placards
      - ii. Container Labels
      - iii. Shipping papers
      - iv. Material Safety Data Sheets (MSDS)
    - b. If a 4-digit identification number is visible on a container or vessel, refer to the Emergency Response Guidebook to identify material
    - c. If an Emergency Response Guidebook is not available:
      - i. Contact the Communications Division and relay the description of any placards, labels, or identification numbers. Communications Division personnel will research the information in the Department of Transportation guidebook and provide information to field personnel
      - ii. Use MDC to locate information from the DOT guidebook
    - d. Attempt to locate any individual on the scene that has knowledge of the type, quantity and effects of the hazardous material.
  - 3. Secure the scene -Without entering the immediate hazard area, isolate the area and ensure the safety of people and the environment
  - 4. Obtain help
    - a. Request Dallas Fire-Rescue units
    - b. Request a supervisor
    - c. Notify the Communications Division
    - d. Notify the Traffic Section, if necessary
    - e. Notify the Dallas Police Explosive Ordnance Squad, if explosives are involved
- B. First arriving supervisor
  - 1. Establish a command post to coordinate resources
  - 2. Maintain a perimeter for total exclusion of pedestrian and vehicular traffic
  - 3. Establish liaison with Dallas Fire-Rescue and specialized agencies
  - 4. Monitor weather conditions and be prepared to modify assignments as needed (i.e. change in wind direction)
- C. Police Field Commander (Level II only)
  - 1. Report to the Command Post to coordinate police action concerning the incident
  - 2. Secure the Command Post and designated access into the area
  - 3. Cordon off the DANGER AREA
  - 4. Direct any evacuation of an area
  - 5. Prevent looting
  - 6. Enforce traffic control
- D. Communications Division
  - 1. Upon notification from field elements, the dispatcher will advise Dallas-Fire Rescue of the scene status:
    - a. Type and quantity of hazardous material involved
    - b. Wind conditions (i.e. direction)
    - c. Location of the Command Post
    - d. Location of staging area
    - e. Safe routes of entry
    - f. Designate a primary channel for the duration of the incident
  - 2. Level II Notifications - The Police Communications Division Watch Commander will make notification as indicated:
    - a. Office of Emergency Management
    - b. Assistant City Manager for Dallas Fire- Rescue
    - c. DART

**607.03 Officer Safety**

- A. Stay uphill and upwind, keep out of low areas where gases could concentrate
- B. Do not walk into or touch any spilled material
- C. Resist the urge to rush in. Allow personnel with proper equipment to attend to any injuries
- D. Avoid the use of flares if flammable liquids, gases, or solids are present
- E. Avoid the inhalation of all gases, fumes, and smoke
- F. When exposed to hazardous material:
  - 1. Remove and isolate all contaminated clothing and shoes
  - 2. Decontaminate thoroughly with running water for at least 15 minutes
- G. If using an air conditioner in a vehicle, switch to "recirculation mode" to reduce exposure to hazardous fumes and vapors
- H. If a police vehicle is driven through a hazardous material spill, the vehicle should be left within the inner perimeter (Hot Zone) until decontaminated



## Dallas Police Department General Order

# 608.00 Hostage Situation and Barricaded Persons

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

### 608.00 CONCEPT OF OPERATIONS

It is the purpose of this section to establish procedures for handling barricaded persons and hostage situations. The primary goal is the safety of innocent citizens, hostages, police personnel, and the barricaded persons or hostage takers.

### 608.01 Definitions

- A. Barricaded Person - A person who has secreted himself, and possibly others, in an inaccessible place and is threatening to do bodily harm to himself or others or to destroy property. Barricaded Person locations may include vehicles or any other place where a person has secreted himself or fortified his position.
- B. Criminal Sniper - Any person who causes or attempts to cause death or bodily injury to other persons by discharging a firearm from an initially concealed position. For the purpose of this section, a criminal sniper will be considered a barricaded person.
- C. Hostage situation - Any incident where the possibility exists that a barricaded person may be holding a hostage or available information indicates that the suspect is holding a hostage.
- D. Rapid Rescue Deployment - The swift, decisive deployment of law enforcement resources to an in-progress, life threatening situation where it is reasonably believed any delay will result in death or serious bodily injury to innocent persons.
- E. Active Shooter - One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others or instill fear. Their overriding objective appears to be that of mass murder, rather than other criminal conduct such as robbery, hostage taking, etc.
- F. Inner perimeter - The area of containment closest to the incident/suspect location. Protects and contains the immediate scene through which no one passes except those recognized as being essential by the Incident Commander.
- G. Outer Perimeter – The area that encircles the inner perimeter at a safe distance from the incident scene. The outer perimeter protects entrance and exit routes to the inner perimeter to ensure free movement of essential services.
- H. Media Staging Area - An area dedicated for information dissemination to the media. The Incident Commander will designate this area after evaluating the situation and determining a safe location for media personnel.

### 608.02 Responsibilities

- A. Communication Division
  - 1. Communication Division personnel receiving a call for service where a barricaded person is involved will dispatch the information to the field officer.
  - 2. The person dispatching the call will give the field element as much information as possible.
  - 3. Notify a patrol supervisor.
  - 4. Notify the Homeland Security and Special Operations Division SWAT Unit of the information received and that a field element has been dispatched. If the incident is occurring after SWAT's normal duty hours, notify the on call SWAT supervisor.
  - 5. Upon verification that a barricaded person or hostage situation exists, notify the Homeland Security and Special Operations Division for immediate response.
  - 6. Notify all responding elements which radio channel will be utilized. The primary channel of operation will be channel 8. If channel 8 is being utilized for another operation an alternate channel will be designated.
  - 7. Have a dispatcher monitor the radio channel utilized during the incident.
- B. Initial Responding Officers: If the incident fits the criteria for a barricaded person, the officers will:
  - 1. Notify the dispatcher.
  - 2. Request additional elements if needed, and a supervisor.
  - 3. Establish a command post a safe distance from the incident location, out of sight and out of the line of fire of the suspect.
  - 4. Direct arriving elements to the location via the safest route possible.
  - 5. Direct arriving elements to necessary locations to seal off the perimeter.
  - 6. Request an ambulance to standby at the command post location.
  - 7. Responding elements arriving at the location will take up positions observe and contain the location. Officer will utilize positions of hard cover to protect themselves from hostile fire.
  - 8. Warn any bystanders of the possible danger and direct them to leave the area immediately.
  - 9. Gather information regarding the barricaded person and the incident and communicate that information to the supervisor or responding SWAT officers.
- C. Patrol Supervisor
  - 1. Evaluate all available information pertaining to the incident.
  - 2. Ensure the Homeland Security and Special Operations Division has been notified and is enroute.
  - 3. Assure the inner perimeter of the location is in place and that the area is sealed off to prevent escape.
  - 4. Assure that all bystanders have been warned to evacuate the area.
  - 5. Determine the need for an outer perimeter. Request a second supervisor or designate an officer to secure the outer perimeter.

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6. If a hostage situation exists, maintain sufficient emergency operation staffing to address imminent life threatening issues until such time as SWAT has arrived and established an emergency entry/arrest team or until control of the incident has been transitioned over to SWAT. (SWAT will designate when the transition has been completed.)
  7. Seek input from responding SWAT personnel until relieved by a SWAT supervisor.
  8. Assume supervisory control of the incident until relieved by a SWAT supervisor.
  9. Attempt to gather information, which will be of assistance to the Homeland Security and Special Operations Division.
  10. Stay at the scene until the incident is resolved or until released by the Incident Commander
- D. First SWAT Officer to Arrive
1. Debrief the on scene patrol supervisor and evaluate the incident based on the information as given at the scene.
  2. Develop an emergency entry/arrest team with arriving SWAT officers and begin transitioning inner perimeter containment from patrol personnel to SWAT.
  3. Assist the patrol supervisor until relieved by a SWAT supervisor.
  4. Follow the Homeland Security and Special Operations Division Standard Operating Procedures for handling barricaded person/hostage situations.
- E. SWAT Unit Lieutenant
1. Take command of the incident until relieved by the Homeland Security and Special Operations Commander. (At the Homeland Security and Special Operations Commander's Discretion.)
  2. Evaluate the incident based on the information as given at the scene. Cause the notification of sufficient SWAT personnel and request the proper equipment for the situation.
  3. Notify the Division Commander as soon as practical as to the status and circumstances of the situation.
  4. Assess the need for coordination with other agencies.
  5. Follow the Homeland Security and Special Operations Division Standard Operating Procedures for handling barricaded person/hostage situations.
  6. Ensure an ambulance and fire engine is on standby for the duration of the incident.
  7. Determine the need for and coordinate any necessary evacuations.
  8. Determine the need for a Police Media Relations Officer to disseminate information to media personnel.
  9. Notify any civilian organizations or public utilities if their assistance is required.
- F. Unauthorized Personnel - After the Homeland Security and Special Operations Division has taken charge of a barricaded person or hostage incident, no members of the Department other than assigned Homeland Security and Special Operations Division officers will be permitted inside the inner perimeter unless specifically authorized by the Homeland Security and Special Operations Division supervisor in command of the incident.



## Dallas Police Department General Order

### 609.00 Mass Arrest Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 609.00 CONCEPT OF OPERATIONS

To establish policies and procedures for handling a large volume of arrests occurring as a result of an unusual occurrence.

#### 609.01 Definitions

- A. Arrest Squads - An adequate number of police personnel, to be divided into squads by the Police Operations Commander, to make the physical arrest of individuals or groups of individuals involved in an incident. Only those arrests deemed necessary to protect lives and property or to quell a civil unrest incident will be affected.
- B. Transportation Teams - A minimum of 2 Officers, Reserve Officers, or Public Service Officers may be used for transportation teams. The teams are used to transport prisoners of mass arrest incidents from designated processing sites to Lew Sterrett Jail.
- C. Processing Sites - The Dallas County Lew Sterrett Jail will serve as the primary site for the processing of prisoners. In the event that the number of arrests is so large as to make processing difficult at the Lew Sterrett Jail, or that the jail is unavailable due to a civil unrest incident, a temporary processing site will be established by the Incident Commander. Each Patrol Division will locate a facility within their area that may be used for this purpose. Prisoners will only be kept at these for the minimum time necessary before being transported to the Lew Sterrett Jail.
- D. Processing Teams - The Investigative Unit within the Patrol Division that the mass arrest incident occurred in will be responsible for the processing of prisoners at the temporary processing sites. The Investigative Unit Supervisors will initially review and approve all reports concerning the arrests. Adequate personnel will be assigned to the temporary processing site from the Investigative Unit to guard the prisoners and maintain security for the site. Patrol Division Investigative personnel from other Divisions will assist with the processing if additional manpower is needed.

#### 609.02 Responsibilities

Should the Dallas Police Department be confronted with an incident requiring a Level 6 Emergency Response, arrest reports will be handled as follows:

- A. Arrest Squad: Prisoners will be taken to the nearest Patrol Division or their designated processing site.
  1. Misdemeanor arrests will be handled by the "Dears Down" procedures and the arrest will be approved at the Processing Site by the Investigative Unit Supervisor.
  2. Felony arrests will be called into the Direct Entry Team as usual, which will allow felony warrants to be printed by computer.
  3. The arresting officers will have a Polaroid of themselves and the prisoner taken together.
  4. The arresting officers will place an arm band on the prisoner's right wrist with the prisoner's name and an identifying number, supplied by the approving supervisor. Every patrol station has a footlocker with armbands, paper bags and Polaroid inside.
  5. All prisoners' property will be removed at the processing site by the arresting officers and placed in a bag supplied at the processing site. D.S.O. book-in sheets will be completed with all additional paper work for each prisoner.
- B. Processing Teams: Investigative personnel from the Patrol Division in which the incident occurred.
  1. All arrests will be approved by a supervisor from the Patrol Division Investigative Unit. The approving supervisor's name and badge number will be required.
  2. In cases of mass arrest, the Incident Commander will determine when all arrest reports will be processed in the "Dears Down" method.
  3. All property that is taken from prisoners will be inventoried and placed into a paper bag. The prisoners name will be placed on the outside of the bag with a black marker. The Polaroid photograph will be stapled to the bag.
  4. Personnel from the Investigative Unit will provide security for the processing site.
- C. Transportation Teams: Police personnel will be responsible for taking prisoners from the processing site to Lew Sterrett Jail.
  1. When prisoners are transported to Lew Sterrett; the approved arrest report will be given to DPD personnel there.
  2. The prisoner book-in sheet and the prisoner's property will be given to DSO intake personnel.
  3. Each prisoner delivered to Lew Sterrett will have:
    - a. Approved arrest report
    - b. DSO book-in sheet
    - c. Prisoners property
  4. No one arrested for public intoxication will be taken to Lew Sterrett.
- D. Transportation in General: Transportation of all prisoners will be by the most expeditious means. Patrol cars and paddy wagons will be used when possible. When mass arrests are made, buses from the:
  1. Dallas County Sheriff's Department
  2. Dallas Area Rapid Transit
  3. Dallas Independent School District will be utilized to transport prisoners, when available. Female and juveniles will be transported and processed in accordance with existing Department General Orders whenever possible. Exceptions will be made to the General Orders

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609.00 Mass Arrest Procedures**

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concerning the transportation of prisoners when dictated by time limitations and officers' safety. Any exceptions to the General Orders will be based on extenuating circumstances, and the Police Incident Commander at the scene will have the final decision regarding any exceptions.



## Dallas Police Department General Order

### 610.00 Mass Casualty

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 610.00 CONCEPT OF OPERATIONS

In the event that the City of Dallas experiences a mass casualty incident from a tornado strike, fallen aircraft, or any other type of disaster; the Police Department will support other city departments.

##### 610.01 Definitions

- A. Mass Casualty Incident (MCI) - will be a disaster situation providing enough seriously injured people to exceed the capability of Parkland Memorial Hospital's EMS Medical Control Center (BIO-TEL), making medical control and triage at the scene necessary.
- B. EMS Personnel - will be all public and private employees including physicians, assigned to activities involving casualty treatment or transport.
- C. Triage - will be the process by which a paramedic or physician assigns priorities for treatment or transport to casualties based on the severity of their injuries.
- D. Triage Area - will be the area in which the assessment and categorization of casualties takes place.
- E. Treatment Area - will be the area where casualties receive advanced treatment and are stabilized prior to being transported.
- F. Media Staging Area - An area dedicated for information dissemination to the media. The Incident Commander will designate this area after evaluating the situation and determining a safe location for media personnel.

##### 610.02 Responsibilities

The MCI Plan may be activated on the authority of a representative of Dallas Fire-Rescue.

- A. Communications Division Watch Commander
  - 1. When notified that the MCI Plan has been activated, the Communications Division Watch Commander will notify the following individuals:
    - a. Street Services Response Center Supervisor
    - b. City/County Health Officer
    - c. Coordinator or duty officer of the Office of Emergency Management
    - d. Medical Examiner or Justice of the Peace (depending on the county involved)
    - e. Executive Director - Dallas Ft. Worth Hospital Council
    - f. Advise the dispatchers of the major private ambulance companies to place their units on standby
  - 2. Dispatch the closest available patrol element to Parkland Hospital to transport medical personnel to the scene
  - 3. Notify the Division Commander of the affected geographic patrol division or Duty Commander.
  - 4. Notify Patrol Response Teams to prepare to report to the staging area
  - 5. Designate a primary channel to be used for the duration of the incident
- B. First Supervisor On-Scene
  - 1. Report to the main Field Command Post (if established)
  - 2. Select a Police Staging Area near the main Field Command Post
  - 3. Estimate the number of Police personnel necessary at the scene
  - 4. Request Patrol Response Teams to report to the staging area
  - 5. Continue acting as the Police Operations Commander, including assigning tasks to response teams, until relieved
  - 6. Track the deployment and location of Response Teams
- C. First Lieutenant On-Scene
  - 1. Relieve the First Supervisor on-scene (if a sergeant) and become the Police Operations Commander
  - 2. Reassess and modify the initial response as needed
  - 3. Secure the danger area designated by the Incident Commander allowing only personnel authorized by the Incident Commander to enter
  - 4. Establish citizen and press perimeters
  - 5. Assign Response Teams to perimeter control, briefing them on appropriate identification for personnel entering the scene
  - 6. Establish traffic control to expedite the flow of traffic around the scene and maintain routes for equipment entering and leaving the area
  - 7. Assign Response Teams to assist EMS personnel by maintaining security in the triage and staging areas and controlling uncooperative or disturbed people
  - 8. Coordinate deployment of the Police Mobile Command Post if the Incident Commander so requests
  - 9. If necessary, coordinate with the Medical Examiner's or Justice of the Peace's representatives (depending on county involved) in providing Crime Scene Response Section support to aid in identification of deceased persons
  - 10. Remain the Police Operations Commander until relieved by the SWAT Unit Commander or the Deputy Chief of the Homeland Security and Special Operations Division
- D. Field Commander
  - 1. The Field Commander in order of succession will be:
    - a. First Supervisor On-Scene
    - b. First Lieutenant On-Scene
    - c. SWAT Unit Commander

**Dallas Police Department General Order  
610.00 Mass Casualty**

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- d. Deputy Chief of Homeland Security and Special Operations Division
2. In the event that the emergency response is over a prolonged period of time, the Deputy Chief of Homeland Security and Special Operations Division will designate a rotation of supervisors having the rank of lieutenant or above to serve as the Police Operations Commanders.



## Dallas Police Department General Order

### 611.00 Terrorist Activities and Threats

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 611.00 CONCEPT OF OPERATIONS

It is the purpose of this section to familiarize officers with precursors and warning signs of potential terrorist activities and the procedures for handling of such occurrences. Advisory levels of threat risk establish guides to heightened police vigilance and actions to enhance protection of critical assets and/or potential targets.

##### 611.01 Definitions

- A. Terrorism – Violence or other harmful acts committed (or threatened) against the government, civilians or property by a person, small group or large group in the furtherance of political or ideological goals. Acts of terrorism include:
- B. Assassinations, kidnappings, hijackings, bomb scares and bombings, sniper attacks, cyber attacks (computer-based); and the use of chemical, biological, nuclear and radiological weapons.
- C. Terrorist Threat – A threat exists when a person or group has both the capacity to act and the intention to do so. Terrorists often use threats to:
  1. Create fear among the public
  2. In an attempt to convince citizens that their government is powerless to prevent terrorism
  3. Receive immediate publicity for their causes
- D. Terrorist Targets – High-risk targets for acts of terrorism include military and governmental facilities, airports, large cities, and high profile or iconic landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further terrorists are capable of committing acts using the postal system, package delivery businesses and the internet.
- E. Terrorism Warning Signs – Each terrorist attack in history has produced an information trail about the target; the acquisition of materials to carry out the attack (such as explosives or other weapons); and the flow of money, people, and other items.
- F. Homeland Security Advisory System – It is designed to target our protective measures when specific information to a specific sector or geographic region is received. The Homeland Security Advisory System combines threat information with vulnerability assessments and provides communications to public safety officials and the public.
- G. Terrorist Screening Center (TSC) – Department of Homeland Security 24/7 call center (866.872.5678) which uses consolidated information from classified, sensitive, and unclassified databases to help law enforcement officers determine whether or not individuals they encounter during the performance of their duties may have some affiliation with terrorism.
- H. Joint Terrorism Task Force – FBI Field Office led task force of federal and local law enforcement personnel specifically responsible for the investigative follow up of suspected terrorists activities and the dissemination of intelligence to the local law enforcement community.

#### 611.02 Response to the Homeland Security Advisory System

- A. Homeland Security Threat Advisories
  1. Actionable information about an incident involving, or a threat disseminated by the Department of Homeland Security. An advisory may relay newly developed procedures, which when implemented would improve security or protection of our Nation. In most circumstances, an advisory suggests a readiness posture, protective actions or response.
  2. It should be noted that the Nation has been at Threat Level Yellow or higher since the creation of the advisory system on March 12, 2002.
- B. Departmental Response
  1. The Chief of Police, his designee or other recognized departmental authority will direct the Dallas Police Department's response to changes in the Department of Homeland Security Threat Advisories.
    - a. Unless otherwise directed, the commander of the Homeland Security & Special Operations Division will serve as the Incident Commander.
    - b. Affected Patrol Division commanders may serve as Deputy Incident Commanders.
    - c. Specific activities and workgroups involved will be determined by the circumstances and magnitude of threat.

Following are general measures of response to the DHS advisory system.

- 2. Threat Level Green "Low" Risk - This level is declared when there is a low risk of terrorist attacks. The Dallas Police Department will consider the following general measures, however not limiting any other activity specific directed by the Chief of Police, his designee or other recognized departmental authority.
  - a. Refining and exercising as appropriate Emergency Operations Procedures, Plans and Practices.
  - b. Ensure departmental personnel receive proper training on those items listed in Number 1 above and mandated training as directed by recognized authority.
  - c. Implement procedures and processes to ensure Critical Infrastructure/Key Resources are regularly assessed for vulnerabilities to terrorist attacks and all reasonable efforts are taken to mitigate these vulnerabilities.
- 3. Threat Level Blue "Guarded" Risk - This level is declared when there is a general risk of terrorist attacks. In addition to the measures taken in the previous threat level the Dallas Police Department will consider the following measures, however not limiting any other activity specifically directed by the Chief of Police, his designee or other recognized departmental authority.
  - a. Exercising communications capabilities with designated emergency response and/or command locations.

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- b. Review and updating appropriate Emergency Operations Procedures, Plans and Practices.
- c. Provide the public with any information that would strengthen its ability to act appropriately.
- 4. Threat Level Yellow "Significant" Risk - An elevated level is declared when there is a significant risk of terrorist attacks. In addition to the measures taken in the previous threat level the Dallas Police Department will consider the following measures, however not limiting any other activity specifically directed by the Chief of Police, his designee or other recognized departmental authority.
  - a. Heightened awareness by officers regarding suspicious persons, mass gathering locations, iconic/symbolic locations and continuity of government.
  - b. Increasing surveillance of critical locations.
  - c. Coordinating emergency plans as appropriate with nearby jurisdictions.
  - d. Assessing whether the precise characteristics of the threat require the further refinement of preplanned measures.
  - e. Implementing as appropriate contingency and emergency response plans.
- 5. Threat Level Orange "High" Risk - A high level is declared when there is an extreme risk of terrorist attacks. In addition to the measures taken in the previous threat level the Dallas Police Department will consider the following measures, however not limiting any other activity specifically directed by the Chief of Police, his designee or other recognized departmental authority.
  - a. Increased patrols of identified soft-targets, Critical Infrastructure/Key Resources (CI/KR)
  - b. Harden targets associated with specific threat.
  - c. Coordinating necessary security efforts with Federal, State and mutual aid agencies or any National Guard or other appropriate armed forces organizations.
  - d. Taking additional precautions at public events and possibly considering alternative venues or even cancellation
  - e. Restricting threatened facility access to essential personnel only.
- 6. Threat Level Red "Severe" Risk - A severe level reflects a severe risk of terrorist attacks. In addition to the measures taken in the previous threat level the Dallas Police Department will consider the following measures, however not limiting any other activity specifically directed by the Chief of Police, his designee or other recognized departmental authority.
  - a. Assign fixed posts at identified target locations and/or sensitive, critical, vulnerable soft-targets.
  - b. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources. (limited to full departmental mobilization)
  - c. Monitoring, redirecting, or constraining transportation systems.
  - d. Closing public and government facilities.
  - e. Daily assessments of CI/KR or other attractions to determine which may merit additional protection based upon available information.

**611.03 Terrorist Indicators**

- A. Activity Indicators
  - 1. Delivery of chemicals directly from manufacturer to a self-storage facility: individual pays for storage facility in cash and does not provide traceable ID documents
  - 2. Unusual deliveries of chemicals to residential or rural addresses
  - 3. Discovery of chemical fires, toxic odors, brightly colored stains, or rusted metal fixtures in apartments, hotel/motel rooms or self-storage units
  - 4. Modification of vehicles to accommodate heavy loads
  - 5. Setting off of small test explosions in rural areas
  - 6. Treatment of chemical burns or missing hands/fingers
  - 7. Purchase or theft of explosives/chemicals
- B. General Indicators
  - 1. Possesses HAZMAT commercial license
  - 2. Purchase, own, or interest in heavy vehicles: ambulances, postal, buses, vans, utility
  - 3. Pilot license or has interest in flight training, purchase of aircraft
  - 4. Purchase of explosives or materials used to make explosives: purchase of or interest in remote control vehicles such as model cars/aircraft
  - 5. Connected to Islamic extremists organizations
  - 6. Travel to or from or in contact with individuals including, but not limited to: Pakistan, Afghanistan, Yemen
  - 7. Involved in possible surveillance activities
- C. Specific Indicators
  - 1. Passport History
    - a. Recent travel overseas: Pakistan, Afghanistan, Yemen or other country widely recognized to harbor or sanction terrorist activities.
    - b. Multiple passports/ID documents
    - c. Altered/falsified documents
  - 2. Other Identification
    - a. No current/fixed address
    - b. False ID papers (SSAN – Social Security Account Number)
    - c. Multiple ID with different name spellings/DOBs
  - 3. Employment
    - a. No obvious signs of employment but has lot of money
    - b. Has student VISA, but not English proficient
    - c. Previous military/security training or service

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4. Unusual items in vehicle/residence
  - a. Training manuals such as flight, SCUBA, military or extremist, bomb-making
  - b. Blueprints, photos/diagrams of high-profile building, location or potential target
  - c. Computer access to information about sensitive sites, such as nuclear plants, water treatment plants, airports, public utilities, defense contractor, etc.
  - d. Evidence of coded communication
  - e. Books and pamphlets promoting Jihad or other fanatical religious or political philosophy
  - f. Photos/picture or articles of known terrorist/terror groups
  - g. Numerous prepaid calling cards and/or cell phones
  - h. Global Positioning Satellite (GPS) unit
  - i. Multiple hotel receipts
  - j. Financial records indicating overseas wire transfers
  - k. Rental vehicles with cash transactions on receipts, living locally but renting
5. Hotel/motel visits
  - a. Refusal of maid service
  - b. Asking for specific view to see bridges, airports, etc.
  - c. Electronic surveillance equipment in room
  - d. Use of lobby or public phone instead of room
  - e. Pays in cash
6. Thefts, purchases, or discovery of:
  - a. Weapons/explosive materials
  - b. Cameras/surveillance equipment
  - c. Purchase or rent vehicles under false name
  - d. Radios, scanners
  - e. ID documents
  - f. Unauthorized uniforms: airport, postal, law enforcement, military, repair, utility, delivery, medical, clergy
- D. Surveillance Indicators
  1. Video or camera usage at non-tourist sites
  2. Taking notes or calling on mobile phone
  3. Pacing off distances
  4. Vehicles parked without passengers
  5. Unusual encampments
  6. Ruses or unusual false alarms requiring law enforcement or emergency response
  7. Deliberate penetration attempts
  8. Observing or climbing perimeter fencing
  9. Logs or records detailing the activities or movements of law enforcement or security personnel
- E. Domestic Terrorist Indicators
  1. Bumper stickers espousing violent political views
  2. Homemade or missing license plates
  3. Fraudulent driver's licenses and vehicle registration certificates
  4. Maritime license or refusal to possess a license
  5. Antigovernment/special-interest tattoos
  6. Fortified residence (e.g., doors, windows)
  7. Video surveillance equipment on property
  8. Large quantities of weapons, ammunition, or explosives
  9. Claims regarding government conspiracies, sovereign rights, or common law
  10. Distribution of radical literature in public locations
  11. Statements made in public settings that advocate terrorist/extremist views
  12. Claims that law enforcement is illegitimate
  13. Extremist religious literature and paraphernalia
  14. History of visiting suspicious Internet sites
  15. Terrorist or revolutionary propaganda or manuals
  16. Evidence of drug proceeds supporting terrorist organizations
- F. Vehicle Bourne Improvised Explosive Device (VBIED) Indicators
  1. Vehicle riding low in the rear
  2. Time and Power Unit (TPU): detonator may be in front of vehicle
  3. Large boxes, satchels, bags or containers in plain view
  4. Wires coming from front of vehicle to rear of truck
  5. Acrid smoke: indicates possible lit fuse
  6. Armed personnel in vehicle: may be breaching team
  7. Vehicle may emit a fuel-like odor
  8. Unattended and parked near possible target: may have flashers on
- G. Homicidal Bomber Indicators
  1. Loose/bulky clothing inconsistent with weather
  2. Bulges/exposed wires under clothing possibly through the sleeve
  3. Strange "chemical" odors
  4. Sweating, mumbling (prayers): unusually calm and detached behavior
  5. Attempts to gain a position near crowds or VIP targets
  6. Tightened hands which may hold detonation device
  7. Wearing disguises appropriate to target areas to elude detection: military, medic, firefighter, law enforcement or may pose as pregnant

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611.00 Terrorist Activities and Threats**

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**611.04 Responsibilities**

- A. All Personnel
  - 1. Be alert to actions that may indicate a terrorist act or a terrorist cell planning an activity. Report actions that seem abnormal or out of place to the Criminal Intelligence Unit for follow-up investigation.
  - 2. Examine all forms of identification to ensure they are legitimate, match the subject, have not been altered and are not out of date.
  - 3. If a passport is presented as identification, review the individual travel pattern for any travels to areas associated with terrorist activities.
  - 4. Document contacts with complete information and forward to the Criminal Intelligence Unit for follow-up investigation.
  - 5. Check all suspicious individuals via NCIC. Respond to Terrorist Screening Center "hits" as follows:
    - a. Handling Code 1 – ARREST THIS INDIVIDUAL. This individual is associated with terrorism. Once this individual is arrested, immediately contact the TSC for additional information and direction. Contact the center at 866.872.5678.
    - b. Handling Code 2 – DETAIN this individual for a reasonable amount of time for questioning. This individual is of investigative interest to law enforcement regarding association with terrorism. Immediately contact the TSC for additional direction.
    - c. Handling Code 3 – The person queried through this search MAY be an individual identified by intelligence information as having possible ties with terrorism. Contact the TSC for additional identifying information available to assist you in making this determination. DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE. DO NOT ARREST THIS INDIVIDUAL UNLESS YOU HAVE PROBABLE CAUSE OF A VIOLATION OF A LOCAL, STATE, OR FEDERAL STATUTE. You may ask probing questions to determine whether this individual may be identifiable with the information provided by the TSC. You may be contacted at a later date for follow-up information.
    - d. Handling Code 4 – The person queried through this search MAY be an individual identified by intelligence information as having possible ties with terrorism. DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE. DO NOT ARREST THIS INDIVIDUAL UNLESS YOU HAVE PROBABLE CAUSE OF A VIOLATION OF LOCAL, STATE, OR FEDERAL STATUTE. You may ask probing questions to determine whether this individual may be identifiable with the information provided by the TSC. You may be contacted at a later date for follow-up information.
    - e. In all of the circumstances above, immediately contact the Criminal Intelligence Unit or during off-duty hours its callback detective from the North Texas Joint Terrorism Task Force (NTJTTF).
- B. Criminal Intelligence Unit
  - 1. Gather intelligence, information from patrol officers and other sources assess the value of the information and do follow-up investigations when necessary.
  - 2. Coordinate with the North Texas Joint Terrorism Task Force (NTJTTF) any intelligence or other information to be disseminated to police personnel.
  - 3. In the event of terrorist activities, the FBI will be the lead agency and the Criminal Intelligence Unit will assist in the investigation of the incident.



## Dallas Police Department General Order

### 612.00 Tornado Response

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/12/10

#### 612.00 CONCEPT OF OPERATIONS

This plan is to ensure the Dallas Police Department is able to fulfill its support role in accordance with the Master Emergency Operations Plan (MEOP). It envisions a Unified Command response to a tornado incident with a situational determination of the lead agency. Dallas Fire-Rescue will lead the search and rescue effort following a tornado with casualties. In tornadoes without casualties, the Dallas Public Works & Transportation Department will serve as the lead agency. The Police Department will provide security and traffic control operations in and around affected areas and other missions in support of Incident Command objectives.

#### 612.01 Definitions

- A. Tornado Watch - Issued by the National Weather Service to alert those within the watch area that conditions are favorable for tornado development to occur.
- B. Tornado Warning - Issued by the National Weather Service when a tornado threat is imminent or already occurring within the warning area.
- C. Freelancing - The unidirected efforts of personnel in conflict with the objectives developed by the Incident Commander. Freelancing during an ICS response prevents coordination towards common goals and increases the risks faced by first responders involved in the operation.
- D. Unified Command – A team effort that allows all agencies with jurisdictional responsibility for an incident, either geographical or functional, to participate in the management of the incident.
- E. Media Staging Area - Area dedicated for information dissemination to the media. This area will be designated by the Incident Commander.
- F. Preparedness Phase – Planning, public education and warning programs designed to instill readiness of municipal forces and awareness by the general public to appropriate self-protection measures. Transmitting warning to the public via siren, emergency broadcast system, and other appropriate means.
- G. Response Phase - Initial response by municipal resources to damage and injuries as a result of a tornado. Search and rescue operations, medical treatment of casualties, clear access, perimeter management of damaged areas, emergency repairs, debris removal, and restoration of the public street system to normal usage.
- H. Recovery Phase – Actions taken by responding governmental, private and service agencies/organizations to assist the public and businesses directly affected by the tornado return to viability.
- I. Strike Team – Specified combinations of the same kind and type of resources, with common communications and a leader.
- J. Task Force – A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

#### 612.02 Responsibilities

- A. Preparedness Phase (Watches and Warnings)
  - 1. All Personnel
    - a. Be attentive for any signs of tornado activity after a Tornado Watch or Warning has been issued.
    - b. Report severe weather or funnel cloud observations to the Communications Division via police radio.
    - c. Seek immediate shelter as necessary.
  - 2. Communications Division Watch Commander
    - a. Monitor weather information upon the issuance of a Tornado Watch or Warning for any county affecting the City of Dallas.
    - b. Relay Tornado Watch and Warning information and definitions to field and command personnel through current situational awareness communication methods.
    - c. Monitor field reporting of severe weather or funnel cloud observations.
    - d. Immediately relay to all field personnel observations of tornado activity with the location, direction of travel and source of the information.
    - e. Coordinate with the Office of Emergency Management to sound the warning sirens city wide.
    - f. Concurrently, with the sounding of the sirens, notify the media over the Emergency Broadcast System (EBS) that the warning sirens are sounding and request the media to immediately broadcast the following information.
      - i. A tornado is on the ground at (location) moving toward (general area of the City) or;
      - ii. A potential funnel cloud has been observed at (location) moving toward (general area of the City) which could develop into a tornado and;
      - iii. "MOVE TO A PLACE OF SAFETY AND KEEP TUNED TO A LOCAL RADIO OR TV STATION FOR FURTHER SEVERE WEATHER INFORMATION."
    - g. Sound the alert tone and advise officers of the reason for the sirens on all radio channels.
    - h. Initiate the Channel Marker on the radio channel where the tornado is observed.
    - i. In the event of a tornado incident resulting in damage or injuries, designate a primary channel for response operations.
  - 3. Response Phase (Tornado Incident-Unified Command)
    - 1. Response operations can be activated on-scene by the Police, Fire-Rescue, or Public Works & Transportation Departments separately or in concert with senior officials of the other two departments.

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2. On scene officers of each department will select staging areas for their department needs.
3. The ranking Fire-Rescue official at the scene will be responsible for selecting the location for the Incident Command Post in coordination with the senior officials of Police and Public Works & Transportation Departments.
4. Departmental units will execute coordinated efforts (combined where appropriate) to promptly and effectively accomplish search and rescue, emergency access and site security missions.
5. Overall Priorities
  - a. Life Safety - Determine if life is at immediate risk, includes both responders and the public.
  - b. Incident Stabilization - What should be done to keep the situation from becoming worse?
  - c. Property Conservation - What can be done to minimize damage to public and private property?
6. Field Officer
  - a. Report "disaster intelligence" to the dispatcher and/or Incident Command Post. "Disaster intelligence" is visual assessments of, but not limited to:
    - i. Nature and magnitude of the incident
    - ii. Hazards and safety concerns
    - iii. Injuries and causalities
    - iv. Need to secure and isolate the area
    - v. Impassable areas
    - vi. Entrance and exit routes for responders
  - b. Resist the urge to freelance. Work in concert with other officers and Dallas-Fire Rescue with search and rescue operations.
  - c. Maintain grouping as a strike team and respond to orders from a Strike Team leader or other recognized authority.
7. Field Sergeant
  - a. Maintain personnel accountability. Apply a system in order to be constantly aware of the location of each officer under your supervision.
  - b. Fulfill Incident Commander duties/responsibilities until transfer of command to an incoming Incident Commander can be accomplished.
  - c. Fulfill ICS organizational duties/responsibilities as directed by the Incident Commander.
  - d. Lead Response Team activities/operations as directed by the Incident Commander.
  - e. Initiate operations to secure the perimeter of the incident.
8. Field Watch Commander/Incident Commander
  - a. Assume command and establish an Incident Command Post in coordination with Dallas Fire-Rescue and Public Works & Transportation Departments.
  - b. Conduct a Size-up. Use the "disaster intelligence" provided by on-scene personnel, Communications Division and other sources to formulate your initial managerial decisions.
  - c. Establish the immediate incident objectives with corresponding strategies and tactics. Initially the objectives may be verbal, however the complexity of the incident will likely dictate the objectives be reduced to writing for mutual understanding and accomplishment. Objectives may be modified at anytime. Write SMART objectives:
    - i. Specific: The wording must be precise and unambiguous in describing the objective.
    - ii. Measurable: The design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved.
    - iii. Action Oriented: The objective must have an action verb that describes the expected accomplishments.
    - iv. Realistic: Objectives must be achievable with the resources that you can allocate to the incident.
    - v. Time Sensitive: The timeframe should be specified.
    - vi. Upon recognition the incident has or is becoming stabilized, prepare intermediate and long-term incident objectives as above.
  - d. Determine resource needs and initiate actions for their timely response. Include a forecast for the duration of those deployments.
  - e. Establish the initial DPD ICS structure to organize and task the response needs, as dictated by the nature and magnitude of the incident, maintaining a recognized span of control.
  - f. Participate in an Unified Command structure working in concert with Dallas Fire-Rescue and Public Works & Transportation Departments. Ensure a manageable span of control is established.
  - g. Maintain situational awareness.
  - h. Establish a secure incident perimeter to prevent looting and protect sensitive installations.
    - i. Maintain personnel accountability. Identify all personnel who responded to the incident as the circumstances resulted in multiple personnel being dispatched and others self-dispatching (i.e. Detectives, Traffic, Special Operations, Administrative, etc.)
    - ii. Control access. Establish controlled points of access for authorized personnel and members of the general public. Initiate a preliminary identification and credentialing system for those individuals with authorized access.
    - iii. Ensure the safety of the public.
    - iv. Create a working environment for responders that is safe and secure as possible.
  - i. Account for and organize self-dispatched first responders from adjoining and/or mutual aid agencies.
  - j. Establish a Media Staging Area and information release policy in concert with the Unified Command.
  - k. Establish a Staging Area to coordinate incoming resources when:
    - i. These resources will be used during the current operational period.
    - ii. The resources are needed to provide a reserve force for contingencies.
    - iii. Single resources need to be formed into Task Forces and/or Strike Teams prior to assignment.

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- I. Conduct operations with Public Works & Transportation to establish a network of bypass routes and detours utilizing emergency signage, traffic control points and signal adjustments.
  - m. Ensure a tactical work board of the incident is maintained to track the location of personnel, access points, incident perimeter, hazards and/or critical information relevant to the response.
  - n. Determine operational periods (work schedules).
  - o. Keep the Communications Division Watch Commander apprised.
  - 9. Communications Division Watch Commander
    - a. Assign a controlling field supervisor as necessary.
    - b. Select a primary channel to be used for response operations and assign a dispatcher accordingly.
    - c. Ensure 911 information is disseminated to field personnel and the Incident Commander.
    - d. Ensure that priority one calls within the affected division are assigned to units from neighboring divisions.
    - e. Staff the Police EOC position until transfer of command is achieved.
    - f. Make departmental notifications per current policy.
    - g. Provide updated information to officers and command staff as it becomes available.
  - 10. Homeland Security & Special Operations Division
    - a. On-duty Special Operations and discretionary Traffic resources will self-dispatch to the Staging Area unless specifically directed otherwise by competent authority.
    - b. Off-duty resources will be requested by the Watch or Incident Commander per current policy.
    - c. Tactical Planning personnel will conduct GIS missions to support incident objectives and assist in providing a visual common operating picture as requested.
  - 11. Personnel & Development Division: The commander of the Personnel & Development Division will be subject to the task of organizing and staffing the administrative and other discretionary personnel of department to meet the resource needs of the response and recovery operations.
- C. Recovery Phase - Incident Commander
- 1. Direct teams to provide security within the damaged areas as necessary.
    - a. To control pedestrian and vehicular access.
    - b. To manage curious on-lookers.
    - c. To prevent thefts and protect critical infrastructure and/or sensitive locations.
  - 2. Participate in Task Forces with Public Works & Transportation as dictated by need.
  - 3. Initiate planning to fully demobilize DPD from recovery operations.



## Dallas Police Department General Order

### 613.00 Shelter Operations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 613.00 CONCEPT OF OPERATIONS

To establish policies and procedures for handling the housing of displaced individuals within City of Dallas facilities. The Police Department will support the Incident Commander of the lead agency.

##### 613.01 Definitions

- A. Lead Agency – The agency responsible for coordinating efforts to provide shelter and services to displaced persons. This agency can be either internal to or external of the City of Dallas.
- B. Shelter – Any facility which can be utilized to provide temporary housing to displaced individuals prior to placement in permanent housing. These do not include facilities which are operated daily to assist homeless individuals or abuse victims.
- C. Displaced Persons – Those individuals who have been forced from their primary residence due to catastrophic circumstances.

##### 613.02 Responsibilities

- A. Initial Responders – Upon arrival at the location of the shelter the initial responder will:
  1. Establish contact with the facility manager.
  2. Notify a supervisor of the shelter location.
  3. Relay pertinent information regarding the number of individuals expected, possible duration and any special needs anticipated.
- B. Initial Supervisor – The first arriving supervisor at the shelter location will:
  1. Evaluate the situation and notify the watch commander.
  2. Establish liaison with both the facility manager and the lead agency.
  3. Determine the need to place officers on post at the shelter based upon information from the Incident Commander.
  4. Maintain a presence in the command post if warranted by the number of displaced individuals.
- C. Watch Commander – Upon arrival, the Watch Commander will be in charge of the shelter until relieved and will:
  1. Report to the Command Post.
  2. Assign the necessary personnel to both the interior and exterior of the Shelter facility.
  3. Notify the Division Commander.
- D. Communications Division Watch Commander – Once it has been determined that a shelter will be operational, the Communications Division Watch Commander will:
  1. Designate a primary channel to be used for the duration of the shelter operation.
  2. Notify the appropriate Departments and Agencies if necessary.
    - a. Office of Emergency Management
    - b. Parks and Recreation
    - c. American Red Cross
    - d. Salvation Army
    - e. Dallas County Health Services
  3. Notify Police Media Relations that a shelter has been opened, the anticipated duration, shelter location(s), estimated number of displaced persons and transportation available.
- E. Police Media Relations – Upon notification by the Communications Division Watch Commander, Media Relations may disseminate information through the Emergency Broadcast System (EBS) to include:
  1. Area affected
  2. Anticipated duration
  3. Shelter location(s)
  4. Transportation available
  5. Information telephone numbers

##### 613.03 Responding Entities

- A. Red Cross
  - 1. Establish shelters
  - 2. Provide food and welfare assistance
  - 3. Coordinate special care requirements for children, handicapped and aged.
  - 4. Provide counseling and other assistance
  - 5. Coordinate activities of the disaster relief agencies
- B. Dallas Fire-Rescue
- C. Salvation Army
  - 1. Provide clothing and welfare assistance
  - 2. Provide shelters
- D. Dallas Sheriffs Office, Department of Public Safety, Dallas County Constables - Provide additional personnel for assistance in shelter security once DPD resources have been exhausted.
- E. National Guard - Provide additional personnel and equipment for shelter security upon approval of the Mayor.



## Dallas Police Department General Order

# 614.00 Rapid Rescue Deployment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

### 614.00 CONCEPT OF OPERATIONS

The Rapid Rescue Deployment Policy is to establish procedures to be used by officers when responding to an "active shooter" incident. The goal of Rapid Rescue Deployment is to stop the killing as soon as possible.

Rapid Rescue Deployment (RRD) is not a substitute for conventional response tactics to a barricaded person/hostage incident. These tactics must not be employed simply to bring an otherwise conventional situation to a close in an attempt to save time (See General Orders, Section 608 for Hostage/Barricaded Person)

RRD tactics are aggressive and must be swiftly executed to be successful. However, the personnel using them must realize that they stand a substantial risk of injury from an aggressive suspect(s). Therefore, the incident must be of such exigent circumstances that it is worth the risk.

### 614.01 Definitions

- A. Active Shooter: One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder, rather than other criminal conduct such as robbery, hostage taking, etc.
- B. Rapid Rescue Deployment: The swift, aggressive employment of law enforcement resources to an in-progress, life threatening situation where any delay will clearly result in death or serious bodily injury to innocent persons.
- C. Contact Team: Team of four or five officers that is designed to make "contact" with the suspect and terminate the aggressive act. Nothing should interfere with the contact team making contact with the suspect(s).
- D. Rescue Team: Team of four or five officers that is designed to remove innocent people from the location. To evacuate them to a safe area and prevent further harm, provide medical attention and begin the identification process.
- E. Barricaded Person: A person who has secreted himself, and possibly others, in an inaccessible place and is threatening to do bodily harm to himself or others or to destroy property.
- F. Hostage situation: Any incident where the possibility exists that a barricaded person may be holding a hostage, or available information indicates that the suspect is holding a hostage (See General Orders Section 608).

### 614.02 Responsibilities

- A. Communications Division
  - 1. Communications Division personnel receiving a call for service where an Active Shooter is involved will dispatch the information to a field officer. Special attention should be taken at any location that a large number of people are gathered and a shooting call or shots fired call is received.
  - 2. The person dispatching the call will give the field element as much information as possible.
  - 3. Notify the Homeland Security and Special Operations Division that a possible Active Shooter call has been dispatched and an element is enroute.
  - 4. Notify a patrol supervisor.
  - 5. Notify all responding elements which radio channel will be utilized. Initially this will remain the patrol channel.
  - 6. If the radio channel is changed to a channel for the incident only ensure that a dispatcher is on the channel during the incident.
- B. Initial Responding Officers: If the incident fits the criteria for an active shooter, the officers will:
  - 1. Notify the dispatcher that it is an active shooter incident.
  - 2. Request additional elements, a supervisor, and the Homeland Security and Special Operations Division.
  - 3. Establish a command post a safe distance from the incident location, out of sight and out of the line of fire of the suspect.
  - 4. Direct arriving elements to the location via the safest route.
  - 5. Gather information as quickly as possible.
  - 6. Warn any bystanders of the possible danger and for them to leave the area immediately.
  - 7. Direct the first four officers to form a contact team and enter location to search for the suspect(s).
  - 8. Wait until relieved by other officer or supervisor, pass on the information, and join a contact or rescue team or perform any other duty as directed.
- C. Patrol Supervisor
  - 1. Evaluate the information to ensure it is an active shooter, not a barricaded person or hostage situation.
  - 2. Ensure that SWAT, Dallas Fire-Rescue and other resources are enroute.
  - 3. Take command from initial officer, make entry as part of a contact team.
- D. Homeland Security and Special Operations Division
  - 1. As SWAT officers arrive make entry as part of contact or arrest teams. If possible SWAT officers should be part of contact teams.
  - 2. Once supervisor in charge determines that enough contact and rescue teams are inside location SWAT officers should report to the command post and wait for deployment.
- E. Unauthorized Personnel - After the Homeland Security and Special Operations Division has taken charge of an active shooter incident no member of the Department other than assigned Tactical officers will be permitted inside the inner perimeter unless specifically authorized by the Tactical Commander in charge of the incident.



## Dallas Police Department General Order

### 615.00 Weapons of Mass Destruction

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 615.00 CONCEPT OF OPERATIONS

It is the purpose of this section to establish procedures for handling a Weapons of Mass Destruction Incident. The primary goal is the safety of citizens and police personnel, and the individuals involved in the terrorist activity.

#### 615.01 Definitions

- A. Terrorism – The unlawful use of force or violence, or the threat thereof, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
- B. Weapon of Mass Destruction Incident - Incidents of Domestic Terrorism involving Nuclear, Biological, or Chemical Agent release delivered by a group or individual for the purpose of inflicting large numbers of casualties and widespread destruction and contamination.
- C. Hot Zone - The area of greatest hazard as initially defined by the Incident Commander. It is the location of the actual or potential contaminated area. The Hot Zone may be increased or decreased in size by the HazMat officer as deemed appropriate for the materials involved. The Hot Zone must be readily identified by using hazardous materials barrier tape, barricades, fences, natural barriers, etc. NO PERSON SHALL BE ALLOWED TO ENTER THE HOT ZONE UNLESS THEY ARE WEARING THE APPROPRIATE PERSONAL PROTECTIVE CLOTHING AND HAVE RECEIVED THE PROPER TRAINING.
- D. Warm Zone - The transition area between the Hot Zone and the Cold Zone and includes the decontamination corridor. It serves as a buffer between the Hot Zone and the Cold Zone and is identified by barrier tape, barricades, fences, etc. Persons entering the Warm Zone must be in the appropriate personal protective equipment.
- E. Cold Zone – The outermost area of the incident site. It is considered to be a non-contaminated area where special protective clothing measures are not necessary. It is designated as a staging area for authorized support personnel and may be the location of support equipment.

#### 615.02 Responsibilities

- A. Communications Division
  1. Communications Division personnel receiving a call for service where a possible Weapons of Mass Destruction incident has occurred will dispatch the information to field officers. This type of incident will likely be originally dispatched as an explosion, unconscious person, or possibly as a fire call, etc.
  2. The person dispatching the call will give the field element as much information as possible but will not use the term "terrorist incident" over the police radio.
  3. If the call is originally known to involve a Weapon of Mass Destruction, notify the Homeland Security and Special Operations Division of the information received and that a field element has been dispatched.
  4. Notify a patrol supervisor, by telephone if possible, and request that they respond to the scene.
  5. Notify Dallas Fire-Rescue to determine if the Dallas Medical Strike Team should be deployed.
  6. Notify all responding elements which radio channel will be utilized. The radio channel of the responding field elements will not normally be utilized.
  7. Have a dispatcher monitor the radio channel utilized during the incident.
  8. Notify a supervisor in charge of the Criminal Intelligence Unit.
- B. Initial Responding Officers: If the incident fits the criteria for a Weapons of Mass Destruction incident, the officers will:
  1. Notify the Communications Division.
  2. Request additional elements if needed, and a supervisor.
  3. Set up a perimeter and coordinate with Dallas Fire-Rescue on the scene in establishing Hot, Warm and Cold zones.
  4. Establish a command post at a safe distance and upwind from the incident location.
  5. Direct arriving elements to the location via the safest route possible.
  6. Direct arriving elements to necessary locations to seal off the location.
  7. Direct citizens that possibly have been exposed to any agent to an area where Dallas Fire-Rescue will set up decontamination area.
  8. Attempt to gather any intelligence information from individuals at the scene regarding the incident.
  9. Preserve evidence at the location related to the incident for future prosecution.
- C. Patrol Supervisor
  1. Evaluate all available information pertaining to the incident.
  2. Ensure the Homeland Security and Special Operations Division and Dallas-Fire Rescue have been notified and are enroute.
  3. Ensure the Criminal Intelligence Unit has been notified.
  4. Assure 360-degree coverage of the location and that the area is sealed off to prevent escape.
  5. Remind on-site officers to remain alert for secondary devices.
  6. Assure that all bystanders outside of the Cold Zone have been warned to evacuate the area.
  7. Determine the need for a Level 2 mobilization of the Traffic Section to control the outer perimeter.
  8. Assume supervisory control of the incident until relieved by the SWAT Commander.
  9. Attempt to gather information, which will be of assistance to the Homeland Security and Special Operations Division.

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10. Ensure that no personnel are permitted inside the perimeter unless specifically authorized by the Incident Commander.
  11. Stay at the scene until the incident is resolved or until released by the Incident Commander.
- D. SWAT Commander
1. Take command of the incident until relieved by the Deputy Chief of Homeland Security and Special Operations Division.
  2. Establish a Unified Command with the Fire- Rescue.
  3. Evaluate the incident based on the information as given at the scene and cause the notification of sufficient Homeland Security and Special Operations Division personnel and request the proper equipment for the situation.
  4. Coordinate with Dallas Fire-Rescue to maintain site control and assist in rescue/recovery efforts. Verify if the Dallas Medical Strike Team (DMST) will be activated.
  5. Upon activation of the DMST, the on duty SWAT Lieutenant will assign two (2) squads of SWAT personnel as the DMST response squads. The SWAT Lieutenant will then coordinate with the Dallas Fire-Rescue HazMat officer.
  6. Coordinate actions, which will assist the follow up investigation with the Criminal Intelligence Unit.
  7. The on call SWAT Lieutenant will be responsible for setting up the perimeter security and assisting Dallas Fire-Rescue with other functions related to the decon and transportation of victims to area hospitals.
  8. Determine the need for and coordinate any necessary evacuations with Dallas Fire-Rescue.
  9. Determine the need for a Police Media Relations Officer to disseminate information to media personnel.
  10. Notify any civilian organizations or public utilities if their assistance is required.
- E. Explosive Ordnance Squad - The Explosive Ordnance Squad will respond to the location to assist in the search of additional explosive devices, rendering the incident scene safe, and assisting in evidence collection.
- F. Criminal Intelligence Unit Commander
1. Be responsible for coordinating the follow up investigation.
  2. Enlist the support and assistance of other investigative units as deemed appropriate.
  3. Ensure that all avenues possible are utilized to search files and establish contact with any agency that may be of assistance or may have jurisdiction.
  4. Inform the Incident Commander of any critical information gathered on the terrorist suspect in a timely manner.
  5. Provide critical intelligence to the Incident Commander regarding terrorist groups or suspects.
- G. Crime Scene Response Section - Crime Scene Response Section personnel will respond to the scene and upon the scene being declared safe will assist the FBI evidence recovery agent in the collection of evidence.
- H. Officer Safety:
1. Stay upwind, keep out of low areas where gases could concentrate.
  2. Do not wade through, walk into, or touch any spilled material.
  3. Resist the urge to rush in, allow personnel with proper equipment to attend to any injuries
  4. Avoid the use of flares.
  5. Avoid inhalation of all gases, fumes, and smoke.
  6. Keep exposure to hazardous materials to a minimum.
  7. When exposed to hazardous material:
    - a. Remove and isolate all contaminated clothing and shoes.
    - b. Bathe thoroughly with running water for at least 15 minutes.
  8. If using an air conditioner in a vehicle, switch to "recirculation mode" to reduce exposure to hazardous fumes and vapors.
  9. If a police vehicle is driven through a hazardous material spill, the vehicle should be left within the inner perimeter until decontaminated.
- I. Unauthorized Personnel - After the Homeland Security and Special Operations Division has taken charge of a Terrorist Incident, no members of the Department other than assigned Homeland Security and Special Operations Division officers will be permitted inside the inner perimeter unless specifically authorized by the Homeland Security and Special Operations Division supervisor in command of the incident.

**615.03 Jurisdiction**

Because of its nature, a Weapon of Mass Destruction incident often involves multiple law enforcement agency jurisdictions. As a member of the North Texas Joint Terrorism Task Force, the Criminal Intelligence Unit Commander will be the official liaison with the appropriate federal agencies. Command response for a Weapon of Mass Destruction incident will be a Unified Command consisting of members of the Dallas Police Department, Dallas Fire-Rescue, FBI and other involved local, state, and federal agencies. Once an incident has been determined to be a genuine Weapon of Mass Destruction Incident, the Incident Commander, and the Criminal Intelligence Unit Commander will (as soon as practical) determine if any other agency has concurrent or exclusive jurisdiction for the incident.

- A. Concurrent Jurisdiction - Once an incident has been determined to be a matter of concurrent jurisdiction, the Criminal Intelligence Unit Commander will notify the agency with concurrent jurisdiction of the incident and will advise them of the location of the field command post. It will be the responsibility of the agency with concurrent jurisdiction to send the appropriate personnel to the scene to establish effective communications and to exchange information and resources.
- B. Exclusive Jurisdiction (with agencies other than the DPD) - In certain criminal instances, federal statutory law gives exclusive jurisdiction to the Federal Bureau of Investigation. These instances include: an Incident involving Weapons of Mass Destruction, Presidential and Presidential Staff assassination, kidnapping and assault, air piracy, and Congressional, Cabinet and Supreme Court assassination, kidnapping and assault. In these instances, the Criminal Intelligence Unit Commander will facilitate command to the FBI; however, there will be no transition in command until the situation has been stabilized.

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Once the transition of command has been made, a Dallas Police Department liaison officer will be assigned to the lead agency Command Post (if it is separate from the Dallas Police Command Post) to facilitate communications between the agencies. They will support the lead agency with the appropriate personnel and equipment.



## Dallas Police Department General Order

### 616.00 Strategic National Stockpile

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 616.00 CONCEPT OF OPERATIONS

It is the purpose of this section to establish procedures for the implementation of the Strategic National Stockpile in response to an act of terrorism or natural disaster. The primary goal is to safely and quickly supplement and re-supply public health agencies within the City of Dallas and disperse needed pharmaceuticals, antidotes, and medical supplies to the public.

#### 616.01 Definitions

- A. Point of Distribution (POD): Predetermined distribution site at which state and local officials distribute medical supplies. DPD Patrol personnel will provide security and traffic management at the 27 primary and secondary POD sites within the city.
- B. Prophylaxis: A medical or public health procedure whose purpose is to prevent, rather than treat or cure, disease.
- C. Push Package: Push Packages are pre-positioned and designed for immediate deployment to a designated site within 12 hours. If the incident requires additional supplies, follow-up vendor managed inventory items (VMI) will be shipped within 24-36 hours.
- D. Receipt, Store, and Stage (RSS) sites: The Center for Disease Control (CDC) transports Push Packages within the 12 hour time limit to these predetermined sites. RSS sites are under the protection of the United States Marshals Service (USMS). The RSS is the location Dallas Police SWAT Personnel will meet and escort the Push Package to the Point of Distribution (POD).
- E. Strategic National Stockpile (SNS): The SNS is a national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration, airway maintenance supplies, and medical surgical items. The SNS is designed to supplement and re-supply state and local public health agencies in the event of a national emergency. The decision to deploy the SNS is a collaborative effort between local, state, and federal officials. The Governor can request activation of the SNS system or the Center for Disease Control (CDC) may activate the SNS system without a gubernatorial request. The first line of response lies within the immediate response of a 12-hour Push Package.
- F. Terrorism - The unlawful use of force or violence, or the threat thereof, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
- G. Vendor Managed Items (VMI): Shipped as follow-up supplies within 24-36 hours. If the agent is well defined, VMI can be tailored to provide products specific to the suspected or confirmed agent(s). In this case, the VMI could act as the first option for immediate response from the SNS program.

#### 616.02 Strategic National Stockpile (SNS) Activation

The Governor can request activation of the SNS system or the CDC may activate the SNS system without a gubernatorial request based on specific information. The following events can lead to the activation of the SNS system:

- A. Overt release of a chemical component.
- B. Claim of release by intelligence or law enforcement.
- C. Indication from intelligence or law enforcement of a likely attack.
- D. Laboratory results.
- E. Clinical or epidemiological indications.
- F. Unexplainable increase in emergency medical service request.
- G. Unexplained increase in antibiotic prescriptions or over-the-counter medication use.

Once the SNS system has been activated within the City of Dallas, the Dallas Police Department will immediately implement a Level 6 Response (Ref. Emergency Operations Procedures, Section B, Emergency Mobilization Plan) to support the SNS system and manning of the POD sites.

#### 616.03 Responsibilities

- A. Patrol Divisions - Each Patrol Division will:
  1. Implement plans as outlined in General Order 601.08 Responsibilities
  2. Secure the Patrol Division facility and inoculate all personnel and family members.
  3. Provide security and traffic management for the activated POD sites within their Division.
- B. Homeland Security and Special Operations Division - Homeland Security and Special Operations Division will:
  1. Ensure all personnel and family members are inoculated at Central Patrol facilities or at Jack Evans Headquarters Building.
  2. Provide SWAT teams for convoy escort/security of the Push Package from the RSS site to the POD sites and the return of unused Push Package items to the RSS site.
  3. Provide support by Air One for convoy escort and site security.
- C. All other Divisions - All other Divisions will:
  1. Implement plans as outlined in General Order 601.08 Responsibilities.
  2. Ensure all personnel and family members are inoculated at Jack Evans Headquarters Building or Patrol facilities.
  3. Secure Jack Evans Headquarters Building, non-patrol police facilities, and critical infrastructure.
  4. Support field operations at the direction of the EOC Incident Commander.



## Dallas Police Department General Order

### 617.00 Communicable Disease Outbreak

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 617.00 CONCEPT OF OPERATIONS

It is the purpose of this section to establish procedures for the handling of a Communicable Disease Outbreak incident. The primary goal is the safety of the citizens and police personnel during the large scale outbreak of the disease.

#### 617.01 Definitions

- A. Exposure – Contact with infectious agents (bacteria or viruses) in a manner that promotes transmission and increases likelihood of disease.
- B. Isolation – The separation of persons who have a specific infectious illness from those who are healthy and the restriction of their movement to stop the spread of that illness.
- C. Pandemic – An epidemic occurring over a very wide area, crossing international boundaries and usually affecting a large number of people.
- D. Personal Protective Equipment (PPE) – Specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., N-95 face mask, latex gloves, eye protection, hand and eye washing equipment.
- E. Quarantine – The separation and restriction of movement of persons who, while not yet ill, have been exposed to an infectious agent and therefore may become infectious.
- F. Social Distancing – Methods to reduce the frequency and closeness of contact between people.

#### 617.02 Responsibilities

- A. Department Wide
  - 1. Upon a Public Health or Governmental Declaration of a communicable disease outbreak, the Police Department will immediately implement a Level 6 Response (Ref. Emergency Operations Procedures, Section B, Emergency Mobilization Plan).
  - 2. Non-uniformed personnel will report in Class A uniform.
  - 3. All personnel will be issued personal protective equipment by the Quartermaster Section.
  - 4. Personnel who suspect they have been exposed to the communicable disease outbreak will immediately notify their supervisor and will not report to work to avoid exposing non-infected personnel.
  - 5. Organizational Commanders will be responsible for ensuring a supervisor contacts (by telephone) infected personnel, monitors their progress while at home or in a medical facility and reports this information to the Personnel Division. Supervisors will conduct progress reports bi-weekly.
- B. Patrol Divisions
  - 1. Patrol Division Commanders will be responsible for the daily staffing and crime initiatives within their respective divisions.
  - 2. Patrol Division Commanders should expect at the height of the epidemic, a 30% to 50% shortage of personnel due to the epidemic.
  - 3. Patrol Division Commanders should be prepared to re-allocate their personnel to priority locations throughout the city.
  - 4. Patrol Division Commanders will need to establish a decontamination area at their stations to dispose of contaminated equipment.
- C. Personnel Division
  - 1. The Personnel Division will be responsible for recording the organizational progress reports of all personnel infected or exposed during the outbreak of the communicable disease.
  - 2. The Personnel Division will make recommendations to the Chief of Police regarding the voluntary or compulsory quarantine of exposed personnel.
  - 3. Infected personnel will be allowed sick time or special assignment time based on a case by case scenario. Refer to General Order 207.04 E for reporting procedures if an employee reasonably believes he/she has been exposed to a communicable disease while on duty.
- D. Crimes Against Persons Division - Due to the possibility of mass fatalities, the Crimes Against Persons Division will create an Enhanced Death Team. This team will assist the Dallas County Medical Examiner's Office in the investigation of deaths related to the communicable disease outbreak. The team will be responsible for tracking the deaths and determine any trends as the disease spreads.
- E. Homeland Security and Special Operations Division
  - 1. The Homeland Security and Special Operations Division will be responsible for enforcing travel restrictions that might be put into place, i.e., closures of public highways, closure of airports, public transportation systems and curfews.
  - 2. The Homeland Security and Special Operations Division will be responsible for providing any essential escort details that may arise due to the closures of public highways.
- F. Quartermaster Section
  - 1. The Quartermaster Section will be responsible for ensuring that sufficient re-issue uniforms will be available to sworn personnel during the communicable disease outbreak.
  - 2. The Quartermaster Section will be responsible for having sufficient supplies of personal protective equipment available to all police personnel.
  - 3. The Quartermaster Section will be responsible for the collection and disposal of all disease infected equipment.



## Dallas Police Department General Order

### 618.00 Homicidal Bomber

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 618.00 CONCEPT OF OPERATIONS

It is the purpose of this section to establish procedures for the handling of a Homicidal Bomber. The primary goal is the safety of innocent citizens and responding police personnel. Every effort will be made to bring the incident to a safe conclusion without loss of life or damage to property.

#### 618.01 Definitions

- A. Improvised Explosive Device (IED) - An explosive device used in an unconventional manner by terrorist, guerrilla, criminal, or commando forces.
- B. Martyrdom - Death that is imposed because of the person's adherence of a religious faith or cause.
- C. Suicidal - The act of intentionally taking one's own life.
- D. Vehicle Borne Improvised Explosive Devise (VBIED) - An explosive device placed in a vehicle and used in an unconventional manner by terrorist, guerilla, criminal, or commando forces.

#### 618.02 Responsibilities

- A. Communications Division
  - 1. Upon receiving information where a possible homicidal bomber is involved, will dispatch a call as a Signal 40-01, Code 3, to a field supervisor and field officers. The dispatcher will not use the words "homicidal bomber or suicidal bomber" over the air when dispatching the call, however those details should be included on the call sheet available to responding elements via the MDC.
  - 2. Provide additional comments to the responding officers via the MDC as they develop.
  - 3. Notify the on-duty or callback SWAT Commander of the information received and that field elements have been dispatched.
  - 4. If responding elements determine the incident is legitimate, SWAT personnel will be directed to deploy the appropriate personnel.
  - 5. Notify Dallas Fire-Rescue of the location and incident.
  - 6. Notify the Explosive Ordnance Squad (EOS) of the location and incident.
  - 7. Notify the Commander of the Homeland Security & Special Operations Division, Duty Commander and appropriate Federal Agencies of the incident.
- B. Initial Responding Officer(s)
  - 1. Update the dispatcher and responding elements of the legitimacy of the incident upon arrival.
  - 2. If indications are the incident is legitimate, the officer(s) will:
    - a. Request additional support elements and SWAT.
    - b. Establish a 360 degree safety perimeter of a minimum of 600 feet surrounding the suspected bomber and evacuate any endangered persons.
    - c. Prevent the suspected bomber from moving toward any person.
    - d. Provide a safe route for responding elements and direct locations to be posted to harden the perimeter.
  - 3. If the device is detonated prior to arrival, the officer(s) will:
    - a. Affect first aid to injured persons.
    - b. Be aware of possible secondary explosives devices.
    - c. Preserve the scene for physical evidence and post-blast investigation.
- C. Patrol Supervisor
  - 1. Ensure SWAT has been notified and is enroute to the location.
  - 2. Ensure that all persons are evacuated to a safe location.
  - 3. Ensure implementation of a 360 degree perimeter of the suspected bomber.
  - 4. Ensure the affected area is sealed to prevent escape or undirected entrance.
  - 5. Remind on-scene personnel to be alert to possible secondary explosive devices.
  - 6. Coordinate with Dallas Fire-Rescue to maintain site control and safety during rescue operations of any injured person(s).
  - 7. Assume command of the situation until relieved by a SWAT supervisor.
  - 8. Keep the dispatcher and responding elements apprised of the evolving situation.
  - 9. Stay at the scene until the incident is resolved or until released by the Incident Commander.
- D. SWAT Supervisor/Commander
  - 1. Take command of the incident upon arrival and serve as the Incident Commander. (The ranking on-scene commander of the Homeland Security & Special Operations Division will serve as the Incident Commander.)
  - 2. Assess the situation based on all available information and cause the notification of sufficient Homeland Security and Special Operations Division personnel and equipment as dictated by the circumstances.
  - 3. Respond in accordance with the SWAT SOP.
  - 4. Ensure an effective perimeter has been established.
  - 5. Coordinate with Dallas Fire-Rescue to maintain site control and safety during rescue operations of any injured person(s).
  - 6. Coordinate with Explosion Ordnance Squad (EOS) to ensure the site is safe from any potential explosive device.

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7. Coordinate actions to facilitate an effective follow up investigation by the Criminal Intelligence Unit and Federal authorities.
  8. Direct perimeter operations until all recovery and evidence collection operations are complete.
  9. Determine the need for a Media Relations Unit officer to disseminate information to media personnel.
- E. Explosive Ordnance Squad
1. Respond to the location to search for additional explosive devices.
  2. Render safe any additional device(s) found at the location.
  3. Inform the Incident Commander when the location is safe and secure.
  4. Assist in the collection of physical evidence.
- F. Criminal Intelligence Unit
1. Joint Terrorism Task Force (JTTF) detectives will lead the investigation in conjunction with any Federal law enforcement response as dictated by the nature and circumstances of the incident.
  2. JTTF will enlist the support and assistance of other departmental workgroups as necessary to ensure a robust and thorough investigative effort.
  3. The ranking on-scene JTTF member will keep the Incident Commander apprised of critical information developed in a timely manner.

**618.03 Jurisdiction**

Investigative jurisdiction will be determined by the nature and circumstances of any bomb related incident as it may be considered an act of terrorism. The ranking on-scene commander of the Criminal Intelligence Unit will serve as the liaison between DPD and potential Federal investigative agencies during this course of action.



## Dallas Police Department General Order

### 619.00 At Large Animals-Excluding Dallas Zoo

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 619.00 CONCEPT OF OPERATIONS

It is the purpose of this section to establish procedures for handling at large animal(s). The primary goal is the safety of innocent citizens, police personnel, and the at large animal(s). Every attempt will be made to bring the incident to a safe conclusion without loss of life.

#### 619.01 Definitions

- A. At Large Animal: An at large animal is a wild, untrained animal that was confined for exhibit or other reasons who has breached its habitat or other form of containment and is a threat to the immediate public and itself.
- B. Dangerous Animal – Any animal deemed an immediate threat to life. Although all animals may become a threat to life, the following animals require an immediate emergency response: Cheetah, Chimpanzee, Elephant, Gorilla, Lion, Mandrill (male), Rhinoceros, and Tiger.
- C. Rapid Rescue Deployment: The swift, aggressive employment of law enforcement resources to an in-progress, life threatening situation where any delay will clearly result in death or serious bodily injury to innocent persons. (See General Order Section 614.00)
- D. Inner perimeter - The area of containment closest to the incident/suspect location. Protects and contains the immediate scene through which no one passes except those recognized as being essential by the Incident Commander.
- E. Outer Perimeter - The area that encircles the inner perimeter at a safe distance from the incident scene. The outer perimeter protects entrance and exit routes to the inner perimeter to ensure free movement of essential services.
- F. Use of Deadly Force – DPD Officers will comply with General Orders for use of deadly force regardless of where the animal is located. The Dallas Zoo considers a dangerous animal about to leave, or outside of, the zoo perimeter, a threat of imminent death or serious bodily injury to human life. Under these circumstances, deadly force may be required although no human is actually being attacked. In addition, the Zoo Emergency Response Team (ERT) Leader can advise the Incident Commander to authorize the use of deadly force against a dangerous animal at anytime during an incident.
- G. Media Staging Area - An area dedicated for information dissemination to the media. The Incident Commander will designate this area after evaluating the situation and determining a safe location for media personnel.

#### 619.02 Responsibilities

- A. Communications Division
  - 1. Communications Division personnel receiving a call for service where an at large animal is involved will dispatch the information to the field officer.
  - 2. The person dispatching the call will give the field element as much information as possible.
  - 3. Notify the Homeland Security and Special Operations Division of the information received and that a field element has been dispatched.
  - 4. Notify a patrol supervisor.
  - 5. Notify all responding elements which radio channel will be utilized.
  - 6. Have a dispatcher monitor the radio channel utilized during the incident.
- B. Initial Responding Officers: If the incident fits the criteria for an at large animal, the officers will:
  - 1. Notify the dispatcher
  - 2. Request additional elements if needed, and a supervisor
  - 3. Establish a command post a safe distance from the incident location, out of sight of the animal
  - 4. Direct arriving elements to the location via the safest route possible
  - 5. Direct arriving elements to necessary locations to seal off the location
  - 6. Request an ambulance to standby at the command post location
  - 7. Responding elements arriving at the location will take up positions in such a way that they cannot be seen or attacked by the animal but where they can observe the location
  - 8. Warn any bystanders of the possible danger and for them to leave the area immediately
  - 9. Gather information regarding the animal and the incident
  - 10. Ensure all responding officers are aware of the limitations of service pistols and shotguns in stopping escaped dangerous animals.
- C. Patrol Supervisor
  - 1. Evaluate all available information pertaining to the incident
  - 2. Ensure the Homeland Security and Special Operations Division has been notified and is enroute
  - 3. Assure 360-degree coverage of the location and that the area is sealed off to prevent escape
  - 4. Assure that all bystanders have been warned to evacuate the area
  - 5. Determine the need for a Level 2 mobilization to control the outer perimeter
  - 6. Assume supervisory control of the incident until relieved by the SWAT Commander
  - 7. Attempt to gather information, which will be of assistance to the Homeland Security and Special Operations Division
  - 8. Stay at the scene until the incident is resolved or until released by the Incident Commander
  - 9. Notify the Helicopter Unit of the escape. Air One will request other aircraft to clear the airspace through Air Traffic Control. (Helicopters will not only escalate the fear of the escaped animal, but also the animals still

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619.00 At Large Animals-Excluding Dallas Zoo**

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confined). AIR ONE SHOULD RESPOND AND REMAIN AT A REASONABLE ALTITUDE AND DISTANCE SO IT DOES NOT EXCITE OTHER ANIMALS OR HINDER GROUND COMMUNICATIONS.

10. Request zoo rifle trained officers from the Southwest Division.
11. Request an animal behaviorist from the Dallas Zoo.
- D. SWAT Lieutenant
  1. Take command of the incident until relieved by the Homeland Security and Special Operations Division Commander
  2. Evaluate the incident based on the information as given at the scene and cause the notification of sufficient SWAT unit personnel and request the proper equipment for the situation
  3. Assess the need for coordination with other agencies
  4. Follow the Homeland Security and Special Operations Division Standard Operating Procedures for handling of large animals
  5. Ensure an ambulance is on standby for the duration of the incident
  6. Determine the need for and coordinate any necessary evacuations
  7. Determine the need for a Police Media Relations Officer to disseminate information to media personnel
  8. Notify any civilian organizations or public utilities if their assistance is required

**619.03 Unauthorized Personnel**

After the Homeland Security and Special Operations Division has taken charge of an at large animal incident, no members of the Department other than assigned Homeland Security and Special Operations Division officers will be permitted inside the inner perimeter unless specifically authorized by the Homeland Security and Special Operations Division supervisor in command of the incident.

**619.04 Dallas Zoo Incidents**

- A. Escaped animal incidents occurring within the Dallas Zoo will be handled through established procedures (refer to General Orders 620, Dallas Zoo Animal At Large).
- B. NO OFFICERS SHOULD ENTER THE ZOO GROUNDS, ALL RESPONDING OFFICERS WILL REPORT TO the staging area located at the Dallas Zoo Annex at 627 15th Street, UNLESS THEY ARE DEPLOYED ENROUTE.



## Dallas Police Department General Order

### 620.00 At Large Animals-Dallas Zoo Specific

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/28/08

#### 620.00 CONCEPT OF OPERATIONS

It is the purpose of this plan to establish a unified command structure and procedures for handling dangerous animal escapes from the Dallas Zoo. The primary goal is the safety of human life. Every attempt will be made to bring the incident to a safe conclusion without loss of human or animal life.

##### 620.01 Definitions

- A. Dangerous Animal – any animal deemed an immediate threat to life. Although all animals may become a threat to life, the following animals require an immediate emergency response: cheetah, chimpanzee, elephant, gorilla, lion, mandrill (male), rhinoceros, and tiger.
- B. Code Red – the Dallas Zoo calls a code red when a dangerous animal escapes from its enclosure, or when any escaped animal is determined an immediate threat to life. The Dallas Zoo will call 911 to request an emergency response from the Homeland Security/Special Operations Division (SWAT), Patrol, Dallas Fire-Rescue and request an ambulance be sent to the location.
- C. Code Black – Dallas Zoo calls a code black when a human is trapped in an enclosure with a dangerous animal. The Dallas Zoo will call 911 to request emergency response from SWAT, Patrol, Dallas Fire-Rescue and request an ambulance.
- D. Command Post/ Staging Area – all Dallas Zoo dangerous animal incident operations will be directed from the Dallas Zoo Annex at 627 15th Street. At the beginning of an incident, zoo personnel will immediately staff the annex gate and allow authorized personnel entry.
- E. Lead Agency – the Dallas Zoo will be the initial lead agency for capture and restraint of the animal. When a DPD supervisor arrives at the zoo, the Dallas Police Department will automatically become the lead agency. If the animal escapes the zoo grounds, the Dallas Police Department will always be the lead agency.
- F. Dallas Zoo Emergency Response Team (ERT) Leader – the ERT leader is the zoo representative assigned to coordinate zoo resources for the SWAT response for all dangerous animal emergencies including immobilization / confinement / recapture or kill response actions, while the animal remains on zoo grounds. The ERT leader will report to the command post.
- G. Incident Commander – the Dallas Zoo ERT leader will be the initial Incident Commander. When a DPD supervisor arrives, they will assume the role of the Incident Commander. Incident command will automatically be transferred to the first arriving SWAT officer.
- H. Dallas Zoo Emergency Weapons Team (EWT) – the EWT is under the direction of the ERT leader and is trained in large weapons deployment and tactics, animal behavior and threat behavior. The EWT will likely be the zoo first responders during public hours, and will coordinate with SWAT and designated trained patrol officers in the capture, restraint or use of firearms if needed to stop a dangerous animal. EWT members are authorized to assist DPD Officers when a dangerous animal escapes zoo grounds. When the DPD Incident Commander determines the appropriate number of SWAT and designated trained patrol officers are on site to respond to the emergency, the zoo weapons team members may be instructed to assume a secondary role.
- I. Dallas Zoo Emergency Immobilization Team (EIT) -- the EIT is under the direction of the zoo senior staff veterinarian, and is trained in the use of tranquilizing darts for immobilization of the dangerous animals. The veterinarian is legally required to oversee the mixing and filling of drugs for dart guns, as many of these are lethal to humans. Although the veterinarian is the preferred shooter for dart guns, this may be assigned to others as the situation requires.
- J. Emergency Operations Team (EOT) – the EOT leader is the Dallas Zoo facilities or maintenance manager on duty. The team includes all construction staff and maintenance personnel on duty, and provides vehicles and equipment needed to respond to the emergency.
- K. Liaison Officer – the first available Dallas Police Officer will respond to the command post, located at the Zoo Annex Building, 627 15th Street. Ideally, the police officer assigned to the Dallas Zoo at the time of the incident will be the liaison officer during the incident. By using Dallas Zoo radios, the liaison officer will be the communications link between the ERT leader, who is initially incident commander, and police communications. This position is critical in the effort to establish an organized response. If the zoo officer, trained on the Dallas Zoo high caliber rifle, is required to be forward deployed to the escaped animal's location as part of the zoo emergency weapons team to address a life threatening incident, the next arriving officer will become the liaison officer.
- L. Task Force - is any combination and number of single resources assembled for a particular operational need and may be a mix of different kinds of resources. This could be a combined group of zoo, police and fire personnel. The Incident Commander will designate the task force leader. The task force leader will have command authority over task force personnel.
- M. Use Of Deadly Force – DPD officers will comply with general orders for use of deadly force regardless of where the animal is located. The Dallas Zoo considers a dangerous animal about to leave, or outside of, the zoo perimeter, a threat of imminent death or serious bodily injury to human life. Under these circumstances, deadly force may be required although no human is actually being attacked. In addition, the zoo ERT leader can advise the Incident Commander to authorize the use of deadly force against a dangerous animal at anytime during an incident.
- N. Dallas Zoo Perimeter – the Dallas Zoo perimeter is defined as the areas within the 8 foot fence surrounding zoo grounds. An animal entering into Cedar Creek or climbing the interior fence at the old zoo cemetery is also considered leaving the Dallas Zoo perimeter.

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**620.00 At Large Animals-Dallas Zoo Specific**

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- O. Media Staging Area – an area dedicated for information dissemination to the media. This area will be designated by the Incident Commander after evaluating the situation and determining a safe location for media personnel. Unless otherwise directed, the media staging area at the Dallas Zoo will be located at 727 South Ewing, in the parking lot facing Ewing Street.

**620.02 Responsibilities**

- A. Communications Division
  1. Communications Division personnel receiving a call for escape of a dangerous animal will dispatch the information to the field officer.
  2. The person dispatching the call will give the field elements as much information as possible. If a zoo animal is involved, the staging area will be located at the Dallas Zoo Annex at 627 15th Street.
  3. Notify the Homeland Security/Special Operations Division of the information received and that a field element has been dispatched.
  4. Notify the Helicopter Unit of the escape. Air One will request other aircraft to clear the airspace through air traffic control. (Helicopters will not only escalate the fear of the escaped animal, but also the animals still confined). Air One should respond and remain at a reasonable altitude and distance so it does not excite other animals or hinder ground communications.
  5. Notify a patrol supervisor of the animal escape.
  6. Notify all responding elements which radio channel will be used.
  7. Have a dispatcher monitor the radio channel used during the incident.
  8. Notify DART dispatch of the incident. Keep them informed of the progress of the incident, especially if the animal escapes zoo grounds.
- B. Initial Responding Officer: primary mission- go directly to the Dallas Zoo command post to assist in relaying the initial threat assessment from the zoo officer acting as the liaison officer and the zoo ERT leader to the Communications Division and to all responding personnel. If the zoo officer, with zoo high caliber rifle training, has been or needs to be forward deployed, the initial responding officer will assume the role of the liaison officer.
- C. Patrol Supervisor:
  1. The first responding patrol supervisor will go directly to the Dallas Zoo command post and evaluate all available information pertaining to the incident. If the first responding supervisor is trained on a high caliber zoo rifle, the ERT leader (as the Incident Commander) has the option in a life threatening incident to forward deploy this supervisor to command the Zoo Emergency Weapons Team. Otherwise, this supervisor will report directly to the command post. If the zoo high caliber rifle supervisor is forward deployed, the ERT leader will remain in command until the next Dallas Police supervisor arrives.
  2. Ensure the Homeland Security/Special Operations Division has been notified and is in route.
  3. Ensure communications between, Dallas Zoo Emergency Response Team leader (ERT leader) and DPD officers are coordinated if on zoo grounds. Be aware the zoo and police radios are not configured to allow direct communication between the two systems.
  4. Ensure a Level 2 mobilization is in place to control the zoo perimeter.
  5. Assume the role of Incident Commander until relieved by SWAT personnel.
  6. Attempt to gather information, which will be of assistance to the SWAT personnel.
  7. Stay at the scene until the incident is resolved or until released by the Incident Commander.
  8. Ensure all responding officers are aware of the limitations of service pistols and shotguns in stopping escaped dangerous animals.
- D. SWAT Lieutenant:
  1. Take command of the incident until relieved by the Homeland Security/Special Operations Division Commander or their designee.
  2. Evaluate the incident based on the information as given at the scene, and request sufficient SWAT personnel and proper equipment for the situation.
  3. Coordinate with the Dallas Zoo Emergency Response Team leader (ERT leader), who will coordinate the zoo response with all other zoo emergency teams, including: Emergency Response Team, Emergency Weapons Team, Immobilization Team and Emergency Operations Team.
  4. Follow the Homeland Security/Special Operations Division standard operating procedures for handling an escape of a dangerous animal.
  5. Ensure an ambulance is on standby for the duration of the incident.
  6. Determine the need for and coordinate any necessary evacuations or rescues.
  7. The Incident Commander will authorize the release of information to the media. No matter where the incident occurs or terminates, all communications to the media will be addressed jointly. The Incident Commander and/or senior zoo management official will determine during the incident the appropriate media spokesperson. Each organization will have input to provide the most accurate and timely information to the media. If an incident is of a long duration, a joint information center should be established.



## Dallas Police Department General Order

# 621.00 Preventive Radiological/Nuclear Program (PRND)

DAVID O. BROWN  
CHIEF OF POLICE

Revised 07/31/12

### 621.00 PREVENTIVE RADIOLOGICAL/NUCLEAR PROGRAM (PRND)

#### 621.01 Purpose

This policy provides guidance in the use of radiation detection equipment to classify radioactive substances and to ascertain their legitimacy. There are many legitimate sources of radiation including naturally occurring radioactive material (NORM) and authorized legitimate radioactive materials that may be encountered. The alarming of radiological detection equipment does not automatically imply a hazard or a violation. Unidentified radiological/nuclear materials or those deemed not in compliance with all applicable laws will be processed in accordance with this policy. Fusion is the unit responsible for overseeing the PRND program and related training.

*This order shall apply to all CITY OF DALLAS personnel certified in the use of a Personal Radiation Detector (PRD) or a Radiological Isotope Identification Device (RIID).*

#### 621.02 Policy

The City of Dallas Police Department and conceivably Dallas Fire Rescue will deploy radiological/nuclear detection devices to identify illicit possession or transportation of radiological/nuclear materials. Members will deploy this equipment while on patrol, at special event venues, and at intelligence-driven locations as well as when probable cause and/or reasonable suspicion exists. Members will utilize the protocols contained within this policy and the Appendices to properly adjudicate alarms and share intelligence information while ensuring their personal safety and the safety of the community. Actions should be conducted in accordance with existing procedures for hazardous materials, suspicious device/packages, and unknown hazards. All responses to radiological/nuclear incidents should be treated as suspicious until proven otherwise.

#### 621.03 Procedures

##### A. Primary Screening:

1. When the detector alarms, establish whether a stop of the person or vehicle in a safe location for further investigation is warranted. When making a stop/detention with a related PRD alarm, officers shall advise the dispatcher of the reason for the stop/detention (i.e. "traffic" or "pedestrian") and immediately ask for a back-up unit to respond. This will ensure everyone is aware of the reason for the stop, and allow the officer to safely conduct the necessary follow-up investigation. Notify the dispatcher of a related "PRD Alarm."
2. If possible, establish a single-subject focus. This means you do not want to have too much to do yourself and compromise officer safety.
3. Separate the driver from the vehicle, or the person from their belongings.
4. Identify the Safety Zone: Monitor the Personal Radiological Device (PRD) to determine a safe distance from the source. For nonmaterial shipments, a safety zone is a radiation field of 2 millirem/hour (2 mR/hr) or less. The PRD being issued by DNDI has a numerical readout from 1 to 9. The safety zone for this PRD would be the area which the number displayed is less than 8.
5. Officers will attempt to obtain the detainee's signature on a written "Consent to Search" form prior to further investigatory search of a detainee or their property.
6. Radiation Source Identification: If the source identified is consistent with the list of Legitimate Radiation Sources and appears to be legitimate with no inherent danger, release the vehicle or subject and complete the appropriate Department case report, including – at a minimum – the reason for the stop/detention, a full description and identifiers of the person and vehicle stopped, and the resolution of the stop/detention. (NOTE: Question the individual in private, away from others, concerning recent medical treatments, professions, etc., to identify the possible cause of the alarm; however, always be cognizant of your safety).
7. During an assessment, personnel should document in a report; markings on containers, labels, shipping papers and other available information about the radioactive source to help ascertain its origin. This information, coupled with the interview, will help officers decide the legitimacy of the source.

##### B. Conveyance:

1. If the source is being transported in a conveyance, conduct a complete radiation survey to locate the source: determining the type of radiation, exposure rates and distribution of the radioactive material. Officers should verify that it correlates with the materials described in the manifest for the conveyance. If the source is consistent with the list of legitimate radiation sources, release the vehicle.
2. If the source is not consistent with the list of Legitimate Radiation Sources, or the level and distribution of the radioactivity does not correlate with the materials described in the manifest for the conveyance - or the information revealed during the investigation - personnel should document this on the Joint Analysis Center (JAC) Reachback Form and request a Radiological Isotope Identification Device (RIID) be dispatched to the scene of the stop. This request will be made through the Fusion Unit.

##### C. Secondary Screening/Isotope Identification/Source Identification :

1. In the event an alarm is unable to be determined as a legitimate radiological/nuclear material during the primary screening process, the secondary screening process should be followed. During this secondary screening, a RIID should be utilized to identify the isotope(s) present. RIID equipment should be requested through the DPD Fusion Unit. RIIDs will be available through a couple of work groups, including the Dallas Fire Department's Hazardous Materials Unit (if on scene), and the Dallas Police Department's Fusion Unit.
2. If the isotope(s) identified by the RIID indicates an isotope that could be a threat, a neutron alert, Special Nuclear Material (SNM), or if there is uncertainty concerning the RIID characterization, the spectra and information related to the stop will be transmitted to the Federal Bureau of Investigation Weapons of Mass

**Dallas Police Department General Order  
621.00 Preventive Radiological/Nuclear Program (PRND)**

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- Destruction (FBI WMD) Coordinator, the Texas Department of State Health Services (DSHS), and the Joint Analysis Center (JAC) utilizing the JAC Incident Reporting Form. The secondary screening supervisor on site will make the necessary notification(s).
3. Procedure for screening of alarms indicating medical or non-threatening isotopes.
    - a. Occupant(s)/Traveler(s) - If the source is an occupant or pedestrian isolate the subject and discreetly question them with regard to recent medical procedures involving radioactive material, professions, etc., to identify the possible cause of the alarm. If the individual's answer correlates with the reading from the Isotope Identifier and the Legitimate Radiation Sources, document the incident on the JAC Reachback Incident Report Form, the appropriate Department report, and notify the DPD Fusion Unit.
    - b. Conveyance - If the source is believed to be contained on the conveyance, conduct a complete radiation survey of the conveyance to locate and determine the type of radiation consideration setup perimeter. If the Isotope Identification is consistent with the Legitimate Radiation Sources and the level and distribution of the radioactivity correlates with the materials described in the manifest for the conveyance, document the incident on the JAC Reachback Incident Report Form; the appropriate Department report, notify the Fusion Unit, and end the source identification effort.
    - c. Buildings/Unattended Packages/Other Containers – if the source of the alarm is in a building, an unattended package, or other container, consider setup perimeter. Personnel will follow the same procedures regarding the completion of a radiation survey to locate and determine the type of radiation.
    - d. If the source identified is not consistent with the list of Legitimate Radiation Sources, or the level and distribution of the radioactivity does not correlate with the materials described in the manifest for the conveyance, notify the Communications Division who will notify either the DFR/DPD Bomb Squad or the DFR HAZMAT Unit. These units have additional training and expertise to work radiological incidents. The supervisor/lead officer of the RIID team will notify the FBI WMD Coordinator, DSHS and other federal partners, as needed.
    - e. If the source is unidentified by the RIID or is inconsistent with the manifest or investigation, transmit the spectra to DSHS and the JAC. At the conclusion of the event, document the incident on the JAC Reachback Incident Report Form, the appropriate Department report, notify the Fusion Unit, and forward a copy of the report to the Dallas Fire & Rescue.
    - f. If neutrons or Special Nuclear Material are detected, follow the protocols in Appendix A, B, C of SOP Manual and document on the JAC Reachback Incident Report Form. Notify the Fusion Unit. A copy of the incident report shall be forwarded to the Dallas Fire & Rescue.
    - g. A supervisor shall be notified as soon as time allows without compromising the safety of the officer.
    - h. Duration of the stop: In all cases in which a person or vehicle is stopped, and there is an associated PRD alarm; personnel will use the "reasonableness standard" in determining the length of time required to resolve the alarm.
  - D. Equipment Preparation and Deployment
    1. Prior to use, officers shall verify that the detection equipment is functioning properly using the manufacturer's procedures.
    2. If the unit is not operating properly, the member shall immediately notify the Dallas Police Department Fusion Unit.
    3. All personnel assigned PRND equipment shall use the equipment at all times while on duty. PRD operators should monitor background radiation prior to using the PRD to check a vehicle or other search location.
    4. Review *Radiological Response Quick Guide*
      - a. Levels indicating extreme caution:
        - i. Do not remain in areas greater than 2 mR/hr any longer than required for activities.
        - ii. Do not proceed into areas with dose rates greater than 1 R/hour (1,000 mR/hr) unless directed to do so by the Incident Commander.
        - iii. Personnel should not enter areas exceeding 10 R/hr (10,000 mR/hr). Entry into areas with radiation reading this high or higher should be for lifesaving purposes only and must be voluntary if the limits are 25R/hr or higher.
        - iv. Any personnel who have been exposed to radiation must document their exposure on a City of Dallas Supervisors Report of Injury.
        - v. At any point if radiation levels exceed safe levels, personnel should move back to a point of reduced, safe levels.

**621.04 Legal Authority**

- A. Legal authority - no existing case law.
- B. It is our policy to not use a PRD alarm as a pre-text for any type of detention.



## Dallas Police Department General Order

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DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/10/10

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## Dallas Police Department General Order

### 701.00 F.C.C. Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/10/2013

#### 701.00 F.C.C. PROCEDURES AND CARE OF COMMUNICATIONS EQUIPMENT

##### 701.01 Federal Communications Commission

- A. False calls, false or fraudulent distress signals, interference with any distress signal, superfluous transmissions, obscene, indecent or profane language, and the transmission of unassigned call numbers or signals are specifically prohibited by Federal Communications Commission regulations. It is the responsibility of all officers to take reasonable steps to prevent the use of a police radio or Mobile Data Computer (MDC) by unauthorized persons.
- B. Monitoring
  1. All conversation on radio channels will be recorded on tape and reviewed by supervisory personnel for infractions of proper radio procedures. Any infractions identified will be brought to the attention of the appropriate Bureau, Division, or Section Commander.
  2. All messages transmitted over the MDC are automatically logged and will be reviewed by supervisory personnel for infractions of proper procedures.
  3. Commanders and supervisors will monitor elements on their assigned radio channels. They will provide the necessary supervision to prevent radio and MDC abuse and take appropriate disciplinary action against violators.

##### 701.02 Communications Equipment

- A. Commanders and/or supervisors responsible for budget preparation or grant projects will coordinate specification preparation for additional communications equipment with the commander of the Communications Section.
- B. The officer who is responsible for an assigned piece of communications equipment will notify the Communications Section immediately by telephone when the equipment is lost, stolen, or recovered.
- C. The officer will also notify a supervisor in his or her own work area and will follow appropriate procedures as outlined in Section 805.00.
- D. All vehicles equipped with a MDC will be operated with the MDC turned on and the operator of the vehicle logged into the MDC with his or her assigned element number. This will be done anytime a vehicle is used for any job related function, whether the officer is on-duty, off-duty or using the vehicle to work an off-duty job.
- E. If a MDC is not functioning properly, the officer will notify the dispatcher and report immediately to the Radio Shop for maintenance.
- F. If a MDC is powered down during a regular tour of duty, the dispatcher will request that the officer restart the MDC and log back on. If the MDC cannot be restarted, the dispatcher will assign the element to the Radio Shop for maintenance.
- G. In the event that the Radio Shop discovers any signs of intentional damage or tampering with a MDC or any of its installed components, a patrol supervisor will be immediately dispatched to the Radio Shop to conduct an investigation for damage to city equipment.
- H. If a police radio is not functioning properly, the officer will notify the dispatcher and report to the Radio Shop for maintenance. If the officer cannot reach the dispatcher by radio, notification will be made by telephone immediately.
- I. Officers are prohibited from using handheld radios that they have purchased on their own to conduct radio communications over DPD radio channels.



# Dallas Police Department General Order

## 702.00 Assignment of Channels, Signals and Codes

DAVID O. BROWN  
CHIEF OF POLICE

Revised 2/14/2013

### 702.00 ASSIGNMENT OF CHANNELS, SIGNALS AND CODES

The Communications Section will be responsible for assigning radio channels for specific uses and radio call numbers.

#### 702.01 Channel Assignments

##### A. Channel Assignments

Channel 1-	Central Operations Division
Channel 2-	Northeast Operations Division
Channel 3-	Southeast Operations Division
Channel 4-	Southwest Operations Division
Channel 5-	Northwest Operations Division
Channel 6-	North Central Operations Division
Channel 7-	South Central Operations Division
Channel 8-	Tactical Division
Channel 9-	Traffic Section, Parking Ban Wreckers, Support Services Bureau levels, optional Wanted Persons or Property checks
Channel 10-	General conversation between officers
Channel 11-	Investigative Units
Channel 12-	Special Events (optional wanted checks)

- B. All divisions not assigned a regular channel and all home storage vehicles will monitor the channel assigned to the Patrol Division they are passing through unless otherwise instructed.
- C. Investigative units may use Channel 11 for conversation relating to their duties that would not be appropriate on their assigned channel. Lengthy exchanges or those not relating directly to their police function will be conducted on Channel 10.

#### 702.02 Signals

- A. Dispatchers will not use signals to dispatch calls. Signals are for tracking purposes only. Dispatchers will assign calls and mark outs using "Plain Language" by simply reading the problem nature of the call over the air. Example: 215 take the shooting, 1500 Audelia.
- B. Codes for sensitive information and officer response will be used for officer safety reasons. Code 10 or Code 10-C for hit on a subject check, Code 10S for Sex Offender, Code 10W for Felony Warrant and Code 10-X for RGN related or a stolen vehicle hits will be used. Barricaded Person calls will be referred to as "BP" and Bomb Threat calls will be dispatched by using Signal 40/01 only (the term "Bomb Threat" will not be used on the air). Response codes (i.e. Code 1, Code 3, Code 4, Code 5 and Code 6) will be used.

BCA	Bait Car Activation
CT	Criminal Trespass
DAEV	Disturbance Armed Encounter in Vehicle
DAEF	Disturbance Armed Encounter on Foot
DASV	Disturbance Active Shooter in Vehicle
DASF	Disturbance Active Shooter on Foot
DH	Drug House
OADS	Open Air Drug Sales
ET	Executive Threat
MW	Most Wanted
ODJ	Off Duty Job
PH	Panhandling
PK	Park Check
SIP	Sleeping in Public
WIC	Walk-in Case Number
2	Witness
3	Hang up call (no element dispatched)
4	Hang up call (element dispatched)
6	Disturbance
6F	Fire Works Disturbance
6G	Random Gunfire
6M	Disturbance – Loud Music
6S	Disturbance at a School
6X	Disturbance (Potential Violence)
6XA	Major Disturbance (Ambulance)
6X-01	AWARE Family Violence Alarm

**Dallas Police Department General Order**  
**702.00 Assignment of Channels, Signals and Codes**

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6XE	Major Disturbance Violence-Emergency
6XEA	Major Disturbance Violence-Emergency, Ambulance
7	Accident, Minor
7CE	City Equipment Accident
7X	Accident, Injury
7XF	Major Accident on Freeway
7XFCE	Major Accident Freeway City Equipment
8	Drunk
9	Theft
9/01	Theft (Just Occurred)
9/V	UUMV
9/V-01	UUMV (Just Occurred)
11	Burglary
11B	Burglary of a Business
11B/01	Burglary of a Business (Just Occurred)
11C	Burglary Coin Operated Machine
11C/01	Burglary Coin Op Machine (Just Occurred)
11R	Burglary of Residence
11R/01	Burglary of Residence (Just Occurred)
11V	BMV
11V/01	BMV (Just Occurred)
12	Burglar Alarm
12R	Residential Burglar Alarm
12B	Business Burglar Alarm
13	Prowler
14	Cutting
15	Assist Officer
15A	Assist Officer with Ambulance
16	Injured Person
16A	Injured Person with Ambulance
17	Kidnapping in Progress
17C	Kidnapping of a Child in Progress
18	Structure Fire
18A	Vehicle Fire
19	Shooting
20	Robbery
21	Holdup Alarm
21B	Business Holdup Alarm
21R	Residential Panic Alarm
22	Animal Complaint
23	Parking Violation
24	Abandoned Property
25	Criminal Assault
25R	Criminal Assault +72 hours
26	Missing Person
26/01	Missing Person Critical
27	Dead Person
28	Sick Person
29	Open Building
30	Prisoner
30/01	Off-Duty Officer with Prisoner
30/D	Prisoner Other Agency
31	Criminal Mischief
31/01	Criminal Mischief in Progress non-felony
32	Suspicious Person
33	Prostitution
34	Suicide
35	Terrorist Incident
36	Abandoned Child
36/01	Abandoned Child Critical
37	Street Blockage
37F	Freeway Blockage
38	Meet Complainant
39	Racing, Speeding
40	Other
40/01	Other Caution is Advised

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702.00 Assignment of Channels, Signals and Codes**

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41	Felony in progress
41/09V	UUMV in Progress
41/11V	BMV in Progress
41/11B	Burglary Business in Progress
41/11R	Burglary Residence in Progress
41-40	Other in Progress
42	Pursuit
43	Road Rage
44	Person in Danger
45	Response Team Activation
46	Major Disturbance CIT Mental Illness
46A	Major Disturbance CIT with Ambulance
46-01	Major Disturbance Excited Delirium/Drug Induced Psychosis
50	Eat
51	Coffee
52	City Court
53	County Court
54	Escort
55	Stopping Traffic Violator
56	Out to the Station
57	Out to the Garage
58	Routine Investigation
59	Follow-Up Investigation
60	Special Assignment
61	Foot Patrol
62	Public Service
63	Cover Element
64	Out to Radio Shop
65	Use Telephone
66	End Tour of Duty
67	Other Monitor Radio
70	ETS
75	Special Tracking
76	Arrest or Search Warrant

**702.03 Codes**

Communication Code Numbers for verbal transmissions and MDC usage are designated as follows:

Code 1	Normal Response/No Lights & Siren
Code 3	Emergency Lights and Siren
Code 4	Disregard
Code 5	En route
Code 6	Arrived
Code 10	Known Offender
Code 10C	Known Dangerous Offender
Code 10S	Registered Sexual Offender
Code 10W	Felony Warrant
Code 10X	Stolen Vehicle



# Dallas Police Department General Order

## 703.00 Radio and Field Procedures

DAVID O. BROWN  
CHIEF OF POLICE

Revised 07/10/2012

### 703.00 RADIO AND FIELD PROCEDURES

#### 703.01 Radio Procedures

- A. Transmissions other than base station transmissions will be identified by using all the digits of the assigned radio call number.
- B. A person's race for the purpose of subject checks on the NCIC-TCIC system will be entered as:

RACE/ETHNICITY	NCIC/TCIC
1. Black/African American	Black (B)
2. All Others	White (W)

- C. A person's race for descriptive purposes (suspects, missing persons, etc.) will be referred to over the radio as:

RACE/ETHNICITY	RADIO
1. Caucasian/Anglo	White
2. Black/African American	Black
3. Hispanic/Latin American	Latin
4. Indian/Native American	Indian
5. Asian/Pacific Islander	Asian

- D. Dispatchers will not make supervisory decisions for an officer in the field. A field supervisor will respond to requests for supervisory assistance.
- E. Except in emergency, officers will request clearance from the dispatcher before talking to other officers.
- F. The dispatcher will not broadcast the names of complainants. Verification will be made by telephone.
- G. Officers will not:
  1. Leave the radio before notifying the dispatcher, except in case of an emergency.
  2. Request court dates from the dispatcher.
  3. Request the location of streets from the dispatcher. They will use their street guides for routine day-to-day operations. New street locations not in the street guide may be requested over the radio.
  4. Request checks on prisoners or property over the radio while en route to a detention facility other than the Public Inebriate Detention facility.
  5. Check a person or property over the voice radio unless the person or property is in their custody or in their view. The telephone or Mobile Data Computer (MDC) will be used for all checks when the person or property is not in custody or in view.
  6. Summon wreckers or other service vehicles until the need is established.
  7. Interrupt the transmission of another officer, except in an emergency.

#### 703.02 Field Procedures

- A. Routine Mark-Outs
  1. Officers desiring a mark-out will give their element's call number, the specific mark-out requested using plain language, that designates the intended activity, and the location or destination.
  2. The dispatcher will acknowledge and either authorize or deny the request. Officers on mark-outs may be assigned calls when the need arises.
  3. Officers will not leave their cars without first properly marking out via MDC or the dispatcher and receiving authorization, except in case of an emergency. Officers will not monitor a portable radio as a substitute for properly marking out.
  4. Upon completion of all mark-outs, officers will immediately *clear* via MDC or the dispatcher. Officers will not change location in conjunction with a mark-out without updating the MDC or notifying the dispatcher.
  5. Investigative Bureau personnel who have a need to mark-out with the police dispatcher on any routine mark-outs (58, 59, etc.) will utilize Channel 9, unless a safety need exists to mark-out over the primary channel.
- B. Stopping Vehicles
  1. Officers will request a Traffic Stop by stating their element number and "Traffic Stop" over the radio or by MDC Signal 55 button. After dispatcher acknowledgment, the officer will give the location, license number, make and model of the vehicle, and the number, race, and sex of the occupants in that order.
  2. If the officer has reason to believe that assistance might be needed, a cover element will be requested.
- C. It is understood that while enroute to a call or during those times when Dispatch personnel have suspended routine mark-outs due to an excessive number of unassigned calls, it may be occasionally necessary for an officer to conduct a particularly necessary traffic stop. Whenever such an occasion arises, the officer will radio the Police Dispatcher requesting an "Aggravated Traffic," if such a request falls within the following restrictions: If the officer is currently assigned to a Priority-1 through Priority-3 call for service or covering another element on any call or mark-out, the only justification for an Aggravated Traffic Stop would be as follows:
  1. The vehicle the officer wishes to stop poses a clear and immediate danger to other nearby motorists either due to extremely reckless driving or flagrant moving violations of an unusually hazardous nature.

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## 703.00 Radio and Field Procedures

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2. An occupant of the vehicle to be stopped is a suspect in an offense(s) that carries a penalty class greater than a Class "C" Misdemeanor. Traffic Warrants DO NOT qualify. The only exception to this restriction would be a suspect in a Class "C" Misdemeanor Family Violence Assault.  
The following reasons DO NOT constitute an "Aggravated Traffic Stop":
  3. Regulatory violations are NEVER adequate justification for an Aggravated Traffic Stop.
  4. Regional (RGN) "Hits" on a license plate are not adequate justification for an Aggravated Traffic Stop unless the officer is clear for service, or the officer is assigned a Priority-4 call ONLY.
- D. Requesting Cover or Assistance
  1. When requesting a cover element, the officer will advise the dispatcher if a Code 1, Code 3 or Assist Officer response is needed. The nearest available element will notify the dispatcher of his/her location and respond.
  2. When an officer requests cover Code 3, any police element, regardless of bureau or division assignment, may respond as a cover element. The responding elements will use specific language to the dispatcher when notifying of a Code 3 response, e.g. "311 responding Code 3." No partial call signs or incomplete statements such as "11's going" will serve as an authorized Code 3 response notification.
  3. The dispatcher will designate an element to respond in the absence of volunteers or if more than one element volunteers.
  4. An element already assigned to a routine call (such as a parking violation) that is close to the location of need may notify the dispatcher and, with the dispatcher's acknowledgment, report to the scene.
  5. When there is an Assist officer request, any police element, regardless of assignment, may respond as a cover element. Officers responding to an Assist Officer incident are not required to check out with the dispatcher prior to proceeding to the assist location.
  6. Upon arrival, the officer assigned to cover will notify the dispatcher if the need no longer exists.
- E. Emergency Radio Use
  1. Officers with an emergency radio message will give the element call number and *Emergency*.
  2. The dispatcher will discontinue regular business, acknowledge the emergency, and grant radio priority to an emergency situation until its conclusion.
  3. If the situation is of sufficient magnitude, radio traffic may be diverted to a designated alternate frequency.
  4. All regular or non-emergency radio traffic will be curtailed to the extent necessary to avoid interference with emergency traffic.
  5. While operating Code 3:
    - a. Do not talk too loudly, too rapidly, or too close to the microphone.
    - b. Keep the dispatcher informed of location and direction as changes occur.
    - c. Inform the dispatcher if you leave the radio or discontinue emergency traffic.
- F. Medical Examiner's Office - To contact the Medical Examiner's office, a field element should do one of the following:
  1. Call 214-920-5900 directly by telephone.
  2. Request that the Communications Section contact the Medical Examiner's office if the field element does not have access to a telephone.
- G. Dinner and Coffee Mark-Outs
  1. Information concerning eating and coffee break locations will be given to the dispatcher on the appropriate channel. Officers will give their element number and request a "Meal Break" or "Coffee Break" by radio or MDC transmission.
  2. Officers will not be on a mark-out to eat or drink coffee:
    - a. During the one-hour period after their tour of duty begins.
    - b. During the one-hour period preceding the end of their tour of duty.
  3. No more than six uniformed officers (regardless of departmental assignment or rank) and four marked vehicles will meet and/or mark out at any eating establishment. The exceptions to the above guidelines include:
    - a. When uniformed officers are attending departmental functions such as seminars, funerals, and promotions.
    - b. All other occasions approved by the Division Commander.
  4. Length of coffee and eating mark-outs and when they may be taken will be determined by bureau and division standard operating procedures.

### 703.03 Radio-Telephone Patch System (Deleted)



## Dallas Police Department General Order

### 704.00 Calls for Service

DAVID O. BROWN  
CHIEF OF POLICE

Revised 1/4/2012

#### 704.00 CALLS FOR SERVICE

##### 704.01 Assignment of Elements

- A. The calls on which either a two-officer element or two one-officer elements will be dispatched include, but are not limited to the following:

##### SIGNALS

Assist Officer	Explosion or Bombing
Auto Theft Tracking Program	Felony in Progress
AWARE-Family Violence Alarm (6X-01)	Hold-Up Alarm
Burglar Alarm	Kidnapping in Progress
Criminal Assault	Open Building
Criminal Trespass	Person in Danger
Cutting	Prisoner
Disturbance at a School (6S)	Prostitution
Disturbance (6X)	Prowler
Disturbance Armed Encounter in Vehicle	Random Gunfire
Disturbance Armed Encounter on Foot	Robbery
Disturbance Active Shooter in a Vehicle	Shooting
Disturbance Active Shooter on Foot	Suicide
Drunk	Suspicious Person
Kidnapping of a Child in Progress	

- B. Freeway Accidents - Regardless of their one-officer or two-officer status, two police vehicles will be assigned to any freeway accident for the purpose of officer safety. The first element to arrive may notify the dispatcher to disregard the second vehicle. A supervisor will be assigned to serve as a safety officer to ensure that all possible safety resources are utilized.
- C. All other calls may be dispatched to a one-officer element unless circumstances indicate a need for more than one officer.
- D. To conserve two-officer elements, the dispatcher may assign a one-officer element off its beat to handle a one-officer element call on another beat even though that beat element is available.
- E. When two one-officer elements are dispatched on a call, the first officer to arrive may notify the dispatcher to disregard the second element.
- F. Elements will be available for service unless on call or properly marked out via the Mobile Data Computer (MDC) or the dispatcher.
- G. Elements will respond to calls for service or assistance from citizens or other elements without undue delay. No element will fail to respond unless relieved by competent authority.
- H. Response to calls will be prompt and direct by the most practical known route, consistent with safety precautions and traffic laws. Elements will not delay by tending to other matters such as continuing a mark-out or making routine stops of traffic violators.
- I. Officers en route to a call who observe an offense being committed, or who are notified by a citizen of an offense in progress or having just been committed, must weigh the seriousness of that offense against the nature of the assigned call. If the officer decides to continue on the assigned call, the dispatcher will be notified to start another element on the second incident. If the officer determines the second incident requires immediate attention, the dispatcher will be notified of the officer's inability to remain on the assigned call and that another element should be assigned to answer it.
- J. Upon completion of all calls and related reports, officers will immediately *clear* via MDC or the dispatcher. They will not change location in conjunction with a call without updating the MDC or notifying the dispatcher.
- K. A supervisor will respond to calls of armed robbery, criminal assault, murder, burglar in building, fire, assist or injured officer, or any other call of a major or unusual nature without instructions from the dispatcher.
- L. Field supervisors will monitor radio traffic and coordinate with the dispatcher's office as necessary to ensure continuity to Patrol.
- M. In some situations a citizen may request that a supervisor be called to the location of a police incident. The total circumstances of any police incident must be evaluated. The situation may be such that it is impractical for a supervisor to be summoned or that the employees wait at the scene. If a supervisor is not summoned or it is deemed impractical for one to respond, the employee will provide the requesting citizen with the name and business telephone number of the employee's immediate supervisor so that the citizen may contact the supervisor.

##### 704.02 Call Dispatching Procedure

- A. The dispatcher will give the element's call number, the nature of the call, the code (if Code 3), location, and time.
- B. The assigned officer will acknowledge receipt either by repeating the element number and "received" or by pressing the Code 5 key on the MDC keyboard.

# Dallas Police Department General Order

## 704.00 Calls for Service

Revised 1/4/2012

- C. Upon arrival at the scene, as an officer safety precaution, the officer will verbally announce his or her element number and *Code 6*. In addition, the officer will also press the *Code 6* key on the MDC keyboard. Dispatchers are required to verbally acknowledge all *Code 6* transmissions.
- D. After completing the call, the officer either will give the element's call number and *clear* or press the appropriate MDC key.
- E. The dispatcher will acknowledge by repeating the call number and give the clearing time and service number, if applicable.
- F. The officer will repeat the service number.

### **704.03 Emergency Calls**

- A. The dispatcher will precede the broadcast with one high frequency tone signal.
- B. The following calls will be considered emergency calls:

Signal DASV	Disturbance Active Shooter in Vehicle
Signal DASF	Disturbance Active Shoot on Foot
Signal 6X-01	AWARE-Family Violence Alarm
Signal 6XE	Major Disturbance Violence-Emergency
Signal 6XEA	Major Disturbance Violence-Emergency, Ambulance
Signal 7XF	Major Accident on Freeway
Signal 7XFCE	Major Accident on Freeway City Equipment
Signal 14	Cutting (including 41-14)
Signal 15	Assist Officer
Signal 17	Kidnapping in Progress
Signal 17C	Kidnapping of a Child in Progress
Signal 19	Shooting (including 41-19)
Signal 35	Terrorist Incident
Signal 41-20	Robbery in Progress
Signal 41-25	Criminal Assault in Progress
Signal 44	Person in Danger

**Note:** Signal 21 - *Holdup Alarm*, Signal 21B – *Business Holdup Alarm*, and Signal 21R – *Residential Panic Alarm* initially will be dispatched *Code 1*. The Communications Section will attempt to verify whether the alarm is authentic or false. If verification cannot be made, the code will be increased to a *Code 3* assignment.

- C. Other situations such as disasters (explosions, plane crashes, tornadoes, flooding, etc.) or incidents such as unruly crowds or riots may be designated as emergency calls when available information justifies the classification.
- D. Emergency calls will be dispatched as *Code 3* assignments unless information available to the party receiving the initial call clearly indicates that no emergency condition exists.
- E. Emergency calls will be given first priority and will be dispatched and answered without undue delay.
- F. A conscious effort will be made to hold emergency vehicular traffic to the necessary minimum, giving due regard to the need for safety and the preservation of life.

### **704.04 Non-Emergency Calls**

- A. Calls not classified as emergency calls will receive immediate attention and will be answered *Code 1*.
- B. Change in *Code Classification*
  - 1. *Code 1* response may be increased to *Code 3* response when the responding officer's immediate knowledge of a situation justifies such change in classification.
  - 2. *Code 3* response may be decreased to *Code 1* response when the responding officer's immediate knowledge of a situation or when weather or road conditions justify such change in classification.
  - 3. Dispatchers or field supervisors may, based on their immediate knowledge of a situation, direct that a call be increased or decreased in code classification.
  - 4. No change in code classification will be exercised until the intent is broadcast to and receipt is acknowledged by the dispatcher.

### **704.05 Elements Missing a Radio Call**

When an element is available for a call and misses a radio call for any reason the dispatcher will:

- A. Check with other elements to see if he missed a mark-out;
- B. Send the element an MDC message;
- C. Call the element on the air once a minute for three minutes;
- D. Advise a field supervisor of the situation;
- E. Notify a Communications Section supervisor.

**The Communications Section supervisor will follow the procedures outlined in the Communications Section SOP.**



## Dallas Police Department General Order

### 705.00 Emergency Stand-by Stations

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 705.00 EMERGENCY STAND-BY STATIONS

- A. When officers in radio-equipped police cars fail to hear their radios for more than 15 minutes, they will report to their assigned stand-by stations and follow the established Standard Operating Procedure for their Bureau or Division.
- B. The Patrol Division Commander is responsible for assigning the stand-by stations and for providing the Communications Section with a current list of each element's stand-by station, the location, and telephone number.



## Dallas Police Department General Order

### 706.00 Government Emergency Telecommunications Service (GETS) Cards

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/10/10

#### 706.00 GOVERNMENT EMERGENCY TELECOMMUNICATIONS SERVICE (GETS) CARDS

- A. GETS card usage
  - 1. GETS is an emergency calling card service that can be used from virtually any land-line telephone to provide priority connectivity for emergency calls.
  - 2. These cards should only be used during a Department emergency or when approved by a Chief level officer if the emergency does not affect the entire Department.
  - 3. The GETS card program is a citywide program and managed by the Office of Emergency Management (OEM) located within City Hall.
  - 4. Instructions for using the card will be provided when the card is issued.
- B. Issuance of cards
  - 1. Organizational Commanders determine who is issued a GETS card within their group.
  - 2. Additional cards can be ordered by the Organizational Commander using the GETS Application Form found on the DPD intranet under "forms." Once the application is complete, it is submitted to the Communications Section.
  - 3. Prior to being issued a card, all officers will have to sign a "GETS card use consent form" found on the DPD intranet under "forms," and return it to the Communications Section.
  - 4. The Communications Section will forward the completed applications to the OEM who will process the application.
- C. Management of the Program
  - 1. The responsibilities of the OEM include:
    - a. Conducting a monthly audit of GETS card usage and certifying that the calls constitute valid and appropriate GETS usage. If any questions arise, then the list will be forwarded to the Communications Section.
    - b. Annually account for all GETS cards.
    - c. Distribute GETS cards to users.
    - d. Making requests for additional cards, changes and deletions in user access. Requests for replacement of lost cards, etc. will go through the OEM.
  - 2. The Communications Section will be responsible for the following:
    - a. Identifying users and submitting all GETS requests for eligible users to the OEM.
    - b. Maintaining a copy of all applications and consent forms.
- D. Verify the need for any GETS card at the request of the OEM.



# Dallas Police Department General Order

## 800.00 Uniforms, Appearance, Vehicles and Equipment

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DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/03/14

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## Dallas Police Department General Order

### 801.00 Uniforms

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/20/09

#### 801.00 UNIFORMS

##### 801.01 Number of Uniforms Authorized

- A. The number of authorized uniforms issued to employees will be according to the guidelines stated in the Equipment Services Section S.O.P.
- B. Uniforms are replaced on an as *needed* basis. Before coming to the Quartermaster Unit, employees should obtain an issuance request form from their division and comply with the instructions printed on the form.
- C. Employees will turn in one item for each new or reconditioned item received. For sanitary reasons, all returned items must be cleaned per the manufacturer's instructions. All usable clothing items must be returned on hangers.

##### 801.02 Replacement Uniforms

If additional replacement uniforms are required for an employee to perform duties and maintain a neat and clean appearance, the uniforms can be ordered according to the Equipment Services Section S.O.P.

##### 801.03 Regulations for Uniform Wear

- A. Duty Uniform
  1. The duty uniform for all sworn personnel below the rank of Captain will consist of the uniform trousers worn with the long or short sleeve uniform shirt. Ties will not be worn.
  2. The duty uniform for chief officers and Captains will consist of the uniform trousers worn with either the long or short sleeve uniform shirt. Personnel in these ranks will wear a black tie with the long sleeve uniform (except when they are working in the field with field officers).
- B. Dress Uniform
  1. The dress uniform for all uniformed personnel below the rank of Captain will consist of the uniform trousers worn with a long sleeve uniform shirt, a black tie, and the uniform cap.
  2. The dress uniform for Captains and chief officers will be the double-breasted executive dress uniform coat worn with trousers, white shirt, black tie, and hat.
  3. The dress uniform will be worn on formal occasions including funerals, the Police Memorial Day Ceremony, the Annual Awards Banquet, Police Academy Graduation Ceremony, and when directed by the Chief of Police.
- C. Alternate Summer Uniform
  1. The alternate summer uniform for personnel through the rank of sergeant will consist of the short sleeve uniform shirt and the uniform shorts.
  2. The alternate summer uniform will only be worn by personnel working in the following areas:
    - a. Uniformed Patrol (including I.C.P.)
    - b. Uniformed Traffic (excluding the motorcycle squad)
    - c. Gang Unit
    - d. Bicycle Unit
    - e. Auto Pound
    - f. Off-duty employment (if it involves traffic control or outdoor events)
  3. The summer uniform will only be worn between the dates of April 1 and October 31.
- D. Wearing of long sleeve or short sleeve uniforms is optional throughout the year. However, only the short sleeve shirt may be worn with the summer uniform shorts.
- E. All personnel assigned to wear the uniform will report for roll call or detail at the designated time in complete uniform as prescribed in the provisions of this order.
- F. Uniforms will be kept neat, clean, pressed, and in good repair at all times. Leather goods will present a clean and polished appearance. While wearing the uniform, employees shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets.
- G. The uniform will not be worn off-duty except when:
  1. Traveling to and from work.
  2. Appearing in court in an official capacity for the Dallas Police Department.
  3. Engaging in outside employment in an approved official police capacity.
- H. An incomplete uniform will not be worn at any time. No item of the uniform will be worn at any time except as a part of a complete uniform.
- I. No substitutions for issued uniform items will be allowed unless specifically provided for in the General Orders.
- J. Officers may carry either a City-issued or personal pager upon their person. If a personal pager is not black in color, it must be kept concealed when the officer is on-duty or in uniform.

##### 801.04 Line Inspections

- A. Organizational commanders or their designee will ensure that line inspections are conducted monthly by supervisors within the organizational unit and documented in a report to the Division Commander or highest ranking commander below the rank of Assistant Chief.
  1. *Personnel Line Inspection Form* can be located on the departmental N: Drive

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2. The *Personnel Line Inspection Form* will be used as a guide to ensure consistent application of the Line Inspection process. However, the form can be edited to include inspection items that are specific to the individual unit.
- B. The line inspections will address, at a minimum, the following:
  1. Uniform and appearance guidelines as outlined in General Orders sections 801.00 – 804.00.
  2. Proper maintenance of departmentally issued or approved equipment.
  3. Safety and cleanliness of the employees work station (when applicable)
  4. Adherence to Code of Conduct 3.4.
- C. Discrepancies Discovered During Line Inspections
  1. All discrepancies will be documented by supervisors on the *Personnel Line Inspection Form*.
  2. Immediate corrective action will be taken by the employee to correct the discrepancy when possible. Issues such as needing a haircut, etc. must be resolved prior to the next work day of the employee. Supervisors are responsible for follow-up to ensure that all discrepancies have been resolved prior to the beginning of the employee's next scheduled work day.
  3. Discrepancies and corrective action taken will be documented in the employees performance file. Repeated violations will result in a non-compliance rating on the employees' performance plan.



## Dallas Police Department General Order

# 802.00 Uniform Items for Sworn Personnel

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/03/2015

### 802.00 UNIFORM ITEMS FOR SWORN PERSONNEL AND PARK RANGERS

#### 802.01 Caps and Other Headgear

- A. Only caps issued by the Quartermaster Unit will be worn. The uniform cap will be worn:
  1. On formal occasions, on any post assignment requiring high visibility, (i.e., point control, including part-time jobs, parades, State Fair of Texas, etc.), and when directed by the Chief of Police.
  2. During off-duty assignments under the same circumstances as required for on-duty assignments.
  3. Optionally at any other time.
  4. Level on the head as viewed from 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. Bills of Uniform Caps
  1. The bill for uniform caps worn by personnel in the rank of Captain and below will be black in color and without further design.
  2. The bill for uniform caps worn by all chief officers will be black and will have the gold-colored oak leaf design.
- C. Cap Straps and Badges
  1. Uniformed personnel below the rank of Sergeant will have a silver-colored cap strap and cap badge.
  2. Sergeants and above (supervisory officers) will have a gold-colored cap strap and cap badge.
- D. Motorcycle and Bicycle Helmets - Motorcycle helmets, bicycle helmets, and other protective headgear will continue to be required for those persons assigned to motorcycle duty and bicycle patrol.
- E. Officers assigned to the Mounted Squad will wear the Campaign Hat issued by the Quartermaster Unit.
- F. A white *hard hat* with no markings may be worn while working an off-duty assignment at a construction site requiring hard hats.

#### 802.02 Undershirts

Undershirts worn with the uniform shirt must be white, black or navy blue in color, if exposed. Long sleeve undershirts will not be worn with the short sleeve uniform shirt. These are a non-issue item.

#### 802.03 Shirts

- A. Only uniform shirts issued by the Quartermaster Unit will be worn.
- B. Only buttons issued by the Quartermaster Unit will be worn on the uniform shirt. Officers below the rank of Sergeant will wear silver colored buttons; Sergeants and above will wear gold colored buttons.
- C. All buttons on the shirt will be buttoned at all times with the exception of collar buttons. Sleeves will not be rolled up or turned under on any uniform shirt.

#### 802.04 Identification Loops

- A. The Quartermaster Unit will issue identifying colored cloth loops to uniformed personnel. These loops will be worn by slipping the loops over the epaulets on the uniform shirt.
- B. Assignment designations by color are:
  1. Office of the Chief of Police, First Assistant Chief, all Assistant Chiefs, Planning and Accreditation Unit, Neighborhood Police Coordination Unit, Administrative and Accountability Unit, Fusion Center, Media Relations and Departmental Communications - no loops issued
  2. Administrative and Support Bureau
    - a. Personnel and Development Division - royal blue with silver braid
    - b. Reserve Battalion - green
    - c. Support Services Division – navy blue with gold braid
    - d. Internal Affairs Division – no loops issued
  3. Patrol Bureau - green
  4. Patrol Support Bureau
    - a. Homeland Security and Special Operations Division – multi-colors of black, red, and yellow braids.
    - b. Traffic Section – red loops
    - c. Communications and Detention Services Division – green
  5. Criminal Investigations Bureau - no loops issued

#### 802.05 Sleeve Patches

- A. Only patches identified in this order will be worn on the uniform.
- B. The *Dallas Police Department* patch will be worn on the left shoulder of the uniform shirt and the winter jacket. Restrictions on the display of the patch are contained in Section 812.00 (Dallas Police Department Logo).
- C. Patches worn to identify a particular unit (Tactical, Mounted, Motorcycle, etc.) will be worn on the right shoulder of the uniform unless otherwise stated in the Equipment Services Section S.O.P.
- D. A service stripe denoting each five years of service will be worn on the lower left sleeve of the winter shirt and executive dress coat.

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- E. Dallas Airport Officers will wear the Dallas Police Department patch on the left shoulder of the uniform shirt and the winter jacket.

### **802.06 Insignia of Rank**

- A. Uniformed personnel below the rank of Sergeant will wear silver-colored *D.P.D.* collar ornaments.
- B. Officers with the rank of Senior Corporal will wear silver-colored cloth chevrons (with two stripes) denoting rank on each shirtsleeve.
- C. Sergeants will wear gold-colored *D.P.D.* collar ornaments, and gold-colored cloth chevrons (with three stripes) denoting rank on each shirtsleeve.
- D. Lieutenants and above will wear gold-colored insignia denoting the proper rank on the uniform shirt collar.
- E. Collar rank insignias are:
  1. Lieutenant - one bar.
  2. Captain - two bars.
  3. Major – oak leaf.
  4. Deputy Chief - one star.
  5. Assistant Chief - two stars.
  6. Executive Assistant Chief – three stars
  7. Chief of Police - four stars.

### **802.07 Badges**

- A. Each officer will be issued, as a loaned item, one breast badge and one cap badge in the officer's current rank.
- B. Only badges issued by the Quartermaster Unit will be worn by police personnel.
- C. Officers below the rank of Sergeant will be issued silver-colored badges.
- D. Officers in the rank of Sergeant and above will be issued gold-colored badges.
- E. The breast badge will be worn on the wearer's left side of the uniform shirt.
- F. A cloth badge provided by the Quartermaster Unit to the specified contractor will be sewn on the winter jacket as illustrated in Section 802.28.
- G. A black elastic banding, a mourning badge band, or black tape will be used to cover the horizontal center of the uniform badge, without covering the badge number, during the following situations:
  1. The death of any Department member killed in the line-of-duty. The banding or tape will be worn from the time the member is reported deceased until immediately following the committal service.
  2. When attending the funeral/ memorial/committal services of any Department member not killed in the line-of-duty or retired members of the Dallas Police Department.
  3. When attending the funeral/ memorial/committal services of a member of another law enforcement agency, whose death was in the line-of-duty, or while on official business at the other law enforcement agency, from the time of death until immediately following the committal service.
  4. Police Officer Memorial Day.
  5. As authorized by the Chief of Police.
- H. Officers may obtain an off-duty wallet badge for the current rank held, through the Quartermaster Unit after payment of a *User Fee*. In accordance with the Equipment Services Section S.O.P., a *User Fee* agreement, which contains guidelines for loan of the wallet badge, will be signed by each employee before the transaction is completed. When officers reach five years of service, they have the option to pay a subsequent *User Fee* to obtain a wallet badge with the imprinted badge number. In the event of a promotion and the officer desires a wallet badge with the new rank, the previous rank wallet badge will be returned to the Quartermaster Unit. A new *User Fee* agreement form will be completed and the officer will bear the cost of the second (or subsequent) *User Fee*.
- I. Upon promotion, officers may purchase the breast badge of their previous rank, according to procedures established in the Equipment Services Section S.O.P. The cap badge of the previous rank will be returned to the Quartermaster Unit.
- J. Upon leaving the Department before retirement, an officer may purchase the breast badge for the last rank held, provided that the officer had a minimum of ten (10) years sworn service with the Department. The officer must not be under administrative or criminal investigation, and must be recommended as eligible for rehire. Specific procedures are contained in the Equipment Services Section S.O.P.
- K. Upon retirement (20 years service; disability; or eligible to draw a pension), officers will be given their issued breast badge, cap badge, and last numbered wallet badge. Officers will be given the option to have the breast badge and/or cap badge mounted on a service plaque. Guidelines for badges presented on Service Plaques are contained in General Order 405.04.

### **802.08 Nameplates**

- A. Nameplates issued by the Quartermaster Unit will be worn by all uniformed personnel. The nameplate is worn immediately above the right pocket when no awards are worn.
- B. Uniformed personnel below the rank of Sergeant will wear silver-colored metal nameplates.
- C. Uniformed personnel in the rank of Sergeant and above will wear gold-colored metal nameplates.

### **802.09 Awards and Insignia**

- A. Awards and insignia when worn on the uniform shirt or dress coat will be worn above the right pocket in the following descending order: Long Service Award pin, Helicopter Insignia, Master Peace Officer Bar, Corporal Bar, Nameplate, Awards. All awards and insignia when worn together will be spaced one-sixteenth inch apart.

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- B. Long Service Award Pin
  - 1. To be awarded to sworn and non-sworn employees in five-year increments based upon number of years service to the City of Dallas.
  - 2. Each pin will contain a miniature Dallas Police Badge with a wreath formed in the shape of a diamond encircling the badge. The bottom of the badge will contain the number of years of service.
  - 3. Pins issued for 5, 10, and 15 years of service will be made of sterling silver and contain a blue sapphire. The recipient's Division or Section Commander in the presence of their co-workers will present these pins.
  - 4. Pins issued for 20 years of service or longer will be made of 10k yellow gold and contain a diamond. The Chief of Police or an Assistant Chief will present these pins at an awards ceremony that the Employee Relations Team (Personnel and Development Division) will coordinate. The Commander of the Personnel and Development Division will ensure the Office of the Chief of Police and the City Manager's Office are notified of the event.
- C. Helicopter Insignia
  - 1. To be awarded as a permanent award to Command Pilots assigned to the Helicopter Unit of the Department. Command Pilot status is attained after completion of 350 hours total flight time and passing the Command Pilot Check Ride administered by the departmental supervising Certified Flight Instructor.
  - 2. The Helicopter Insignia will be the standard aviation wings containing a miniature Dallas Police Badge in the center. The insignia measures 2 1/2" in length and 7/8" in height.
  - 3. Helicopter Insignia will be silver-colored for personnel below the rank of sergeant, and gold-colored for supervisory ranks.
- D. Motorcycle Insignia
  - 1. To be awarded as a permanent recognition to officers who have maintained a continuous level of proficiency over a period of five consecutive years. The insignia will be a permanent recognition of those accomplishments.
  - 2. The Motorcycle Insignia will be the standard winged wheel insignia with the spoke wheel in the middle and the wings on each side. The insignia measures 1 1/4" in length and 7/8" in height.
  - 3. The Motorcycle Insignia will be silver-colored for personnel below the rank of sergeant and gold-colored for the rank of sergeant. The insignia will be paid for by the individual officer.
- E. Master Peace Officer Bar
  - 1. To be awarded to any peace officer who holds the certification as a Master Peace Officer under eligibility guidelines set forth by the Texas Commission on Law Enforcement (TCOLE).
  - 2. The Master Peace Officer Bar is a black enamel Bar with the Texas State Seal and the words *Master Peace Officer* featured in gold color.
- F. Corporal Bar
  - 1. Officers with the rank of Corporal and holding the Civil Service Class Code 46005 (not Senior Corporal - Class Code 46016), may wear the Corporal Bar.
  - 2. The Corporal Bar is a metal bar, silver in color, with the word *Corporal* engraved in black lettering.
- G. The Department authorizes for wear 26 different awards as described in Section 414.00. A maximum of 13 awards, not to include the Police Cross, may be worn. Only one of each award will be displayed on the uniform. Subsequent identical awards will be recognized and displayed as follows:
  - 1. A bronze star will be added for each additional award when the basic award is the Police Medal of Honor, Police Medal for Valor, Meritorious Conduct Bar, Police Commendation Bar, Life Saving Bar, Police Shield, Certificate of Merit, Certificate of Civic Achievement, and the Theodore Roosevelt Award.
  - 2. A number denoting the number of times an award has been earned will be affixed to the Marksmanship Award.
  - 3. When the officer has received multiple Safe Driver Awards or Perfect Attendance Awards, only the award showing greatest longevity in each of these categories will be worn.
  - 4. Only one Field Training Officer Bar will be worn, displayed as a permanent award for FTOs with five consecutive years as an FTO or a temporary award for FTOs with less than five consecutive years as an FTO.
- H. Uniformed personnel who have received departmental awards may wear them above the right pocket on the uniform shirt. Officers with up to eight awards will display the awards in rows of two. Officers with nine or more awards will display them in rows of three. All awards will be worn in order as listed in General Order 414.00, with the highest award on the top row, and nearest the heart. Awards will be spaced one-sixteenth inch apart on all sides.
- I. When the nameplate is worn with awards, service pin, Master Peace Officer Bar, Corporal Bar, or helicopter insignia, all items will be mounted to a black plastic holder, or black, silver or gold metal holder (worn outside the shirt), or a cardboard or plastic backing device (worn inside the shirt).
- J. Awards, bars, insignia, and service pins worn as a group will not be worn without a holder or backing device. Officers who elect to wear authorized insignia and awards will purchase the holders or backing devices at their own expense.
- K. Awards are issued by the Personnel and Development Division, except the Shooting Bar and Safe Driving Bar, which are issued by the Firearms Training Center and the Safety Team, respectively. The Drug Recognition Expert Bar will be forwarded by TCOLE to the Department for presentation per Section 414.01.
- L. Lost pins, awards, bars, and insignia will be replaced at the officer's expense.

### **802.10 Ties**

- A. Uniformed employees below the rank of Captain will be issued black, clip-on ties for wear as described in Section 801.03.
- B. Captains and above will be issued black neckties for wear as described in Section 801.03.
- C. Quantities and distribution are listed in the Equipment Services Section SOP.

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**802.11 Trousers**

- A. Only uniform trousers issued by the Quartermaster Unit will be worn.
- B. Uniformed personnel below the rank of Sergeant will have gold piping down the sides of the trouser legs.
- C. Uniformed personnel in the rank of Sergeant and above will have black braid down the sides of the trouser legs.
- D. Trousers will be no shorter than two inches above the top of the sole of the footwear at the heel, and no longer than the top of the heel when standing erect.
- E. Trousers will have no more than a 1/4 inch break in the front.
- F. Alterations to *peg* or *flare* the trouser leg will not be permitted.
- G. Uniformed personnel will wear the appropriate footwear for their trousers when alteration measurements are taken.

**802.12 Shorts**

- A. Only uniform shorts issued by the Quartermaster Unit will be worn.
- B. Uniform shorts (excluding issued bicycle shorts) will be hemmed to a length of three inches above the knee.
- C. Only uniformed personnel assigned to bicycle units and the auto pound may wear a bicycle-type short.
- D. Shorts will not be worn at any formal occasion. (e.g., ceremonies, funerals, etc.)
- E. Compression or track-type (Spandex) shorts worn with the uniform shorts will not be visible beneath the shorts.
- F. Use of the uniform hat is still required when working traffic control while wearing the uniform shorts.
- G. Wearing of the uniform shorts must be indicated on off-duty employment cards.

**802.13 Socks**

- A. Socks worn with the duty or dress uniform with low-cut shoes will be black or navy blue in color. These are non-issue items.
- B. Only black mini-crew (ankle) socks may be worn with the uniform shorts.
  - 1. Must be fully extended (not pushed down).
  - 2. No more than 4 inches above the rim of the footwear.
  - 3. No visible writing or logos imprinted or embroidered.

**802.14 Shoes**

- A. Shoes must have a smooth grain appearance, and must be a hard-surface material made from leather, patent leather, or any of the synthetic materials available such as Corfam. Soft, pliable leather/synthetic material is prohibited.
  - 1. The shoes must be black and any stitching on the shoes must be black. The toe area (from the forward part of the shoe tongue to the forward tip of the shoe) will not contain any visible stitching.
  - 2. The toe-style will be round or medium-round.
  - 3. Shoe soles will be black with black edging and will be constructed from leather, rubber, or a neoprene-type material for better traction.
  - 4. Heels will not exceed 1 1/2 inches in height, from the top of the sole to the bottom of the heel.
  - 5. Loafers, wing tips, or shoes with ornamental designs, buckles, or straps are prohibited.
  - 6. Shoes are not departmental-issue items.
- B. Shoes worn with the standard duty uniform or the dress uniform may be either low-cut or high-top, and will present a business-like appearance.
- C. Sports and/or athletic-type shoes are prohibited from wear with the dress uniform.
- D. High-top shoes will not be worn with the uniform shorts.

**802.15 Boots**

- A. Boots may be worn with the standard duty uniform or the dress uniform.
- B. Boots will not be worn with duty shorts.
- C. Boots must have a smooth grain appearance, and must be a hard surface material made from leather, patent leather, or any of the synthetic materials available such as Corfam. Soft, pliable leather/synthetic material is prohibited. Boots having a canvas or Gortex-type ankle construction are permitted if the uniform trousers cover that area when the officer is standing.
- D. The boots must be black and any stitching on the boots must be black. The toe area will not contain any visible stitching.
- E. The toe-style will be round or medium-round.
- F. Boot soles will be black with black edging and will be constructed from leather, rubber, or a neoprene-type material for better traction.
- G. Heels will not exceed 1 5/8 inches in height, from the top of the sole to the bottom of the heel.
- H. Boots with ornamental designs, buckles, or straps visible below an imaginary line drawn from the wearer's Achilles tendon to the forward tip of the boot, are prohibited.
- I. Approved design for boots include Wellington-type, western style, and lace-up combat boot-style as long as they meet the specifications listed in this section.
- J. Other than boots issued to members assigned to the Mounted Unit or a Motorcycle Unit, boots are not a departmental-issue item.
- K. Boots issued to officers assigned to the Mounted Unit or a Motorcycle Unit will conform to standards and specifications set by the Quartermaster Unit.

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- L. Black boots not meeting the above specifications (such as steel-capped toe boots) may only be worn by officers in positions that require clothing other than the standard duty or dress uniform (such as the dark blue Nomex flight suit, the utility uniform, or the Firearms Training Unit uniform). The lowest ranking chief officer in the member's chain-of-command will be the approving authority for uniforms other than the standard duty or dress uniform.

### **802.16 Jackets**

- A. Only winter jackets issued by the Quartermaster Unit may be worn.
- B. Accessory items to be worn on the winter jacket are illustrated in Section 802.28.
- C. Any jackets other than the winter jackets are special assignment items and are covered in Section 802.26.
- D. Winter jackets will not be worn while wearing uniform shorts. (This does not include bicycle units.)

### **802.17 Wet Weather Items**

- A. Uniformed personnel will wear only wet weather items issued by the Quartermaster Unit, with the exception of black rainboots or shoes, which may be used/worn at the employees' discretion.
- B. Rainwear (raincoats or rainsuits are optional) will be issued to all uniformed personnel.
- C. Rubber boots issued by the Quartermaster Unit are special assignment items and are covered in Section 802.26.
- D. Plain black umbrellas may be used by uniformed administrative personnel at their discretion. The use of umbrellas is prohibited for field personnel.

### **802.18 Cold Weather Items**

In cases of extremely cold weather, officers will be permitted to wear black earmuffs, black wool neck scarves, plain black or dark blue turtleneck sweaters under uniform shirts, and/or black trooper style caps (as described in more detail in the Equipment Services Section S.O.P.). These accessories are intended to protect an officer from foul weather and should not be worn routinely. These items are non-issue items.

### **802.19 Ballistic Vests**

- A. The issuance of a ballistic vest is mandatory for all sworn officers, Park Rangers, and certified Reserve Officers.
- B. Any uniformed non-sworn employee may check out a ballistic vest from the Quartermaster Unit at the discretion of their Division Commander. Ballistic vests that are not being worn on a regular or intermittent basis by uniformed non-sworn employees should be returned to the Quartermaster Unit.
- C. All officers, regardless of assignment, are required to be measured for ballistic vests in their duty uniform with the Sam Browne belt. Officers without proper equipment will not be measured. The only exception will be for officers with documented permanent limitations. The officers should contact the Quartermaster Unit for further instructions.
- D. It is the policy of the department to maximize officer safety through the use of ballistic vests. Therefore, all officers will wear ballistic vests under the following conditions:
  1. Uniformed officers assigned to the Patrol Bureau.
  2. Uniformed officers not assigned to the Patrol Bureau, but their assignment and/or task place them in situations where they would be required to act in an enforcement capacity. (SWAT, Love Field Unit, Traffic Unit, Tactical Services Unit, Administrative/Tactical Support Unit and Gang Unit)
  3. Uniformed officers of any rank while engaged in public activities away from the workplace.
  4. Non uniformed officers whose duties include:
    - a. The serving of a criminal warrant.
    - b. The planned apprehension of a wanted person.
    - c. A planned surveillance where an apprehension of a suspect could occur.
    - d. Any other non-uniformed assignment where directed by a supervisor.
    - e. Undercover officers providing close cover in field operations when it does not jeopardize the operation.
  5. All uniformed officers will wear their ballistic vest while working off-duty jobs.
- E. Requirements for optional enhanced ballistic vest:
  1. Officers, at their own expense, may purchase for on duty use an enhanced ballistic vest designed to give additional protection from higher caliber weapon threats.
  2. Officers who choose to purchase these ballistic plates must meet the following requirements:
    - a. The ballistic plates must be rated at NIJ Level III or IV.
    - b. The ballistic plates must carry the NIJ 05 standard.
  3. Officers who purchase their own approved ballistic plate carrier must meet the following requirements:
    - a. The carrier must be intended to carry ballistic plates, and be black in color.
    - b. The officer must affix a quartermaster issued, rank appropriate cloth badge to the left front breast of the carrier.
    - c. The officer must affix a quartermaster issued 7" X 10" black cloth "Dallas Police" patch to the upper center rear of the carrier.
    - d. The only non-quartermaster patches or logos that may be attached to the carrier are a name tag. This is optional and at the officer's expense.
  4. Before deploying this equipment, officers must successfully complete the 8 hour heavy body armor class provided at the Dallas Police Firearms Training Center.
  5. Officers may deploy this equipment when they believe the threat encountered or potential threat encountered justifies wearing of enhanced protection.
  6. Officers will maintain and replace this equipment at their own cost.
- F. Exceptions
  1. Uniformed officers assigned to Administrative positions while at their workplace.

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2. Undercover officers are exempt from wearing their ballistic vests when it would compromise their position as a police officer.
3. Officers assigned to the Helicopter Unit are exempt from wearing the ballistic vest due to weight restrictions while operating the helicopter.
4. Detectives out in the field conducting interviews of witnesses.
5. An officer working an off-duty job in plain clothes and has prior approval during the Special Duty application process.
6. Any other situation as determined and approved by the affected Division Commander.
7. As authorized by the Chief of Police.

### **802.20 Reflective Vests**

- A. Reflective vests may be issued by the Quartermaster Unit to Police Officers, Park Rangers, Public Service Officers, Security Officers, and Certified Reserve Officers. All supervisors of these employees are included.
- B. The above employees will wear reflective vests during the hours of darkness when in uniform and while:
  1. Directing traffic whether performing on-duty or off-duty job responsibilities.
  2. Working accidents on major streets, freeways, tollways, or any roadway where heavy traffic is present or is likely to be present.
- C. The reflective vest will be kept readily available. Upon arrival at the scene of an accident, officers will put on the reflective vest as soon as reasonably possible.
- D. For the purpose of availability of reflective vests, any officer who has been issued a reflective vest, is not in a uniformed assignment, and does not intend to work an off-duty job requiring a reflective vest will return the reflective vest to the Quartermaster Unit.

### **802.21 Duty Gear**

- A. Officers will wear the following duty gear issued by the Quartermaster Unit:
  1. One Sam Browne or Sally Browne belt with a rectangular silver-tone or gold-tone buckle, depending upon rank. Officers below the rank of sergeant will wear a silver-tone buckle. Sergeants and above will wear a gold-tone buckle.
  2. One holster
    - a. Officers hired after January 1, 2005, will be issued a Level 3 retention holster. This will be the only approved holster for their Class A uniform.
    - b. Officers hired before January 1, 2005, are provided the option to continue with the issued Level 1 holster or transition to the Level 3 retention holster. However, officers will be limited to the Level 3 holster upon successful transition.
  3. One handcuff case.
  4. Two belt keepers (maximum of four upon request).
  5. Magazine pouch.
  6. One baton holder.
  7. One waist belt.
- B. Certain items may be purchased by officers and worn in lieu of an issued item. Examples of non-issue items that may be worn include the following:
  1. Items having the same style and specifications as issued items may be worn. All duty gear worn, however, must have the same finish. (For example: a synthetic type holster cannot be worn with a plain leather Sam Browne belt.) Basketweave finishes are not allowed.
  2. A holster other than the issued item may be worn provided it is a belt slide model of the same general appearance, function, and design. The holster must be comparable in level of safety, have a trigger guard and a strap or retention screw to secure the weapon. The following are not allowed:
    - a. Cross-draw holsters.
    - b. Break-front or clamshell holsters.
    - c. Forward rake style holsters.
    - d. Swivel holsters.
    - e. Holsters with a protective flap completely covering the weapon.
  3. Due to the varying proficiency and manipulation required for the various levels of holsters, all officers purchasing any type of holster for duty use will be required to have the holster pre-approved by the Firearms Training Center and may require qualification with Range personnel before such holster is used on-duty. Officer purchases will be limited in the retention level of purchases as follows:
    - a. Officers hired after January 1, 2005, are restricted to the purchase of a comparable Level 3 retention holster.
    - b. Officers hired before January 1, 2005, that choose to continue carrying the Level 1 holster may purchase a comparable holster or upon approval transition to a higher level of security holster.
    - c. Officers hired before January 1, 2005, that successfully transition to the Level 3 holster issued by the Quartermaster will be restricted to the purchase of a comparable Level 3 retention holster.The Rangemaster will have the final authority to set the qualification guidelines for the affected holsters with approval from the Commander of the Training Section.
  4. The following ammunition carriers may be worn:
    - a. One six-loop cartridge carrier.
    - b. One twelve-loop cartridge carrier.
    - c. One six-loop cartridge carrier in addition to one speed loader carrier.
    - d. One or two drop pouches.
    - e. Two speed loader carriers or magazine pouches.

# **Dallas Police Department General Order**

## **802.00 Uniform Items for Sworn Personnel**

Revised 11/03/2015

5. A handcuff case capable of containing two pair of handcuffs, provided it is of the same general appearance as the issue item.
  6. Belt keepers need not be worn provided Velcro is used to secure the Sam Browne belt to the waist belt.
  7. One Safariland 730 or similar flashlight holder.
  8. One Safariland 33-2V, black glove pouch (or brand/model approved by Equipment Services Section).
  9. One black leather 1-1/4" wide key holder (as described in detail in the Equipment Services Section S.O.P.).  
This is a non-issue item.
- C. All optional leather items will have a smooth black finish. No stamped or carved leather will be permitted.
  - D. The whistle may be worn on the Sam Browne belt; however, knives and similar items will not be displayed on the Sam Browne belt.
  - E. Mini-flashlights and an appropriate belt holder may be worn on the Sam Browne belt, provided that the belt holder is of the same finish as the other duty gear.
  - F. Issued duty gear needing replacement must be inspected by the Quartermaster Unit. Upon approval, an officer may receive replacement duty gear items by evenly exchanging used items for newly issued items.
  - G. By mutual agreement, the Commander of the Equipment Services Section and the Department Safety Officer will resolve all questions of safety and uniformity of appearance of all duty gear worn by members of this Department.

### **802.22 Sidearms and Ammunition**

Sidearms carried on duty will conform to standards and requirements set forth in General Order 418.01.

### **802.23 Batons**

- A. All uniformed Police Officers and Reserve Officers are authorized to carry batons after they have successfully completed the Departmental training. Uniformed Police Officers and Reserve Officers may carry the baton as optional equipment.
- B. No Departmental personnel will carry the baton until they have successfully completed the Departmental training course in the use of the baton.
- C. The ASP collapsible baton is the primary intermediate weapon issued by the Department. Those officers who have been trained with the Monadnock PR-24, PR-24X, PR-24FX, PR-24FXP, and have not been trained with the ASP collapsible baton may continue to carry the Monadnock baton as a primary intermediate weapon.
- D. Officers who have been trained with the ASP collapsible baton may not carry any other baton.
- E. Officers will not carry knuckles, slappers, or blackjack as defined in Chapter 46 of the Texas Penal Code.
- F. Officers are allowed to carry flashlights of their choice including long or heavy-duty flashlights. Flashlights are not designed as impact weapons and normally will not be used as a tool for self-defense. When time or conditions do not allow the deployment of the baton however, a flashlight may be used as an impact weapon. Under such circumstances the flashlight will be used following the same guidelines and methods as a baton.

### **802.24 Oleoresin Capsicum (OC) Chemical Spray (*peppermace*)**

Chemical spray (*peppermace*) and carrier, authorized by the Patrol Bureau, may be issued to and carried by sworn personnel, uniformed non-sworn personnel, and volunteer Police Chaplains who are trained and certified by Police Academy staff under the direction of their Bureau and/or Division Commander. Further issuance information is contained in the Equipment Services Section S.O.P.

### **802.25 Miscellaneous Equipment**

The Quartermaster Unit will initially issue one whistle, one MAPSCO, and one flashlight. Officers may be permitted to carry their personal equipment in lieu of the issue item. Replacement of these items will be handled according to guidelines contained in the Equipment Services Section S.O.P.

### **802.26 Special Use Items**

- A. Items issued by the Department to officers in specialized police positions are designated as special assignment items.
- B. Items of clothing specific to a particular assignment will be worn by members assigned to that particular function only. These clothing items are to be worn only while the member is functioning as part of the specialized unit or operation.
- C. Special Use Items are not to be worn as part of the regular patrol uniform.
- D. Special Use Items are to be returned to the Quartermaster when the member is no longer assigned to the Specialized Unit.
- E. Special Use Items will be approved through the Bureau Commander having responsibility and coordinated with the Quartermaster Unit.
- F. Use of any Special Use Item outside the scope of this general order must have written authorization of the Bureau Commander.

### **802.27 Quantities and Authorized Issue Items**

The Equipment Services Section Standard Operating Procedures will be the final authority on authorized issue items and quantities.

**Dallas Police Department General Order  
802.00 Uniform Items for Sworn Personnel**

Revised 11/03/2015

802.28 *Uniform Accessories on Shirts (Illustration) - at end of chapter*

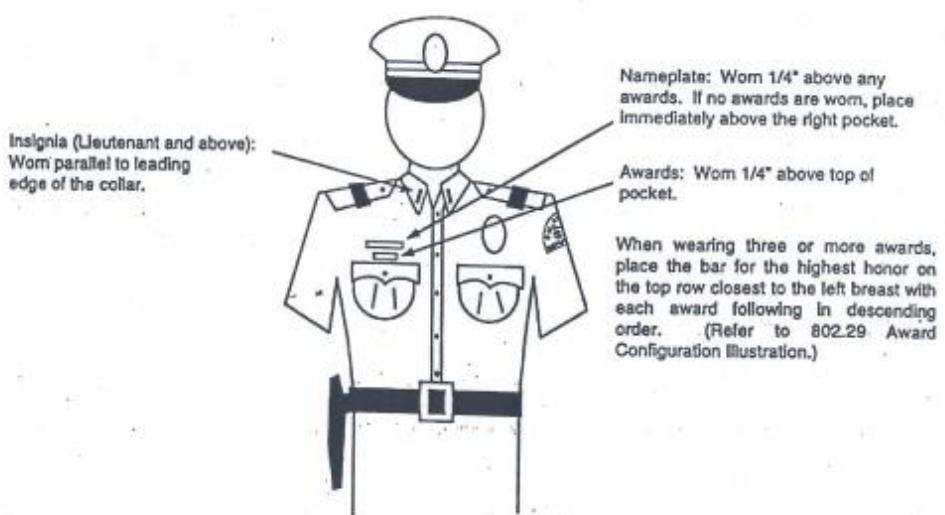
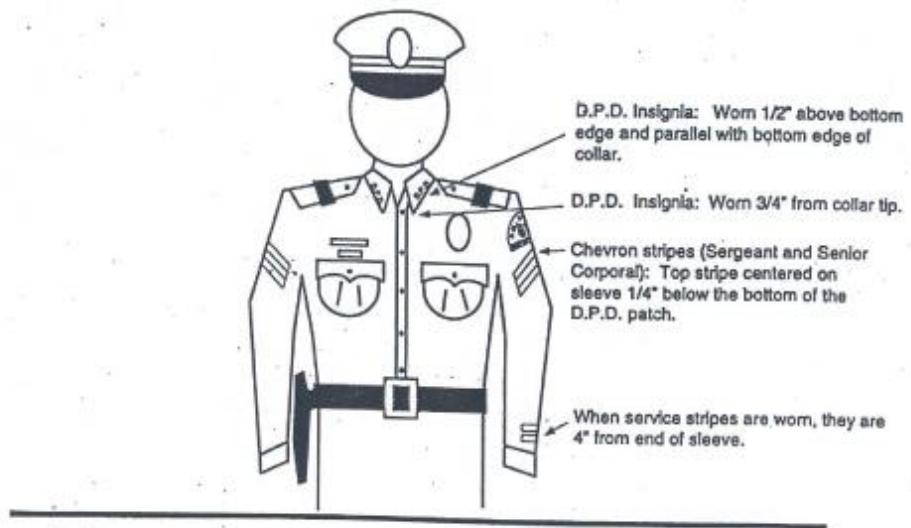
802.29 *Uniform Accessories on Tuffy Jackets (Illustration) - at end of chapter*

802.30 *Award Configurations (Illustration) - at end of chapter*

**Dallas Police Department General Order  
802.00 Uniform Items for Sworn Personnel**

Revised 11/03/2015

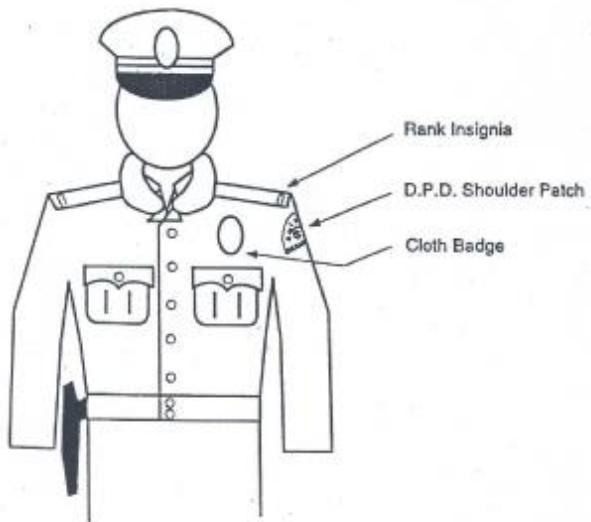
Uniform Accessories on Shirts  
(ILLUSTRATION)



**Dallas Police Department General Order  
802.00 Uniform Items for Sworn Personnel**

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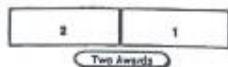
Uniform Accessories on Tuffy Jackets  
(ILLUSTRATION)



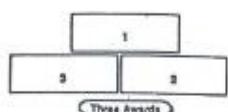
# Dallas Police Department General Order 802.00 Uniform Items for Sworn Personnel

Revised 11/03/2015

## Award Configurations (ILLUSTRATION)



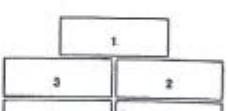
Two Awards



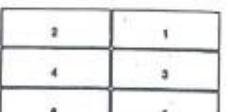
Three Awards



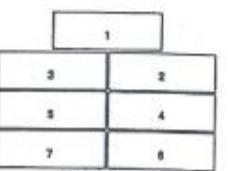
Four Awards



Five Awards



Six Awards



Seven Awards



Eight Awards



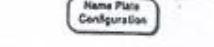
Nine Awards



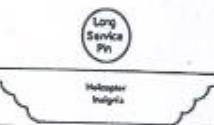
NAME PLATE



NAME PLATE



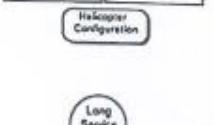
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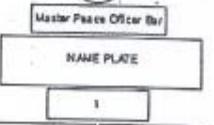
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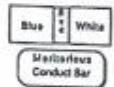


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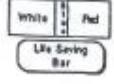
NAME PLATE

The Meritorious Conduct Bar will be worn with the blue field to the left and the white field to the right, as viewed by an individual facing the uniformed employee.

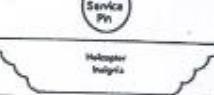


Meritorious Conduct Bar

The Life Saving Bar will be worn with the white field to the left and the red field to the right, as viewed by an individual facing the uniformed employee.



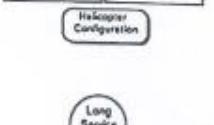
Life Saving Bar



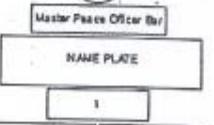
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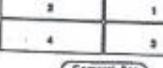


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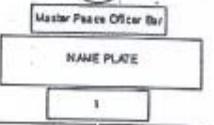
Long Service Pin

CORPORAL

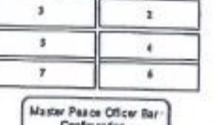
NAME PLATE



Corporal Bar Configuration



NAME PLATE



NAME PLATE



NAME PLATE

Long Service Pin

Master Peace Officer Bar



## Dallas Police Department General Order

# 803.00 Uniforms for Non-Sworn Personnel and Reserve Officers

DAVID O. BROWN  
CHIEF OF POLICE

Revised 08/04/09

### 803.00 UNIFORMS FOR NON-SWORN PERSONNEL AND RESERVE OFFICERS

#### 803.01 Uniform Items for Reserve Officers

- A. Reserve Officers will wear only uniform items issued by the Quartermaster Unit as approved by the Chief of Police or his designee.
- B. Reserve Officers, while wearing the uniform, are subject to those applicable uniform regulations established for uniformed officers, General Order 802.
- C. Refer to General Order 424.05 for more specific information on issuance of uniforms and equipment.

#### 803.02 Uniform Items for Public Service Officers, Police Evidence Technicians, Crime Prevention Specialists, Civilian Police Crime Technicians, Cadets, Explorer Scouts, Auto Pound Attendants, Civilian Property Unit Personnel, and Civilian Communications Section Personnel

- A. All personnel assigned to wear the uniform will report for duty at the designated time in complete uniform as prescribed in the provisions of this order.
- B. Uniforms will be kept neat, clean, pressed, and in good repair at all times. Leather goods if worn will present a clean and polished appearance. While wearing the uniform, employees shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets.
- C. The uniform will not be worn off-duty except when:
  1. Traveling to and from work.
  2. Appearing in court in an official capacity for the Dallas Police Department.
  3. Engaging in outside employment in an approved official capacity.
- D. An incomplete uniform will not be worn at any time. No item of the uniform will be worn at any time except as a part of a complete uniform.
- E. No substitutions for issued uniform items will be allowed unless specifically provided for in the General Orders.
- F. Uniformed Personnel may carry either a city-issued or personal pager or phone upon their person. If a personal pager or phone is not black in color, it must be kept concealed when the employee is on-duty or in uniform.
- G. Non-sworn personnel will wear only uniform items that conform to their duty assignments and are issued by the Quartermaster Unit as approved by the Chief of Police or his designee.
- H. Unless otherwise specifically denoted, the above listed employees are subject to the same regulations and requirements established for uniformed officers by this directive.

#### 803.03 Caps and Other Headgear

- A. Only caps issued by the Quartermaster Unit will be worn. The uniform cap will be worn:
  1. On formal occasions, on any post assignment requiring high visibility, (i.e., point control, including part-time jobs, parades, State Fair of Texas, etc.), and when directed by the Chief of Police.
  2. During off-duty assignments under the same circumstances as required for on-duty assignments.
  3. Optionally at any other time.
  4. Level on the head as viewed from 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. A white *hard hat* with no markings may be worn while working an off-duty assignment at a construction site requiring hard hats.
- C. No Baseball Caps are to be worn with the Department Uniform unless approved by the Divisional Commander.

#### 803.04 Undershirts

Undershirts worn with the uniform shirt must be white, black or navy blue in color, if exposed. These are a non-issue item.

#### 803.05 Shirts

- A. Only uniform shirts issued by the Quartermaster Unit will be worn.
- B. All buttons on the shirt will be buttoned at all times with the exception of collar buttons. Sleeves will not be rolled up or turned under on any uniform shirt.

#### 803.06 Sleeve Patches

- A. The *Dallas Police Department* patch will be worn on the left shoulder of the uniform shirt and the winter jacket. Restrictions on the display of the patch are contained in Section 812.00 (Dallas Police Department Logo).
- B. A service stripe denoting each five years of service will be worn on the lower left sleeve of the winter shirt.

#### 803.07 Nameplates

- A. Nameplates issued by the Quartermaster Unit will be worn by all uniformed personnel. The nameplate is worn immediately above the right pocket when no awards are worn.

**Dallas Police Department General Order**  
**803.00 Uniforms for Non-Sworn Personnel and Reserve Officers**

Revised 08/04/09

- B. Non-Sworn personnel will wear silver-colored metal nameplates.

**803.08 Awards and Insignia**

- A. Uniformed personnel who have received departmental awards may wear them above the right pocket on the uniform shirt. They will be worn in accordance as described in 802.09.
- B. Awards are issued by the Personnel and Development Division, except the Safe Driving Bar, which is issued by the Safety Team, respectively.
- C. Lost pins, awards, bars, and insignia will be replaced at the employee's expense.

**803.09 Ties**

Uniformed employees will be issued one black, clip-on tie for wear at formal occasions as described in 801.03 B.3.

**803.10 Trouser**

- A. Only uniform trousers issued by the Quartermaster Unit will be worn.
- B. Non-Sworn Uniformed personnel will have no piping or striping on the trouser legs.
- C. Trouser will be no shorter than two inches above the top of the sole of the footwear at the heel, and no longer than the top of the heel when standing erect.
- D. Trouser will have no more than a 1/4 inch break in the front.
- E. Alterations to *peg* or *flare* the trouser leg will not be permitted.
- F. Personnel will wear the appropriate footwear for their trousers when alteration measurements are taken.

**803.11 Shorts**

- A. Only uniform shorts issued by the Quartermaster Unit will be worn.
- B. Uniform shorts will be hemmed to a length of three inches above the knee.
- C. Shorts will not be worn at any formal occasion. (e.g., ceremonies, funerals, etc.)
- D. Compression or track-type (Spandex) shorts worn with the uniform shorts will not be visible beneath the shorts.
- E. Use of the uniform hat is still required when working traffic control while wearing the uniform shorts.
- F. Wearing of the uniform shorts must be indicated on off-duty employment cards.

**803.12 Socks**

- A. Socks worn with the duty or dress uniform with low-cut shoes will be black or navy blue in color. These are non-issue items.
- B. Only black mini-crew (ankle) socks may be worn with the uniform shorts.
  - 1. Must be fully extended (not pushed down).
  - 2. No more than 4 inches above the rim of the footwear.
  - 3. No visible writing or logos imprinted or embroidered.

**803.13 Shoes**

- A. Shoes must have a smooth grain appearance, and must be a hard-surface material made from leather, patent leather, or any of the synthetic materials available such as Corfam. Soft, pliable leather/synthetic material is prohibited.
  - 1. The shoes must be black and any stitching on the shoes must be black. The toe area (from the forward part of the shoe tongue to the forward tip of the shoe) will not contain any visible stitching.
  - 2. The toe-style will be round or medium-round.
  - 3. Shoe soles will be black with black edging and will be constructed from leather, rubber, or a neoprene-type material for better traction.
  - 4. Heels will not exceed 1 1/2 inches in height, from the top of the sole to the bottom of the heel.
  - 5. Loafers, wing tips, or shoes with ornamental designs, buckles, or straps are prohibited.
- B. Shoes worn with the standard duty uniform or the dress uniform may be either low-cut or high-top, and will present a business-like appearance.
- C. Sports and/or athletic-type shoes are prohibited from wear with the dress uniform.
- D. High-top shoes will not be worn with the uniform shorts.
- E. Shoes are not a departmental-issue item.

**803.14 Boots**

- A. Boots may be worn with the standard duty uniform or the dress uniform.
- B. Boots will not be worn with duty shorts.
- C. Boots must have a smooth grain appearance, and must be a hard surface material made from leather, patent leather, or any of the synthetic materials available such as Corfam. Soft, pliable leather/synthetic material is prohibited. Boots having a canvas or Gortex-type ankle construction are permitted if the uniform trousers cover that area when the officer is standing.
- D. The boots must be black and any stitching on the boots must be black. The toe area will not contain any visible stitching.

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**803.00 Uniforms for Non-Sworn Personnel and Reserve Officers**

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- E. The toe-style will be round or medium-round.
- F. Boot soles will be black with black edging and will be constructed from leather, rubber, or a neoprene-type material for better traction.
- G. Heels will not exceed 1 5/8 inches in height, from the top of the sole to the bottom of the heel.
- H. Boots with ornamental designs, buckles, or straps visible below an imaginary line drawn from the wearer's Achilles tendon to the forward tip of the boot, are prohibited.
- I. Approved designs for the boot include Wellington-type, western style, and lace-up combat boot-style as long as they meet the specifications listed in this section.
- J. Boots are not a departmental-issue item.

**803.15 Jackets**

- A. Only winter jackets issued by the Quartermaster Unit may be worn.
- B. Accessory items to be worn on the winter jacket are illustrated in Section 802.29.
- C. Any jackets other than the winter jackets are special use items and are covered in Section 802.26.
- D. Winter jackets will not be worn while wearing uniform shorts.

**803.16 Wet Weather Items**

- A. Uniformed personnel will wear only wet weather items issued by the Quartermaster Unit, with the exception of black rain boots or shoes, which may be used / worn at the employees' discretion.
- B. Rainwear (raincoats or rain suits are optional) will be issued to all uniformed personnel.

**803.17 Cold Weather Items**

In cases of extremely cold weather, uniformed personnel will be permitted to wear black earmuffs, black wool neck scarves, plain black or dark blue turtleneck sweaters under uniform shirts, and/or black trooper style caps (as described in more detail in the Equipment Services Section S.O.P.). These accessories are intended to protect the uniformed personnel from foul weather and should not be worn routinely. These items are non-issue items.

**803.18 Ballistic Vests**

Any uniformed non-sworn employee may check out a ballistic vest from the Quartermaster Unit at the discretion of their Division Commander with proper written requests. Ballistic vests that are not being worn on a regular or intermittent basis by uniformed non-sworn employees should be returned to the Quartermaster Unit.

**803.19 Reflective Vests**

- A. Reflective vests shall be issued by the Quartermaster Unit to Public Service Officers.
- B. The above employees will wear reflective vests during the hours of darkness when in uniform and while:
  1. Directing traffic whether performing on-duty or off-duty job responsibilities.
  2. Working accidents on major streets, freeways, toll ways, or any roadway where heavy traffic is present or is likely to be present.
- C. The reflective vest will be kept readily available. Upon arrival at the scene personnel will put on the reflective vest as soon as reasonably possible.

**803.20 Duty Gear**

- A. Uniformed personnel will wear the proper duty gear as determined by job description issued by the Quartermaster Unit.
- B. Certain items may be purchased by uniformed personnel and worn in lieu of an issued item. Examples of non-issue items that may be worn include the following:
  1. A handcuff case capable of containing two pair of handcuffs provided it is of the same general appearance as the issue item.
  2. Belt keepers need not be worn provided Velcro is used to secure the Sam Browne belt to the waist belt.
  3. One Safari-land 730 or similar flashlight holder.
  4. One Safari-land 33-2V, black glove pouch (or brand/model approved by Equipment Services Section).
  5. One black leather 1-1/4" wide key holder (as described in detail in the Equipment Services Section S.O.P.). This is a non-issue item.
- C. All optional leather items will have a smooth black finish. No stamped or carved leather will be permitted.
- D. The whistle may be worn on the Sam Browne belt; however, knives and similar items will not be displayed on the Sam Browne belt.
- E. Mini-flashlights and an appropriate belt holder may be worn on the Sam Browne belt, provided that the belt holder is of the same finish as the other duty gear.
- F. Issued duty gear needing replacement must be inspected by the Quartermaster Unit. Upon approval, the uniformed employee may receive replacement duty gear items by evenly exchanging used items for newly issued items.
- G. By mutual agreement, the Commander of the Equipment Services Section and the Department Safety Officer will resolve all questions of safety and uniformity of appearance of all duty gear worn by members of the Department.

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Revised 08/04/09

**803.21 Oleoresin Capsicum (O.C.) Chemical Spray (*pepper mace*)**

Chemical spray (*pepper mace*) and carrier, authorized by the Patrol Bureau, may be issued to and carried by uniformed non-sworn personnel, and volunteer Police Chaplains who are trained and certified by Police Academy staff under the direction of their Bureau and/or Division Commander. Further issuance information is contained in the Equipment Services Section S.O.P.

**803.22 Miscellaneous Equipment**

The Quartermaster Unit will initially issue one whistle, one MAPSCO, and one flashlight. Uniformed personnel may be permitted to carry their personal equipment in lieu of the issue item. Replacement of these items will be handled according to guidelines contained in the Equipment Services Section S.O.P.

**803.23 Quantities and Authorized Issue Items**

The Equipment Services Section Standard Operating Procedures will be the final authority on authorized issue items and quantities.



## Dallas Police Department General Order

# 804.00 Personal Appearance

DAVID O. BROWN  
CHIEF OF POLICE

Revised 08/06/09

### 804.00 PERSONAL APPEARANCE FOR SWORN AND NON-SWORN PERSONNEL

#### 804.01 Policy

- A. To effectively serve the citizens of Dallas, it is necessary for the Chief of Police to issue and require strict compliance with rules and regulations to maintain a disciplined and efficient Department.
- B. These regulations must include rules governing the appearance and grooming of Police Department employees to ensure that a neutral and uniform appearance is maintained. An extreme or shabby appearance may lead to loss of confidence or hostility by the public, and erosion of the respect needed by the police to be effective in their work.
- C. Police Officers and other employees of the Dallas Police Department must present a neutral and uniform image, to effectively relate to all segments of the population they serve. Certain regulations are necessary to promote the personal safety of members of the Police Department. For these reasons, all employees of the Dallas Police Department will comply with the provisions of this directive.

#### 804.02 Hairstyles and Facial Hair

- A. Males in Uniform
  1. The hair must be combed in an orderly manner, and the grooming must be maintained under all but the most adverse conditions.
  2. The hair will present a tapered appearance on the sides and back of the head. The length and/or bulk of the hair will not present a ragged, unkempt, or extreme appearance.
  3. The *block cut* in the back is permitted as long as a tapered appearance is maintained.
  4. When combed, the hair will not fall over the ears or touch the collar except for the closely cut hair at the back of the neck.
  5. In all cases, the bulk or length of the hair will not interfere with the normal wearing of all standard issue headgear. Hair will not protrude onto the forehead below the band of properly worn headgear.
  6. Conservative Afro hairstyles may be worn. However, when the uniform cap is worn, the hair will present a tapered appearance on the sides and back of the neck. When wearing the uniform cap, the hair will not present an awkward or unsightly bulge nor will it protrude over the ears or shirt collar.
  7. Wigs are acceptable if they meet the prescribed requirements for hairstyles.
  8. If an individual desires to wear sideburns, they will be neatly trimmed and tapered. Sideburns will not extend downward below the lowest part of the earlobe and will end in a clean-shaven horizontal line. Sideburns will not be flared or any wider at the bottom than their natural width at the top.
  9. The face will be clean-shaven with the provision, however, that mustaches are permitted. If a mustache is worn, it will be neatly trimmed and not extend below the upper line of the upper lip. No portion will extend below the corners of the mouth and extreme styles such as handlebar mustaches are prohibited.
- B. Females in Uniform
  1. Female employees in uniform will wear their hair in styles that permit the proper wearing of the prescribed headgear.
  2. Hair must be clean, neat and not extend below the bottom edge of the shirt collar. The grooming and style must be maintained under all but the most adverse conditions.
  3. Wigs are acceptable if they meet the prescribed requirements for hairstyles.
  4. Styles such as pigtails, ponytails, and large bouffants are not acceptable.
  5. Braided hairstyles worn close to the head such as a *French braid* or *Plait braid* are permissible if neatly worn. The braids should not extend away from the head. Beads or other ornamentation will not be allowed. All braided hairstyles must be tucked under to prevent the appearance of a ponytail.
  6. Hair ornaments, such as ribbons and jeweled pins, will not be worn. Plain pins, combs, or barrettes similar in color to the individual's hair color may be worn. Spray on hair paint or extreme coloring will not be worn.
- C. Employees in Non-Uniform Apparel While On Duty
  1. When wearing plainclothes while on duty or acting in the Department's behalf, male employees (both sworn and non-sworn) will be required to adhere to hairstyle guidelines prescribed for uniformed employees.
  2. Female employees working plainclothes assignments may wear their hair in a conservative, contemporary style. Spray on hair paint or extreme colorings are not appropriate.
  3. Exceptions are permitted only while the employee is on active undercover assignment and will be at the discretion of the Bureau or Division Commander.
  4. Non-sworn female employees not in uniform may wear their hair in a contemporary style.

#### 804.03 Tattoos, Brands, Body Art

- A. Tattoos, brands, and body art that display any offensive or obscene design, logo, or wording are prohibited. Examples of offensive or obscene tattoos include, but are not limited to, designs, logos, or wording that advocate or symbolize sexual, gender, racial, religious, ethnic or national origin discrimination, or gang affiliation.
- B. No employee, sworn or non-sworn, shall have a visible tattoo, brand, or body art on their body while on duty or while working an off-duty job in uniform.
- C. All employees with visible tattoos, brands, or body art will cover them with the appropriate clothing (per G.O. 801.03, 802.02, and 804.08), conceal with makeup, or have them removed at the employee's expense.
- D. Exceptions are permitted by a Bureau or Division Commander only while the employee is:

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1. On an active undercover assignment.
2. Participating in physical fitness programs.

**804.04 Jewelry for All Employees**

- A. Employees in uniform may wear a wristwatch or identification bracelet. Rings may also be worn, but only one on each hand is permitted. (A wedding set is considered as one ring.) Necklaces and other types of jewelry are prohibited while in uniform.
- B. Ear studs may be worn with the uniform, by female employees only. Such items will be limited to no more than one ear stud per earlobe and may only be worn in the earlobe and no other part of the ear. Earrings will be plain, solid gold or silver in color (no stones) and will not extend below the bottom of the ear lobe or have loose or dangling parts.
- C. Except as outlined in section B above, employees may not pierce and/or wear jewelry on or in any portion of the face to include:
  1. Tongue
  2. Lips
  3. Chin
  4. Nose
  5. Cheek
  6. Neck
  7. Eyebrows
  8. Forehead
- D. These guidelines also apply to non-sworn, uniformed employees.
- E. Male employees sworn and non-sworn will not be permitted to wear earrings on duty or while performing any approved uniformed or plainclothes police related off-duty employment. Exceptions are permitted only while the sworn employee is on active undercover assignment and will be at the discretion of the Bureau or Division Commander.

**804.05 Makeup for Female Employees**

The use of makeup by female employees, both uniformed and plainclothes, will be conservative. This does not imply a plain look but is meant to eliminate gaudiness.

**804.06 Fingernail Appearance**

- A. Fingernails will be kept clean, neatly trimmed and will not extend more than one-quarter inch (1/4") from the tip of the finger.
- B. Fingernail polish, if worn, will be of a conservative shade without decals or ornamentation and will not detract from a uniform appearance. The wearing of fluorescent or multi-colored nails is prohibited.
- C. While in uniform or wearing plain clothes or acting in the Department's behalf, officers will be required to adhere to fingernail length guidelines.
- D. These guidelines also apply to non-sworn, uniformed employees.

**804.07 Employees Attending Court**

Employees attending court have the option of wearing either the uniform or civilian clothing. The uniform will not be worn if the employee is not attending court in an official capacity for this Department. Civilian clothing worn for court appearances must comply with standards set out in this directive.

**804.08 Non-Uniform Apparel while on Duty**

- A. All organizational levels within the Department are uniformed except any section or unit of a bureau or division that has full time investigative responsibilities.
- B. No employee assigned to wear the uniform will report for duty in civilian clothing without the permission of the individual's Organizational Commander.
- C. Non-uniformed employees assigned to duties involving frequent contact with the public, such as officers on investigative assignments and employees performing office duties, will report for duty in conservative apparel appropriate to an office setting. No jeans will be allowed.
  1. Male employees will report for duty in a suit or slacks and sport coat. A tie must be worn.
  2. Female employees will wear dresses, slacks, or pantsuits.
  3. Employees may not pierce and/or wear jewelry on or in any portion of the face to include:
    - a. Tongue
    - b. Lips
    - c. Chin
    - d. Nose
    - e. Cheek
    - f. Neck
    - g. Eyebrows
    - h. Forehead
4. No employee will deviate from these standards without the permission of the individual's Bureau or Division Commander.

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- D. Certain employees, such as academy staff, physical evidence and identification detectives, photo lab technicians, helicopter pilots, salvage yard personnel, and firearms training personnel, may wear work clothing appropriate to the nature of their work. Work clothing will not be considered a uniform and therefore will not be worn in lieu of the regulation uniform or proper civilian dress, if such is required. (An example being during court appearance.)
- E. Any holster worn by a non-uniformed officer must have a trigger guard and strap or retention screw to secure the weapon. The following will not be permitted:
  - 1. Cross-draw holsters.
  - 2. Break-front or clamshell holsters.
  - 3. Forward rake style holsters.
  - 4. Swivel holsters.
  - 5. Holsters with a protective flap completely covering the weapon.



## Dallas Police Department General Order

# 805.00 Stolen, Lost or Damaged City Equipment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 09/11/2014

### 805.00 STOLEN, LOST, OR DAMAGED CITY EQUIPMENT

#### 805.01 Security, Upkeep, and Reporting Procedures

- A. Security
  1. Personnel assigned lockers in police facilities will keep them locked when not in use.
  2. Personnel will ensure that all police equipment and uniforms are secure at all times. They will further insure that all police equipment is not readily visible when left in any unoccupied vehicle.
  3. No police issued weapons, Tasers, pepperball guns, badges, uniforms, police identification cards, warrant of appointment, ammunition, and/or ballistic vests will be stored long-term in any unoccupied personal vehicle. Long term is more than six hours. A personal vehicle utilized in off-duty employment will not be considered long term storage.
  4. Personnel will ensure that police weapons, Tasers, pepperball guns, badges, uniforms, police identification cards, warrant of appointment, ammunition, and/or ballistic vests are secured in a locked and secure trunk of any unoccupied vehicle when unattended for a short term. For the purpose of this General Order, a locked and secure trunk cannot be opened by simply gaining inside access to the interior of the vehicle. Police equipment may not be stored in any vehicle not equipped with a trunk unless the vehicle is equipped with a secured and lockable storage compartment that must be securely mounted inside the vehicle passenger or storage area.
- B. Any employee who uses a marked vehicle assigned to the Patrol Bureau will completely fill out an Equipment Check Sheet and turn in the sheet to the appropriate supervisor or his designate before operating the vehicle.
- C. Employees shall promptly report the need for repairs of any City-owned property issued to, used, or possessed by them to the City Department officially charged with the maintenance of such property.
- D. No employee shall alter, repair, or in any way change, add to, disconnect, or remove any parts or accessories of any City-owned property without the permission of the Chief of Police. This includes buildings, office equipment, machines, clothing, firearms, communications equipment, Mobile Data Terminals (MDT), and motor vehicles. Minor, easily reversed changes, such as a change of stocks on an issued revolver, must be approved by the Rangemaster.
- E. Any employee who has City equipment or funds stolen, lost, or damaged will:
  1. Notify his/her supervisor.
  2. Submit an Offense/Incident Report
  3. Submit a report immediately to the Chief of Police as required in Section 204.01.
- F. To receive a temporary replacement item, the employee will take a photocopy of the Offense/Incident Report to the Quartermaster Unit.

#### 805.02 Documenting and Determining Responsibility

- A. The employee's immediate supervisor will enter the BlueTeam system and select "Add New Incident." The supervisor will select "Lost or Damaged Property" from the drop-down list and complete the incident report. In the Incident Summary Section, the supervisor will outline all the facts and circumstances of the incident.
- B. The completed BlueTeam Incident Report will be forwarded via BlueTeam with all supporting documentation through the employee's chain of command for review. This does not apply to damage occurring as a result of a motor vehicle accident.
- C. That Division Commander will:
  1. Determine the employee's responsibilities in regards to negligence by the employee and whether employee restitution is required. (This will be documented in the "Summary of Incident" section of the BlueTeam Incident Report or in the "Comments" by the Division Commander.)
  2. Determine whether disciplinary action and/or restitution should be taken against/made-by the employee. (All discipline should be signed, scanned, and attached.)
  3. Notify the employee of the result of the investigation.
- D. The employee will follow the appeal procedures for disciplinary actions or restitution requirements. If the item lost, damaged, or stolen is a city issued weapon or an item with a value above \$500.00, a Request for Control Number will be submitted by the Division Commander.

#### 805.03 Value of Equipment, Restitution, Depreciation, and Discipline

- A. The provisions of this section apply to equipment or funds owned by the City of Dallas or loaned to the City by another governmental agency. Any employee who has equipment or funds stolen, lost, or damaged will follow the reporting procedure outlined in 805.01.
- B. Employees will be subject to appropriate discipline if their negligence or failure to comply with written procedures resulted in either lost or stolen City funds or stolen, lost, or damaged City equipment. Failure to reimburse the City is cause for further disciplinary action.
- C. If it is determined that equipment was lost, stolen or damaged through the employee's negligence or failure to comply with written procedures, the employee may be required to make restitution. This does not apply to damage occurring as a result of a motor vehicle accident.
- D. Restitution will be made according to the schedule in the Equipment Services Section S.O.P. The value in the schedule will be set forth as the fair market value or the replacement cost whichever is applicable to the equipment in question.
- E. If funds are stolen or lost through the employee's negligence or failure to comply with written procedures, the employee will be required to make full restitution.

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805.00 Stolen, Lost or Damaged City Equipment**

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- F. The Quartermaster Unit will maintain or contact the appropriate department for a depreciation schedule for lost and stolen City issued property.
- G. Badges and handcuffs do not depreciate.

**805.04 Reimbursement for Loss or Damage to Personal Property**

- A. For an employee's personal property to be eligible for reimbursement for loss or damage, that property must be necessarily worn or carried in the course of employment. Should an employee wish to use personal equipment in lieu of city issued equipment, and where such option is permitted, the Department's liability for damage will be limited to that amount that the City-issued equipment would normally have been. Equipment of greater value, worn at the option of the employee, should be insured by the employee.
- B. Procedures for requesting reimbursement are contained in Administrative Directive 3-5, and require submission of Personnel Form P-12.



## Dallas Police Department General Order

### 806.00 Home Storage Vehicles

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/06/09

#### 806.00 HOME STORAGE VEHICLES

##### 806.01 Policy on Assignment and Usage

- A. The first criterion to be met by all home storage vehicles is that no vehicle will be assigned to home storage if the officer does not live within a 25 mile radius of assigned work location.
- B. During vacation periods, extended periods of illness, or off-duty due to disability, the vehicle will be assigned to the officer who is second-in-command. In the absence of a second-in-command or if the second-in-command has a home storage vehicle and there is no need for the car, then it should be stored at the duty station. In order for the second-in-command to use a home storage vehicle in the Commander's absence, he or she must live within a 25 mile radius of assigned work location.
- C. Home storage vehicles assigned to command level personnel may be driven during off-duty hours when a Commander deems it necessary to visit a Departmental facility, observe police activities, or monitor police operations via police radio.
- D. Additional criteria for home storage authorization are set forth in City of Dallas Administrative Directive 6-2 and 6-3.

##### 806.02 Procedure for Requesting Home Storage Vehicles

- A. New requests for home storage vehicles will be initiated by Bureau and Division Commanders. A copy of a blank *Authorization for Home (Overnight) Storage of City Vehicle* form, as well as instructions on completing it, are included in City of Dallas Administrative Directive 6-2 and 6-3. That form will be completed and forwarded to the Chief of Police for his approval. The Office of the Chief of Police will then forward it to the Director of Equipment and Building Services and the Assistant City Manager over Public Safety for approval.
- B. A copy of the approved request will be forwarded by the Bureau and Division Commanders to the Fleet Management Team. The Fleet Management Team will be notified in writing any time any changes are made to the original request, i.e., a new vehicle is assigned to the driver, a new driver is assigned to the vehicle, transfers, etc.



## Dallas Police Department General Order

### 807.00 Vehicle Coordinator

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 807.00 VEHICLE COORDINATOR

##### 807.01 Appointment and Responsibilities

- A. Each Organizational Commander will designate one employee who will serve as Vehicle Coordinator.
- B. Responsibilities of the Vehicle Coordinator will be:
  1. Act as the coordinator with the Departmental Fleet Manager in all matters pertaining to Police Department transportation. These matters include:
    - a. Service and maintenance failure.
    - b. Suggestions and recommendations for improvement in fleet operation.
    - c. Requirements for next year specifications.
  2. Maintain a separate file on each vehicle assigned to the organization. Any time a vehicle is permanently removed from service and/or transferred to another organization level, the coordinator will forward the file on that vehicle to the Fleet Manager. Any time a vehicle is reassigned within the organization, the coordinator will notify the Fleet Management Team by memorandum.
  3. Maintain a suspense file of *Request for Vehicle Service or Repair* forms on vehicles out of service for maintenance and/or repairs. This file will be reviewed daily to ensure that vehicles are returned to service in a timely manner. When a vehicle is returned to service, the Vehicle Coordinator will note the date on the bottom of the *Request for Vehicle Service or Repair* form and place the form in the vehicle's file.
  4. Visit roll call on each watch, or survey all assigned personnel if there is no roll call, at least once during each quarter to solicit any complaints and/or suggestions from officers concerning their vehicles.
- C. All communications with the Department of Equipment and Building Services will be channeled through Fleet Management, except mechanical problems that are discussed with the Service Center supervisors.

##### 807.02 Reporting Mechanical Problems

- A. The following procedure will be followed by any member of the Department experiencing a mechanical problem with a vehicle:
  1. The employee experiencing the problem will complete a *Request for Vehicle Service or Repair* form. The employee will take the form, along with the vehicle, to the Service Writer (normally the shift supervisor) at the assigned service center;
  2. A copy of the *Request for Vehicle Service or Repair* form will be given to the organizational Vehicle Coordinator;
  3. If the vehicle is not repaired to the satisfaction of the driver, and the driver cannot promptly resolve the problem with the Service Writer without conflict, he or she will contact the organizational Vehicle Coordinator, who will discuss the problem with the Service Center manager. (Non-supervisory personnel with vehicular problems will go through their immediate supervisors prior to contacting their organizational Vehicle Coordinator.)
  4. If the problem is not resolved at this step, the organizational Vehicle Coordinator will contact the Fleet Manager by memorandum through the chain-of-command. The Fleet Manager will resolve the problem with the Operations Manager or Assistant Director, Operations, of the Department of Equipment and Building Services.
- B. Any member of the Department assigned a vehicle he or she believes is in need of immediate replacement will notify the organizational Vehicle Coordinator.
  1. If the Vehicle Coordinator, after inspecting the vehicle, agrees that it should be replaced, he or she will contact the Fleet Manager and provide the equipment number, mileage, and reasons for requesting the vehicle be replaced.
  2. The departmental Fleet Manager will contact the Department of Equipment and Building Services with the request and will notify the Vehicle Coordinator of the anticipated replacement date.
- C. Nothing in this order shall relieve supervisors of their continuing obligation for safety and getting the job done by preventing problems, if practical, and solving problems, if necessary.

##### 807.03 Vehicle Related Requests

All requests related to police vehicles (except routine maintenance and repair) must be documented in writing and approved in advance by the Police Fleet Management Team, Equipment Services Section. These requests include:

- A. Requests for new or change in type of replacement vehicles.
- B. Change, addition or modification of vehicle auxiliary equipment.
- C. Transfer or change of assignment of a vehicle to another person or unit.

##### 807.04 Non-Leased Vehicle Safety Inspection

- A. Non-Equipment and Building Services leased vehicles, (i.e., seized, Auto Pound, and donated vehicles) are obtained frequently for police related duties. When a vehicle of this classification is obtained it must receive a safety inspection before it can be utilized. Vehicle Coordinators will ensure that:
  1. A non-fleet vehicle is inspected before being placed into service, utilizing the inspection checklist developed by the Fleet Management Team.
  2. The appropriate funding procedures established by the Equipment Services Section for this purpose are adhered to.
  3. Non-fleet vehicles are re-inspected yearly.

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807.00 Vehicle Coordinator**

Revised 01/30/07

4. Detailed safety inspection records are maintained on each vehicle.
- B. Non-leased covert vehicles will not be utilized for any Department functions until the safety inspection has been completed.



## Dallas Police Department General Order

# 808.00 Parking of Police Vehicles

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/31/12

### 808.00 PARKING OF POLICE VEHICLES

#### 808.01 Enforcement

- A. The Facilities Management Team will have functional supervision over the parking lots located at Jack Evans Police Headquarters Building. This office will ensure that personnel are assigned to:
  1. Periodically patrol the parking garage and parking lots.
  2. Assist drivers in getting vehicles out of blocked stalls.
  3. Issue *Parking Violation* citations to vehicles improperly parked on city parking facilities.
- B. Any vehicle not authorized to park, improperly parked, or blocking other vehicles on these parking facilities may be towed at the driver's expense.
- C. Supervisors are responsible for taking the action necessary to prevent repeated violations by their subordinates.

#### 808.02 Parking in the Parking Garage at Jack Evans

- A. All privately owned vehicles must possess a valid Police Headquarters parking placard to be permitted to park in the Police Headquarters parking garage.
- B. Privately owned vehicles will park in designated areas on the first and second levels of the parking garage.
- C. The third level of the parking garage is for City or fleet vehicles that have been assigned parking spaces by Facilities Management.
- D. No vehicle over seven feet high will enter the parking garage.

#### 808.03 Parking in the South Lot of Jack Evans Headquarters

- A. The Facilities Management Team has assigned specific parking spaces to various units on the South Lot.
- B. All other parking on the South Lot is for police employees having business at Jack Evans and not assigned to Headquarters.
- C. Parking of personal vehicles on the South Lot is prohibited.

#### 808.04 Visitors Parking Lot

- A. This lot is restricted for the use by citizens and other City employees having business at Jack Evans.
- B. There is a two hour time limit for parking on this lot.

#### 808.05 Parking in the Police & Courts Building Area

- A. Employees may park in the police parking area at 2033 Commerce St., (southeast of the Police & Courts Building.) Identification card swipe access is required.
- B. Officers driving police vehicles, who cannot park in police parking, will be allowed to park in metered zones and will be reimbursed for monies expended.
- C. Police vehicles will not park in a *No Parking Zone* or a *Loading Zone* unless an emergency clearly exists.
- D. No vehicles will park in the alley between the 2000 blocks of Main and Commerce Streets.

#### 808.06 Towing of Vehicles

Any vehicle that is found in violation of the parking policies set down in this section, in violation of city ordinance, or in violation as denoted by properly placed signage will be subject to citation and tow. The individual will be responsible for all fees and/or citations issued.

#### 808.07 Reimbursement for Parking Fees and State Tollway Fees

- A. **Parking Fees**
  1. Personnel will be reimbursed for parking expenses incurred while conducting police business or appearing in court either on-duty or off-duty. This does not apply to parking expenses incurred in conjunction with a normal duty assignment.
  2. To receive reimbursement for parking fees, the officer will complete the *Reimbursement for Parking Fees* form, staple the parking lot receipt to the Purchasing and Payables Unit copy, and forward them to his or her Organizational Commander. If an officer utilized meter controlled parking or slot-box parking, for which no receipt was given, this will be indicated on the form.
  3. If the officer misplaces the parking lot receipt, a memorandum will be written and forwarded with the *Reimbursement for Parking Fees* form to the Organizational Commander.
  4. The Organizational Commander will forward the *Reimbursement for Parking Fees* form to the Purchasing and Payables Unit each month for reimbursement.
  5. Organizational Commanders will be responsible for distributing the funds to the concerned personnel within their organizations.
- B. **Tollway Fees**
  1. The North Texas Tollway Authority (NTTA) does not permit toll free travel for law enforcement personnel traveling to and from work or on routine travel.

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Revised 10/31/12

2. The NTTA will not grant free passage to officers on duty and in the discharge of police obligations unless they are in an official, marked vehicle or have the proper Toll Tag assigned to the vehicle.
  3. Reimbursement for tollway fees will be granted only for travel on tollways while on City business. Reimbursement will not be made for employees traveling to and from work unless the employee is in a city vehicle. A *city vehicle* includes city-seized vehicles as well as those that are leased from the Department of Equipment and Building Services. No reimbursement will be made for employees traveling to or from court, unless the employee is on duty and traveling in a city vehicle.
  4. To receive reimbursement for tollway fees, the officer will complete the *Reimbursement for Parking Fees* form. A notation will be made at the top of the form when the reimbursement is for a tollway fee rather than a parking fee. The officer will staple the tollway fee receipt to the Purchasing and Payables Unit copies and forward them to his or her Organizational Commander.
  5. If the officer misplaces the tollway receipt, a memorandum will be written and forwarded with the reimbursement form to his or her Organizational Commander.
  6. The Organizational Commander will forward the *Reimbursement for Parking Fees* form (Purchasing and Payables Unit copy) which has been changed to read *Reimbursement for Tollway Fees* to the Purchasing and Payables Unit each month for reimbursement.
  7. Organizational Commanders will be responsible for distributing the funds to the concerned personnel within their organizations.
- C. The parking fees and tollway fees reimbursement requests will be kept separate when submitted to the Purchasing and Payables Unit.



# Dallas Police Department General Order

## 809.00 Fixed Assets and Equipment

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/03/2014

### 809.00 FIXED ASSETS AND EQUIPMENT

#### 809.01 Ordering and Receiving Fixed Assets and Equipment

- A. Categories of Assets and Equipment
  1. RESOURCE - Fixed Assets \$5,000 and over (Bar-coded Inventory Property Tag).
  2. WEPI (Weapons and Property Inventory) - Assets \$100 to \$4,999 (Numbered Inventory Property Tag).
- B. Each Organizational Commander will designate one employee to serve as the organizational Fixed Asset Coordinator. The Coordinator will be familiar with directives and procedures established in the Asset Control Manual.
- C. Each Organizational Commander will ensure that up-to-date and accurate systems and documentation specified in the Asset Control Manual are in place to account for:
  1. Property tags issued to them by the Equipment Services Section.
  2. Petty cash expenditures for assets or assets obtained in any other manner that have a value under \$100. These are assets requiring a blank property tag for internal control by Organization Commanders, and exclude expendables that have a shelf life of less than one year.
  3. Deletions, additions, transfers, or any other transaction that would alter the status of an asset on either RESOURCE or WEPI.
  4. Follow-up to ensure those asset transaction requests have been implemented on RESOURCE or WEPI.
  5. Ensure that temporarily loaned assets are documented and accounted for.
- D. Commanders/Managers are responsible for notifying the Asset Management Coordinator, Equipment Services Section, in writing of any problems or discrepancies that cannot be resolved by their Fixed Asset Coordinator or by procedures established in the Asset Control Manual.
- E. All RESOURCE and WEPI related assets, including office equipment, furniture, and office machines, will be ordered through the Purchasing and Payables Unit in accordance with current purchasing directives.
- F. When possible, assets ordered will be delivered directly to the office/area where they are to be used.
- G. At the time a purchase order is written for any assets (excluding expendables), the Purchasing and Payables Unit will forward a copy of the order to the Asset Management Coordinator.
- H. The following steps will be followed when the vendor delivers an asset:
  1. RESOURCE Assets (\$5,000 and over)
    - a. Upon delivery of the asset, the receiving organization will forward the signed and dated purchase order, any invoices, and packing slips Departmental Fixed Asset Coordinator in the Equipment Services Section (Quartermaster location).
    - b. The Departmental Fixed Asset Coordinator will complete a FXA form and forward the signed purchase order, invoices, and FXA form to the City Controller's Accounts Payable Division (City Hall) for the payment of the item(s).
    - c. The Departmental Fixed Asset Coordinator will assign a City RESOURCE control number to the property and forward a Bar-coded inventory property tag to the receiving organization.
    - d. The receiving organization will affix the Bar-coded property inventory tag to the asset.
  2. WEPI Assets (\$100 - \$4,999) The receiving organization will:
    - a. Forward the signed and dated purchase order, any invoices, and packing slips to the Purchasing and Payables Unit within two working days after delivery of the asset.
    - b. Affix the WEPI inventory property tag to the asset.
    - c. Enter the asset acquisition transaction on the WEPI database in accordance with the Asset Control Manual.
  3. Personal Assets (Under \$100)
    - a. Each organization will maintain a log (manual or PC database) and document the acquisition of personal assets (petty cash and other purchases) valued under \$100.
    - b. Affix an inventory property tag (blank) to the asset. Inventory property tags should not be placed on items valued under \$100 that are considered supplies. This would include items such as scissors, paper, pens, etc.
- I. All weapons and special equipment (equipment items that are not normally stocked by the Quartermaster Unit), can be specified and purchased by any organizational level with a separate ORG number. The assets, however, must be delivered to and issued by the Quartermaster Unit to facilitate inventory control over these items. Exceptions to this delivery procedure are large, bulky or very heavy items that cannot be easily moved, and ammunition, which is delivered directly to the Firearms Training Center. The Quartermaster Unit must approve exceptions.

#### 809.02 Donated Fixed Assets, Equipment, and Monetary Gifts

- A. In all cases, the procedures for donated fixed assets, equipment, and monetary gifts will be governed by Administrative Directive 2-13 *Gift and Trust Administration* and the below guidelines. These procedures and the below guidelines also apply to donations made through the Police Department for related auxiliary organizations or activities such as (but not limited to) Explorers, the Police Athletic League, and departmental athletic teams.
- B. Reporting Donated Fixed Assets and Equipment
  1. An Organizational Commander receiving any fixed asset or equipment item donated to the Department or auxiliary function or activity of the Department will notify the Equipment Services Section.

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## **809.00 Fixed Assets and Equipment**

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- a. A detailed description of the item(s) being donated.
- b. The approximate value of the donated item(s).
2. The Asset Management Coordinator, Equipment Services Section, will ensure that the donated assets are recorded in either the WEPI System or the RESOURCE System, depending on the dollar value, and that the correct property tag to be affixed to the asset is issued to the organizational level Fixed Asset Coordinator.
- C. Approval of and Conditions for Acceptance of Donated Fixed Assets and Equipment
  1. Any member of the Department may accept a donation to the Department or auxiliary function or activity of the Department of fixed assets and equipment without higher approval if the total value is at or below the current petty cash limit (\$100).
  2. Division Commanders and above may accept a donation to the Department or auxiliary function or activity of the Department of fixed assets and equipment without higher approval if the total value is \$500 or less.
  3. Donations of fixed assets and equipment with a value greater than \$500 will not be accepted without prior permission of the Chief of Police.
  4. No member of the Department may accept any donation of fixed assets and equipment of any value that will result in the need for expenditure of other City funds or where some contractual obligation is incurred by the City without approval of the City Council.
- D. Monetary Gifts
  1. Any member of the Department may accept, without prior approval, a monetary gift for the Department or auxiliary function or activity of the Department in the amount at or below the petty cash limit (\$100.00). The money and a memorandum from the employee's Organizational Commander explaining the intent of the donor will be forwarded to Budget and Grant Management.
  2. Division Commanders and above may accept a monetary gift to the Department or auxiliary function or activity of the Department not to exceed \$500 without prior approval. The money and a memorandum explaining the intent of the donor will be forwarded to Budget and Grant Management.
  3. Donations of monetary gift greater than \$500 will not be accepted without prior permission of the Chief of Police.
  4. No member of the Department may purchase fixed assets, equipment, or services with a monetary gift, regardless of the amount. If the donor indicates that the money should be used to purchase fixed assets, equipment, or services, Budget and Grant Management will be contacted for instructions. Purchase of any item outside the City purchasing procedures by departmental employees is not allowed contacted for instructions. Purchase of any item outside the City purchasing procedures by departmental employees is not allowed.

### **809.03 Repairs**

- A. Furniture and office items in need of repair will be reported through the chain-of-command to Budget and Grant Management with an estimate of the repair cost. If emergency repairs are necessary, the notification may be made by telephone.
- B. Each organizational level will be responsible for any property removed from their offices. A Property Disposition Form 70-57 will be completed by the organization level and signed by the repair contractor prior to the removal of such property. This receipt will be retained by the Organization Commander and Fixed Asset Coordinator for future reference on the location of such property. The date the property is returned will be noted on the receipt.

### **809.04 Inventory, Maintenance and Transfer of City Property**

- A. An annual inventory and a change of command inventory are required to be conducted by each organizational level with a separate ORG number to account for all City- owned property.
  1. The annual inventory will be conducted during September. The results of that inventory will be submitted by October 1 to the Chief of Police with a copy routed to the Manager of the Equipment Services Section.
  2. A change-of-command inventory will be conducted whenever there is a permanent change-of-command at an organizational level with a separate ORG number. The results of the inventory will be documented to the Chief of Police with a copy to the Manager of the Equipment Services Section within 30 days of change-of-command.
  3. The results of the inventories will document that:
    - a. All assets assigned to that ORG-numbered level are accounted for.
    - b. A system exists to account for assets valued under \$100, asset related petty cash expenditures, and any RESOURCE or WEPI transactions.
- B. Officers are responsible for the proper maintenance and safe storage of all city equipment issued to them. This will include any cleaning, preventive maintenance, and workability of the equipment. Any repairs to issued duty weapons will be addressed by the Firearms Training Center. All other equipment assigned to the organizational level will be the responsibility of the Organizational Commander or his/her designee for the proper care, maintenance, workability, and responsiveness of such equipment. This will include the equipment being inspected at regular intervals.
- C. Each organizational level is responsible for establishing and maintaining adequate internal controls and security for all personal property and fixed assets received by and/or assigned to that organizational level.
- D. Each organizational level is responsible for proper notification to the Asset Management Coordinator for all transactions relating to City-owned property. This notification should be made in writing within five working days of the transaction, and should include the make, model, and serial number when possible.
- E. Each organizational level must notify the Asset Management Coordinator of any property items received by the organization, whether the items were purchased, donated, confiscated and retained for Police Department use, or forfeited to the Police Department by a court.
- F. The Asset Management Coordinator of the Equipment Services Section will determine if an item should have a City property tag attached and, if so, will send the tag to the respective organizational level Fixed Asset Coordinator.

# **Dallas Police Department General Order**

## **809.00 Fixed Assets and Equipment**

Revised 04/03/2014

- G. Organizational levels will be responsible for attaching City property tag decals to items of City-owned property when so directed by the Asset Management Coordinator.
- H. Each organizational level will be responsible for the routine documentation for all matters relating to City-owned property in their possession, as directed by the Police Department General Orders or by the Asset Management Coordinator.

### **809.05 Projectors, Screens and VCRs**

- A. Projectors (16mm and 35mm) and screens are located in many organizational levels, including the Office of the Chief of Police.
- B. VCRs are located at virtually all ORG-numbered levels of the Department for viewing departmental videos.
- C. Organizational Commanders having this equipment stored within their work areas will be responsible for:
  1. Repairing equipment.
  2. Maintaining a supply of accessories.

### **809.06 Facilities**

- A. Items will not be attached to the walls without previously checking with maintenance personnel.
- B. Furniture may be rearranged by employees if they do not wish to wait for maintenance personnel. The Building Manager's office will be contacted first, however, so that the employee can borrow the proper equipment to move the furniture.
- C. Facilities needing maintenance, renovations, or alterations will forward a memorandum request to the Executive Assistant Director of the Administrative Services Bureau. Requests for leasing facilities will be reported by memorandum to the Administrative Services Bureau. All requests will be classified as pending while awaiting fund availability.

### **809.07 Telephone Service**

- A. Each Organizational Commander will appoint one person within his/her command to serve as the organizational Telephone Coordinator.
- B. All requests for telephone service, additions, or deletions should be submitted by the organizational Telephone Coordinator. The memorandum request, accompanied by a *Communications and Information Services Telephone Service Request* form, should identify funding and justification information. The memo and request form will be submitted to the Executive Assistant Director of the Administrative Services Bureau for approval. If approved, it will be forwarded to the Communications Section, Department of Communications and Information Services.
- C. Trouble in telephone service should be resolved using the following steps:
  1. Contact the organizational Telephone Coordinator concerning the repair request.
  2. The Telephone Coordinator will contact the Department of Communication and Information's *Help Desk* at (214) 670-3200 and provide the telephone number that is experiencing difficulties. *The Help Desk* telephone is answered by the Southwestern Bell Major Account Center between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. If this number is called after regular business hours, a message with requested information may be left for the next business day.

### **809.08 Directory Assistance from Desk Set or Cellular Telephones**

- A. Directory assistance for local calls from either desk set telephones or cellular telephones will not be utilized unless absolutely necessary. A telephone directory will be used for this purpose.
- B. All requests for directory assistance from a cellular telephone, when a telephone directory is not available, will be referred to police substation desk personnel or the Police Communications Section Service Desk.

### **809.09 Long Distance Calls from Desk Set or Cellular Telephones**

- A. Long distance calls of an official nature may be made from either desk set or cellular telephones. Long distance, personal calls will not be charged to the City of Dallas. If the necessity arises to make a long distance call using a City telephone, the caller will use his or her personal billing card or will charge their call to his or her home telephone, or may call collect.
- B. Long distance directory assistance may be used only when necessary to carry out the responsibilities of the Department.
- C. Officers using cellular telephones will call police substation desk personnel in order to obtain long distance directory assistance. If substation desk personnel are unable to provide this assistance, officers will then call the Police Communications Section Service Desk.

### **809.10 Equipment Procedures and Guidelines**

All procedures and guidelines on property or telephone ordering, inventory, or repair are set forth in the Equipment Services Section SOP.



## Dallas Police Department General Order

### 810.00 Procedures for Requesting Vehicle, Uniform and Equipment Changes

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 810.00 PROCEDURES FOR REQUESTING VEHICLE, UNIFORM AND EQUIPMENT CHANGES

- A. All proposals and/or suggestions for vehicle, uniform or equipment changes will be made in writing to the Equipment Services Section Manager. A copy will be forwarded to the Executive Assistant Director of the Administrative Services Bureau.
- B. The Equipment Services Section Manager will ensure that all proposals and/or suggestions are brought to the attention of the Uniform and Equipment Subcommittee of the Police Officers Advisory Committee.
- C. When applicable, the Uniform and Equipment Subcommittee may solicit suggestions or advice from appropriate sources within the Department, such as the Safety Team, Training Section, Fleet Management Team, etc.
- D. The Uniform and Equipment Subcommittee Chairperson will forward a written report to the Police Officers Advisory Committee Chairperson for review.
- E. The Police Officers Advisory Committee Chairperson may approve the request as is or request that the Subcommittee make changes.
- F. Once approved by the Police Officers Advisory Committee Chairperson, the written report will be sent to the Chief of Police for final disposition pending funding availability.



## Dallas Police Department General Order

### 811.00 Towing of Police Vehicles

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 811.00 TOWING OF POLICE VEHICLES

- A. The Communications Section will be notified via radio or telephone any time a police vehicle is inoperable due to mechanical failure or involvement in an accident. The nature of the problem, equipment number, type of vehicle, and the vehicle's location will be provided.
- B. Communications Section personnel will then arrange for the appropriate wrecker to respond to the scene. Under no circumstances will employees contact a non-City vendor.
- C. If a police vehicle becomes inoperable on City property adjacent to a City garage or in close proximity to the City garage, a supervisor may coordinate a City wrecker with a service writer at that location.



## Dallas Police Department General Order

### 812.00 Dallas Police Department LOGO

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 812.00 DALLAS POLICE DEPARTMENT LOGO

- A. The Dallas Police Department establishes the following policy to limit the use of the designs of the badge and shoulder patch and use of the words *Dallas Police Department*. The Dallas Police Department badge and shoulder patch are service marked, and by law the Department can control use of their design.
- B. None of the items listed will be used in the manufacture of clothing items or souvenir goods without the written permission of the City Manager through the Chief of Police.
  - 1. Permission will not be granted for personal or business profit.
  - 2. Permission to use the Dallas Police Department badge, shoulder patch, logo, the City of Dallas Seal or the words "Dallas Police Department" may be granted by the City Manager on an individual basis.
- C. Unauthorized use of the *Dallas Police Department* patch or badge by anyone may result in legal action being brought against that person by the City of Dallas.
- D. Unauthorized use of the patch or badge may also constitute *Impersonation of a Police Officer*, a violation of the Texas Penal Code.
- E. The Dallas City Code, Section 31-23, Unauthorized Use of City Seal or Other Insignia states: "A person commits an offense if he uses the official flag, seal, shield, service mark, badge, or other insignia of the city or a department of the city or a facsimile of the flag, seal, shield, service mark, badge or other insignia of the city or a department of the city: (1) for a commercial purpose; or (2) to signify sponsorship or approval by an agency or department of the city; without first obtaining express written authorization from the city manager."
- F. A person commits a Class C Misdemeanor if found to be in violation of this ordinance. This includes the use of the Dallas Police Department badge, shoulder patch, or the City of Dallas Seal for commercial purposes.



## Dallas Police Department General Order

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DAVID O. BROWN  
CHIEF OF POLICE

Revised 6/03/2015

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Use of Force Response Continuum Chart



## Dallas Police Department General Order

### 901.00 Response Continuum

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/03/2015

#### 901.00 RESPONSE CONTINUUM

##### 901.01 Response Continuum – Philosophy

- A. The Response Continuum:
  1. Is a concept used in incident handling that simultaneously recognizes the level of subject resistance encountered and the level of control required for the situation.
  2. Is an overview that does not direct a particular officer on how much control to use in a particular situation.
  3. Gives direction in the escalation and de-escalation of resistance and the escalation and de-escalation of control necessary in police incidents.
  4. Explains that many variables are involved in situations where an officer must control a subject.
  5. The Dallas Police Department uses the Linear Response-to-Resistance Continuum as its training model. (see attached)
- B. Skillful use of the options identified in the Response Continuum decreases the necessity to respond with physical control techniques and increases the probability of bringing the incident to a successful conclusion. The physical control techniques used may range from the use of handcuffs in an arrest, strikes with an impact weapon, or the use of a firearm.
- C. In all cases the Dallas Police Department dictates that only reasonably *necessary* control techniques are justified. Any use of control techniques above that would be unjustified and the goal of control violated.
- D. Where there is no apparent need to take a suspect into immediate physical custody, officers should utilize tactics designed to de-escalate the situation and facilitate a safer resolution whenever reasonably possible. The use of delaying tactics in order to obtain more favorable physical cover and additional officer presence is encouraged, as long as the safety of the officer, citizens, and subject is not compromised in doing so.
- E. Officers will be in situations where the use of physical control techniques is necessary and justified. In all cases of physical control, the potential exists for injury to officers and subjects. Officers will ensure that as soon as subjects are brought under control, they are placed in an upright position (if possible) or on their side. Officers are responsible for rendering first aid to injured subjects. First aid will include:
  1. Monitoring the subject.
  2. Calming the subject through reassurance.
  3. Checking pulse and skin color.
  4. Checking for consciousness through the use of interviews.
  5. Applying direct pressure, if necessary.

##### 901.02 Use of Physical Control Techniques

- A. The use of physical control techniques must be examined from two perspectives: resistance (Subject) and control (Officer). Both control and resistance can be in the form of verbal directives or physical action.
  1. Resistance - a subject's non-compliance to the officer. The amount and type of resistance varies based on a number of factors.
  2. Control - the force an officer uses to influence or neutralize a non-compliant subject. Officers are justified in using physical control techniques in the following situations:
    - a. To protect the officer or another from injury or death.
    - b. To effect the lawful detention or arrest of a non-compliant subject.
    - c. To stop potentially dangerous and unlawful behavior.
    - d. To protect a subject from self-injury.
- B. The Dallas Police Department uses broad standards to measure the justification of an officer's use of physical control techniques.
  1. The control techniques used were initiated by a subject's resistance.
  2. The level of control used was necessary and reasonable considering the subject's resistance.
- C. A *Show of Control* (displaying tactical advantage to persuade the suspect to comply with verbal commands) is implemented to influence a subject to make positive decisions. A *Show of Control*:
  1. Reduces reaction time.
  2. Serves as a visual warning of potential use and imparts to a subject that resistance is futile.
  3. Adds intermediate steps to the DPD Response Continuum.
  4. Can be recalled or de-escalated to lower forms of control.
- D. *Use of Control* is an action that can result in tissue damage to a subject and when employed cannot be recalled, this is to include OC Spray.

##### 901.03 Levels of Subject Resistance

- A. Psychological Intimidation: Non-verbal clues indicating the subject's attitude, appearance, and physical readiness.
- B. Resistive Dialogue: Verbal responses indicating unwillingness or threats.
- C. Passive Resistance: Physical actions that do not attempt to defeat the officer's attempt to control. The subject will not voluntarily comply with verbal and physical attempts of control.
- D. Defensive Resistance: Physical actions to impede arrest by attempting to prevent officer's control, but does not involve attempts to harm the officer. This means there has been physical contact between the officer(s) and suspect. Simply running from officers who have not made any previous physical contact with the suspect does not constitute defensive resistance.

# **Dallas Police Department General Order**

## **901.00 Response Continuum**

Revised 06/03/2015

- E. Active Aggression: Physical actions of assault toward officer. This includes a suspect who attempts to attack, grabs, punches, kicks, and/or wrestles with the officer, or a suspect that displays an obvious imminent intent to attack, grab, punch kick, and/or wrestle with the officer.
- F. Aggravated Aggression: Force which in the manner of its use or attempted use reasonably creates a substantial risk of death or serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

### **901.04 Levels of Control**

- A. Officer Presence: Bearing, confidence, poise, and perceivable effectiveness assisting the officer in incident interaction. Officer presence includes two essential elements that are implemented to control the situation from the onset:
  1. Cognitive Skills: Information, such as law and procedures, which gives the officer a foundation of preparation for incident interaction.
  2. Tactical Control: Use of skills and techniques, such as tactical approach, to avoid confrontation and minimize risk; use of cover support; tactical disengagement, and tactical withdrawal.
- B. Verbal Control: Communication skills used by an officer to enhance escalation prevention during incident interaction. (Commands of direction, control, or arrest.)
- C. Empty Hand Control: Empty hand control techniques depend upon the level of subject resistance. The four categories of empty hand control are:
  1. Soft Empty Hand Control (Techniques with a low probability of injury): Joint Locks, Pressure Points, Handcuffing. Note: If handcuffing is used as a control technique and the subject is subsequently not taken into custody, a handwritten or MDT generated MIR must be completed.
  2. Oleoresin Capsicum (OC) Spray (Technique that can result in tissue damage, allergic reaction, or respiratory distress).
    - a. Hand held aerosols
    - b. PepperBall area saturation
  3. Electronic Control Weapon.
  4. Hard Empty Hand Control (Techniques with a probability of injury): Defensive Counterstrikes, Iron Wrist Take-down, and Brachial Stuns (use of personal weapons, i.e.: hands, feet, etc.)
- D. Intermediate Weapons: Use of intermediate weapons is justified for situations when the officer believes empty hand control will be ineffective, inappropriate, or when empty hand control has already failed.
  1. The use of intermediate weapons is categorized as follows:
    - a. Soft Intermediate Weapon Control: Impact weapon, joint locks, come-a-longs and blocks.
    - b. PepperBall system-direct contact
    - c. Hard Intermediate Weapon Control: Impact weapon strikes, jabs, and chops.
  2. Departmentally authorized batons (refer to General Order 802.23).
- E. Deadly Force: The use of physical control that will cause death or serious bodily injury. Deadly Force will only be employed in accordance with the Department's Deadly Force Policy (refer to Section 906.00).

### **901.05 Variables that Impact the Response Continuum**

- A. The Response Continuum emphasizes various levels of control exercised by an officer in response to the levels of resistance exhibited by a subject. The appropriate level of control response will be determined by the facts that are reasonably apparent to the officer at the time of an incident and at the moment that a level of control is initiated.
- B. Officers must take into consideration four variables that impact Response Continuum use. These variable include, but are not limited to, the following:
  1. Officer(s)/Subject(s) size, obvious infirmities or disabilities, and age.
  2. Environmental conditions.
  3. Reaction time.
  4. Totality of circumstances.
- C. In all situations, officers will use only those physical control techniques reasonably necessary to control the situation. The Response Continuum provides a probability and not a guarantee that the level of subject resistance will not escalate.



## Dallas Police Department General Order

# 902.00 Chemical Spray and Pepperball Launcher System

DAVID O. BROWN  
CHIEF OF POLICE

Revised 07/26/10

### 902.0 CHEMICAL SPRAY AND PEPPERBALL LAUNCHER SYSTEM

#### 902.01 OLEORESIN CAPSICUM CHEMICAL SPRAY (OC SPRAY)

- A. Oleoresin Capsicum Chemical Spray (OC Spray) is classified as hard empty hand control on the DPD Response Continuum. Only OC Sprays authorized by the Dallas Police Department will be used.
- B. Policy: While control of a suspect through advice, warning, or persuasion is preferable, the use of OC Spray is sometimes necessary.
  1. Use of OC Spray is justified:
    - a. To control a physically resisting suspect.
    - b. To defend an officer or another person.
    - c. To protect a person from injuring themselves.
    - d. When lesser levels of control are ineffective.
    - e. On physically resisting handcuffed prisoners when a lesser attempt of control is ineffective.
  2. OC Spray will not be used on subjects who are using techniques of passive resistance or subjects who are not posing a physical threat to persons or property.
  3. Under no circumstances will OC Spray be applied after resistance has ceased.
- C. Tactical Considerations
  1. Officers should be aware that the reaction to OC Spray varies from subject to subject and may not establish control.
  2. Caution should be used when using OC Spray against a subject in a building or vehicle. Officers must consider cross-contamination of other officers and subjects balanced with the need to control.
  3. Caution should be used before OC Spray is used in a health care facility.
  4. OC Spray is highly flammable and should not be sprayed into or near an open flame. Use caution after spraying the product. Do not allow sprayed subjects to be exposed to an open flame.
- D. Follow-up Care - Any time resisting or combative subjects are brought under control and handcuffed, place them in an upright seated position, if possible. Subjects may be placed on their side if it is impossible to keep them in an upright position. Officers will monitor subjects until releasing them to a detention facility or medical personnel.
  1. Handcuff the subject when it is tactically safe to do so. As soon as it is reasonably safe to do so, check the subject's vital signs (pulse and breathing) to determine any apparent medical difficulties. Place the subject in a sitting position or roll the subject onto his/her side. Do not place in a prone position as it could result in positional asphyxia. Provide constant monitoring of the subject until after transport to the Lew Sterrett Criminal Justice Center or Parkland Hospital.
  2. Officers must provide first aid and decontamination to subjects who are sprayed with OC Spray. First aid and general decontamination includes:
    - a. Remove the subject from the contaminated area.
    - b. Expose the subject to fresh air, face in the wind.
    - c. Flush the subject's eyes with water, if available.
    - d. Reassure and encourage subject to remain calm.
    - e. Monitor the subject and look for positive signs of recovery: eyes opening, controlled breathing, calming of the subject.
    - f. If officers do not observe these signs of recovery and believe they have a medical emergency, or they are provided with additional medical information such as heart or respiratory problems, officers should have an MICU come to the scene.
  3. Unless hospitalized or field released, sprayed adult subjects will be transported to the Lew Sterrett Justice Center, unless the only charge is Public Intoxication. They will be examined by medical personnel prior to incarceration at the Lew Sterrett Justice Center or transported to Parkland Memorial Hospital for further treatment. Due to a contractual agreement with the City, the Lew Sterrett Justice Center will not accept prisoners whose only charge is Public Intoxication, nor will the medical staff treat prisoners who will not be booked into the Justice Center. Officers will note on the booking sheet that the prisoner has been sprayed with OC Spray, and will inform personnel at Lew Sterrett Justice Center or any other detention facility.
- E. Juveniles who have been sprayed will be provided medical attention by Dallas Fire Rescue (DFR) *prior* to field release or arrival at the Youth Services Division.
- F. Reporting Requirements - Officers will complete an Incident Report and provide a brief account of the OC Spray use. Officers will include the date, time, and location. Also, if DFR ambulance is called to the scene, officers will provide the ambulance number and names of medical personnel examining the individual. Officers must report this information using the following:
  1. Prepare an Incident Report - applicable when a *Warrants Only* Arrest Report is used. (Write the incident report number in the *Comments* section of the *WARRANTS ONLY* Arrest Report along with the words: *OC Spray Arrest or PepperBall System Arrest*.)
  2. A DEARS Arrest Report Narrative - applicable for all other arrests.
  3. Prepare an Incident report whenever a sprayed subject is field released. (MICU ambulance number is required along with supervisor name/badge number authorizing the field release.)
- G. Certain precautions must be taken when handling and transporting prisoners suspected of suffering from drug-induced psychosis/excited delirium, especially if OC Spray has been applied. (refer to G.O. 905.00).
- H. Initial Training

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1. Recruit officers will receive initial training while at the Academy. The initial training class is an eight (8) hour course which includes exposure to the chemical spray. Officers completing this class will be certified to carry and utilize the OC Spray.
2. Patrol officers who have not completed this training and wish to carry the OC Spray, should contact the Divisional Training Coordinator to inquire about the next available training class at the Academy. Officers will not carry or utilize the OC Spray until they have completed an initial training class and are certified.
- I. Update Training - All officers certified to carry OC Spray will receive biennial (every two years) update training. This training may be in the form of a Roll Call Training Bulletin or actual "hands-on" training at the Divisional level.

**902.02 PEPPERBALL LAUNCHER SYSTEM – USAGE AND PROCEDURES**

- A. Purpose - To set forth the guidelines for the training, deployment, maintenance, storage, documentation and decontamination procedures of the PepperBall Launcher System.
- B. General Departmental Policy
  1. The Pepperball System is classified as hard empty hand control when used for area saturation and is an intermediate weapon when used as direct contact.
  2. It is the policy of the Dallas Police Department to resolve incidents requiring law enforcement intervention in as humane and safe a manner as reasonably possible. To that extent, the Dallas Police Department will use non-lethal alternatives (PepperBall system in those circumstances that provide for the safe and efficient deployment of less-lethal alternatives as described in this policy.)
- C. Definitions
  1. PepperBall Launcher - a non-lethal force alternative that utilizes compressed air to deliver a non-pyrotechnic projectile. The device can be considered either a chemical irritant (OC) delivery device or impact (kinetic energy) weapon.
  2. PepperBall Projectiles - are plastic spheres filled with 5% Oleoresin Capsicum (OC) powder (red), inert liquid (clear), scented powder for training (purple) and dye marker (green). In addition, a solid glass breakage round is available.
  3. Air Bottle - (SCUBA) Bottle of compressed air used to charge the PepperBall System.
- D. Initial Training Certification
  1. All users of the PepperBall System will attend and successfully complete an approved course of instruction including, but not limited to; familiarity, application, deployment, use of force, transition to primary weapon, maintenance, etc. approved and sanctioned by the Training Section. A written exam and demonstration of proficiency will be completed.
  2. In addition, all users will complete update training every two years in the use and maintenance of the PepperBall System.
- E. Saturation Deployment-Pepperball System
  1. The departmental issued PepperBall launchers are the only PepperBall delivery system authorized to be used by sworn members of the Dallas Police Department. No other delivery system or personal launchers will be carried or used. PepperBall rounds will only be fired from departmental issued PepperBall launchers and will be used only in the line of duty or in approved training. Whenever possible, patrol officers will notify a supervisor when there is an indication by comments of call or officer's prior knowledge of a location or individual, that there may be a potential for conflict and the use of the PepperBall System may be a needed resource at the location.
  2. The PepperBall System may be utilized for saturation in the following situations:
    - a. When it is unsafe for an officer to approach a subject within contact range, or,
    - b. When higher use of force options may be justified, but an opportunity exists for the use of PepperBall System saturation before other options are employed.
    - c. May be used as saturation to disperse unruly or rioting crowds threatening unlawful property damage or physical force. With Pepperball usage, the primary target area (dealing with large crowds) will be the ground. If ground saturation is determined not to be a viable option, or has proven to be ineffective, the wall, building or other fixed object behind or adjacent to a crowd may be considered as a secondary target area. However, if officers decide to fire projectiles at a wall area or fixed object behind or adjacent to a crowd, the officers must ensure that the projectiles are fired well above the heads of individuals in the crowd. In saturation deployment, officers must ensure that the rounds do not make direct hit contact with any of the persons involved.
    - d. Inside a detention-facility (only if requested by the agency in charge) or building, after ample verbal warning, if an inmate or secreted person refuses to comply with a lawful order, and/or the person takes an aggressive posture (i.e. clenched, fists, fight stance, etc.) or makes aggressive movements toward an officer or other person.
  3. In addition, the PepperBall System may be used for area saturation when:
    - a. Deemed necessary to effect the arrest (officer and/or citizen safety)
    - b. The use will prevent the escalation of violence of one person(s) against another or,
    - c. When its use will avoid escalation of force, or,
    - d. To stop or subdue an animal that is aggressive to any person.
  4. The PepperBall System Area Saturation will not be used on subjects who are passively resisting or who are not posing a physical threat to persons/property to include persons fleeing the scene.
- F. Direct Contact Hits – Pepperball System
  1. Direct Contact Hits will be allowed when a subject exhibits violent behavior that threatens the safety of self and/or others and the use of the overall PepperBall System is justified. (Note: Officers must be able to articulate the violent behavior and the perceived threat to self or others). The PepperBall System should never be used to intentionally target the head, neck, face, eyes, and spine unless deadly force is justified. Under no

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circumstances will the Pepperball System be applied after resistance has ceased. Officers need to be aware of changes in the levels of resistance, and coordinate their level of force accordingly. Officers will not utilize Direct Contact Hits unless they are involved in a situation which includes Active Aggression towards the officers or others. (Active Aggression is the physical action of an assault towards the officer. This includes one who attempts to attack, grab, punch, kick and/or wrestles with any officer or citizen.)

2. Important factors to document in the report will include:
    - a. The totality of the situation- age, gender, size, fitness level, skill level of officers or subject
    - b. Number of officers/Number of subjects present
    - c. Special Circumstances – close proximity to a weapon, special knowledge of the situation, injury or exhaustion, ground position, imminent danger
  3. Subjects that receive Direct Contact Hits of pepperball projectiles will receive medical treatment by medical personnel as outlined in General Order 902.00 (D). Officers electing to use the PepperBall System to disable a potentially violent suspect should do so with "hard cover" present, when possible. Hard cover is at least one additional officer at the scene, other than the officer deploying with the PepperBall System, who is safely positioned to monitor the actions of the officer and the suspect, and is immediately prepared to respond with lethal force if necessary.
  4. The solid glass breakage round will not be used for direct hits unless the officer is confronted with a deadly force situation where no reasonable alternatives exist.
- G. Follow-up Care And Decontamination - Any time resisting or combative subjects are brought under control and handcuffed, place them in an upright seated position, if possible. Subjects may be placed on their side if it is impossible to keep them in an upright position. Officers will monitor subjects until releasing them to a detention facility or medical personnel.
1. Handcuff the subject when it is tactically safe to do so. As soon as it is reasonably safe to do so, check the subject's vital signs (pulse and breathing) to determine any apparent medical difficulties. Place the subject in a sitting position or roll the subject onto his/her side. Do not place in a prone position as it could result in positional asphyxia. Provide constant monitoring of the subject until after transport to the Lew Sterrett Criminal Justice Center or Parkland Hospital.
  2. Subjects that receive direct contact of Pepperball projectiles will receive medical treatment by medical personnel. First Aid and General Decontamination will include:
    - a. Remove the subject from the contaminated area.
    - b. Expose the subject to fresh air, face in the wind.
    - c. Flush the subject's eyes with water, if available.
    - d. Reassure and encourage the subject to remain calm.
    - e. Monitor the subject and look for positive signs of recovery: eyes opening controlled breathing, calming of the subject.
    - f. If officers do not observe these signs of recovery and believe they have a medical emergency, or they are provided with additional medical information such as heart or respiratory problems, officers should have an MICU come to the scene.
    - g. If the Pepperball System is utilized, officers should not allow the subject to rub their face. Officers can assist in decontamination by brushing residual OC powder from the subject's clothing. Officers should use gloves and stand upwind from the subject to briefly brush OC powder from the subject's clothing.
  3. Unless hospitalized or field released, adult subjects under arrest and exposed to OC powder will be transported to Lew Sterrett Justice Center, unless the only charge is Public Intoxication. They will be examined by medical personnel prior to incarceration at the Lew Sterrett Justice Center or transported to Parkland Memorial Hospital for further treatment. Due to a contractual agreement with the City, the Lew Sterrett Justice Center will not accept prisoners whose only charge is Public Intoxication, nor will the medical staff treat prisoners who will not be booked into the Justice Center. Officers will note on the booking sheet that the prisoner has been exposed to OC powder and will inform personnel at Lew Sterrett Justice Center or any other detention facility.
  4. Juveniles who have been exposed will be provided medical attention by Dallas Fire Rescue (DFR) prior to field release or arrival at the Youth Services Section.
- H. Reporting Requirements – Officers will complete an Incident Report and provide a brief account of the use of the Pepperball System. Officers will include the date, time, and location. Also, if DFR ambulance is called to the scene, officers will provide the ambulance number and names of medical personnel examining the individual. Officers will provide a detailed description of the decontamination process, the number of projectiles deployed, as well as any observed or reported injuries. Officers must report this information by using the following:
1. Prepare an Incident Report – applicable when a *Warrant's Only* Arrest Report is used. (Write the incident report number in the *Comments* section of the WARRANTS ONLY Arrest Report along with the words: OC Spray Arrest or Pepperball System Arrest.)
  2. A DEARS Arrest Report Narrative – applicable for all other arrests.
  3. Prepare an Incident Report whenever a subject is being field released and the subject has been directly or indirectly exposed to usage of the Pepperball System. Officers must include the supervisor name/badge number that is authorizing the field release.
  4. In addition to the above reporting requirements, officers will complete the Taser/Pepperball Incident Report Form before the end of tour of duty and forward it through the chain of command.
- I. Considerations
1. Certain precautions must be taken when handling and transporting prisoners suspected of suffering from drug-induced psychosis/excited delirium, especially if the Pepperball System was used. (Officers should refer to General Order 905.00.)
  2. Prior to firing the PepperBall launcher, when possible and practical, the officer should give loud verbal commands to the targeted suspect ordering him to comply with the officer's instructions. The officer also announces to other officers present that he will be deploying "PEPPERBALL". This information helps communicate the officer's intentions and minimizes the likelihood of sympathetic fire from the other officers.

**Dallas Police Department General Order  
902.00 Chemical Spray and Pepperball Launcher System**

Revised 07/26/10

3. Sworn members should remain aware that the effects of the OC powder may vary between individuals; therefore, they must remain alert to the possibility that other means may be necessary to subdue the offender.
  4. When deploying the PepperBall System to saturate an area or when directed at offenders, officers should consider environmental issues such as wind and rain and be aware of accidental contamination of other officers and bystanders.
  5. Deploying officers must always be aware of their target and background and are responsible for every round fired.
- J. Training
1. All sworn personnel who are certified to carry the Pepperball System will receive recertification training and qualify every two years.
  2. This training will be monitored by a certified Pepperball System instructor and documented on the employees training record.
  3. Any employee that fails proficiency training will immediately be remediated. If the employee fails after remediation, he/she will be suspended from carrying the Pepperball System until he/she successfully completes the proficiency training.
  4. It will be the responsibility of the supervisor over the Pepperball System to complete a memo to the employee's chain of command documenting suspension of authorization to carry the Pepperball System.
  5. When the employee successfully passes proficiency training, the Pepperball supervisor will document the fact in a memorandum to the employee's chain of command.
- K. Maintenance
1. Each Division/Unit will designate a coordinator that will be the armorer. Division/Unit coordinators will have the following responsibilities:
    - a. Sworn members shall not alter, adjust, or modify the Pepperball launcher in such a way as to change the pressure, the velocity of the rounds, or the basic design of the launcher. The addition of lights and or sights may be added at the discretion of the designated Departmental Pepperball Training Coordinator. (This individual is designated by the Training Section).
    - b. The Division/Unit Coordinator will conduct semi-annual inspections of the launchers and maintain it in a state of operational readiness. Documentation of the inspections will be forwarded to the Division Commander for review and retention.
    - c. If the PepperBall launcher has any repair problems that cannot be taken care of at the divisional level, the designated Departmental PepperBall Training Coordinator will have the final authority to take the weapon out of service and return it to the appropriate manufacture.
  2. Exterior - To clean the exterior, use a towel dampened with water to wipe off oil or debris. DO NOT use any cleaning solvents.
  3. Internal
    - a. Periodically applying the supplied oil on the exposed O-ring of the air bottle and to the internal O-ring of the bolt will keep the system operating efficiently.
    - b. To lubricate the launcher, use a few drops of lubricating oil on the front bolt, rear bolt O-ring, linkage arm and bottle O-ring.
  4. Air Bottle
    - a. Officers utilizing the Pepperball System will visibly inspect the air bottle pressure at the start of the shift to ensure proper pressure.
    - b. If the air bottle pressure is less than 750 pounds of pressure, the officer who the system is assigned will repressurize the air bottle to its maximum pressure immediately.
    - c. As with any high-pressure system, caution must be exercised to prevent a hazardous situation. The High Pressure Air Tanks for refilling bottles to power the SA200 will be kept in a secure location. Everyone who has attended the PepperBall Certification course will be qualified to charge his/her own bottle, but for increased safety, will wear the provided safety glasses when recharging.
    - d. NOTE: Before doing any cleaning or maintenance, remove the air bottle from the launcher system. SCUBA tanks are required to be visually inspected each year, and hydrostatically tested every five (5) years. Each SCUBA tank should have a label that determines the inspection schedule for the tank.
  5. Storage
    - a. PepperBall launchers are issued to qualified officers at the beginning of each duty shift. The launchers and ammunition should be inspected prior to being secured in the police vehicle. PepperBall launchers should be stored in a protective case and secured in a police vehicle when checked out by a qualified officer. PepperBall launchers should be stored in a protective case in a secured area when not checked out for use.
    - b. When checked out by an officer for patrol use, the PepperBall launchers should be stored with the bolt forward, magazine tube or hopper empty, and the safety "on". PepperBall launchers should be loaded, used, and rendered safe in accordance with the procedures outlined in the PepperBall training course.



## Dallas Police Department General Order

### 903.00 Use of Restraining Holds

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### 903.00 USE OF RESTRAINING HOLDS

##### 903.01 Team Take-Down Contact Control

- A. If there are multiple officers at the scene, the Team Take-Down method is an effective restraining hold for controlling violent subjects.
- B. This restraining hold consists of each officer controlling one limb of the subject with the officer's body weight, until the subject can be handcuffed. A fifth officer can immobilize the subject's head, if necessary, to prevent injury.
- C. Follow-up Care - Officers are responsible for rendering first aid to injured subjects (refer to Section 901.01 D).
- D. In the Arrest Report narrative, the arresting officers will document the use of the Team Take-Down Contact Control.



## Dallas Police Department General Order

### 904.00 Impact Weapons

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/03/2015

#### 904.00 IMPACT WEAPONS

- A. Impact weapons are categorized as Intermediate Weapons. The use of impact weapons is justified for situations when the officer believes empty hand control is ineffective or inappropriate.
- B. The use of intermediate weapons is categorized as:
  1. Soft Intermediate Weapon Control: Impact weapon, joint locks, come-a-longs and blocks.
  2. PepperBall System – Direct Contact Procedures for training and deployment are outlined in Patrol SOP 1937.
  3. Hard Intermediate Weapon Control: Impact weapon strikes, jabs, and chops.
- C. Officers may carry any Departmentally authorized baton after completing the required training course and maintaining certification. (G.O. 802.23)
- D. Officers will not carry knuckles, slappers, or blackjacks.
- E. Flashlights are not designed as impact weapons and normally will not be used as a self-defense tool.
- F. Officers are responsible for rendering first aid to injured subjects (refer to G.O. 901.01 D).



## Dallas Police Department General Order

### 905.00 Drug Induced Psychosis/Excited Delirium

DAVID O. BROWN  
CHIEF OF POLICE

Revised 03/12/2014

#### 905.00 HANDLING SUSPECTS EXHIBITING SYMPTOMS OF DRUG-INDUCED PSYCHOSIS/EXCITED DELIRIUM, OR A PSYCHOTIC EPISODE

- A. Individuals who are suffering from drug-induced psychosis/excited delirium often exhibit these types of behavior:
  1. Hallucinations
  2. Sensitivity to light
  3. Paranoia
  4. Delusions of persecution
  5. Unusually great strength
  6. Aggression toward objects
  7. Extremely high body temperature (Hyperthermia)
  8. Dilated pupils
  9. Undressing in public
  10. Hiding behind bushes, trees, or cars
  11. High blood pressure
  12. High pulse rate
  13. Seizures
  14. Thrashing after restraint
  15. Jumping into water
  16. Self-inflicted injury
- B. Subjects suffering from this disorder may collapse and die without warning, and are subject to medical distress within an hour after being restrained. Subjects will be placed in an upright position (if possible) or on their side as soon as they are brought under control.
- C. Immediately upon recognition by responding officers that a subject is in a state of excited delirium, officers will advise dispatch of the condition and request Dallas Fire Rescue, a supervisor, and additional cover elements. Officers will treat the arrest of a subject as a medical emergency. Officers will not delay the transport of a subject while waiting for supervisory approval. The subject will be transported to a medical facility by Dallas Fire Rescue ambulance. In all instances, an officer will ride in the rear of the ambulance to the medical facility with the subject. Persons believed to be suffering from drug-induced psychosis/ excited delirium will be continuously monitored by police personnel. Such subjects are not to be left unattended at any time. Supervisors will respond to the call location or will meet the officer and subject at the medical facility where the subject is transported.
- D. All actions taken to subdue a subject believed to be suffering from drug-induced psychosis/excited delirium will be thoroughly documented in all offense/incident and arrest reports. Officers will also document their observations of the subject's condition, which Dallas Fire Rescue ambulance transported the subject, and where medical treatment was received.
- E. If a subject that has been physically restrained, handcuffed or taken into custody and is transported to a medical facility after experiencing a medical emergency, the arresting or transporting officers will notify the on-call Special Investigation Unit (SIU) supervisor.



## Dallas Police Department General Order

### 906.00 Use of Deadly Force

DAVID O. BROWN  
CHIEF OF POLICE

Revised 06/19/09

#### 906.00 USE OF DEADLY FORCE

##### 906.01 Philosophy

- A. This philosophy is intended as a broad guide to the use of deadly force and as a moral and ethical approach to the use of deadly force policy. Although not intended as a strictly enforced set of rules, the philosophy statement describes the manner in which the procedures will be applied.
- B. Protection of human life is a primary goal of the Police Department; therefore, police officers have a responsibility to use only the degree of force necessary to protect and preserve life.
- C. Deadly force will be used with great restraint and as a last resort only when the level of resistance warrants the use of deadly force. The Dallas Police Department places a greater value on human life than on the protection of property; therefore, the use of deadly force is not allowed to protect property interests.

##### 906.02 Use of Deadly Force Policy

- A. Justification for the Use of Deadly Force -In all situations, justification for the use of deadly force must be limited to the facts reasonably apparent to the officer at the time the officer decides to use the force.
- B. Definitions
  - 1. Reasonably Perceive - The facts or circumstances the employee knows, or should know, that would cause an ordinary and prudent peace officer to act or think in a similar way under similar circumstances.
  - 2. Reasonable Alternative - An action that may be taken by the officer that may allow the officer to avoid the use of deadly force.
  - 3. Reasonable Belief - A belief that would be held by an ordinary and prudent person in the same circumstances as the actor.
  - 4. Serious Bodily Injury - Bodily injury that creates a substantial risk of death, serious permanent disfigurement, or protracted loss of impairment of the function of any bodily member or organ.
- C. Avoiding the Use of Deadly Force
  - 1. At the point when an officer should reasonably perceive the potential exists that deadly force may be an outcome of any situation, the officer must use reasonable alternatives if time and opportunities permit. The reasonableness of the action is based upon the time available, the opportunity of performing the action, and the facts apparent to the officer prior to and during the incident.
  - 2. Planned and supervised hazardous entry situations are recognized as meeting the requirements of reasonable alternatives above.
  - 3. Officers will not fire their weapons under conditions that would unnecessarily subject bystanders or hostages to death or possible injury except to preserve life or to prevent serious bodily injury.
- D. Authorization to Use Deadly Force -Officers will only use deadly force to protect themselves or another person from imminent death or serious bodily injury.
- E. Drawing or Displaying Firearms - Officers may draw or display firearms when there is a threat or reasonable belief that there is a threat to life or they have a reasonable fear for their own safety and/or the safety of others.
- F. Discharging Firearms at Moving Vehicles -
  - 1. Discharging firearms at a moving or fleeing vehicle is prohibited unless it is necessary to prevent imminent death or serious bodily injury to the officer or another person.
  - 2. Officers will not voluntarily place themselves in a position in front of an oncoming vehicle where deadly force is a probable outcome.
  - 3. When confronting an oncoming vehicle, officers will move out of its path, if possible, rather than fire at the vehicle.
- G. Officers will not fire warning shots.
- H. Policy Restrictions - The restrictions of this policy shall not apply if an off-duty officer acts within the provisions of current state statutes to protect the employee's personal property. In this case the officer is acting as a private citizen.



## Dallas Police Department General Order

### 907.00 Electronic Control Weapon

DAVID O. BROWN  
CHIEF OF POLICE

Revised 6/03/2015

#### 907.00 ELECTRONIC CONTROL WEAPON

##### 907.01 Definitions

- A. Electronic Control Weapon (ECW) – a less than lethal force alternative that utilizes compressed nitrogen to shoot two small probes up to 21 feet. The probes are connected to the weapon by high voltage insulated wires. Electrical pulses are then transmitted along the wires into the target.
- B. Air Cartridge – uses a non-flammable nitrogen propellant. The probes and wires are contained within the cartridge. Each cartridge is marked with an individual serial number.
- C. Digital Power Magazine (DPM) – a custom lithium energy cell power supply system for the ECW.
- D. ECW Coordinator – Divisional employee responsible for the distribution, upkeep, functionality and auditing of the ECW assigned to their Division.
- E. (Anti-Felon Identification): Every time an Air Cartridge is fired, it disperses 20-30 identification tags called AFIDs. These tags are printed with the serial number of the cartridge and can be used to determine who fired the cartridge.
- F. Reasonable Person Standard – Facts or circumstances the employee knows, or should know, are such as to cause an ordinary and prudent peace officer to act or think in a similar way under similar circumstances. “Reasonableness” is subject to review and determination by the chain of command.

##### 907.02 General Departmental Policy

- A. It is the policy of the Dallas Police Department to resolve incidents requiring law enforcement intervention in as humane and safe a manner as reasonably possible.
- B. To that extent, the Dallas Police Department will use less than lethal alternatives (ECWs) in those circumstances that provide for the safe and efficient deployment of less lethal alternatives as described in this policy.
- C. The ECW is a less than lethal weapon system that delivers electrical energy and is designed for the purpose of subduing persons who are actively resisting arrest without causing serious injury or death.
- D. **The ECW may be used in the following instances: (1) subjects who aggressively assault the officer in a less than deadly force manner (Active Aggression); and (2) subjects who threaten or attack an officer (or another) with force, which the officer believes could result in serious injury.**
- E. Officers need to be aware of changes in the levels of resistance, and coordinate their level of force accordingly. All uses of force must be justified and all pertinent information should be documented including such possible factors as:
  1. The severity of the crime
  2. Whether the suspect poses an immediate threat to the safety of themselves or others.
  3. Does the suspect have a history of violent behavior?
- F. The deployment of the ECW may be done in arrest situations involving Defensive Resistance.
- G. Officers may draw or display with an arch their ECW when there is a threat or reasonable belief that there is a threat of Active Aggression. This means the officer may draw or display the ECW at a lesser level if the suspect's actions, or words, reasonably lead the officer to believe that the situation is likely to escalate to the Defensive Resistance level. If an arch display is used but there is no actual deployment of a cartridge, the officer is required to complete a ECW (TASER X26) Incident Report and should notify a supervisor. An arch display is performed by removing the live cartridge and pulling the trigger to display the electrical arch, with the intent that seeing the arch will gain suspect compliance. The arch display does not make contact with the suspect.

##### 907.03 Authorization and Training

- A. The departmental issued Taser X26 is the only ECW authorized to be used by trained and certified sworn members of the Dallas Police Department. No other ECW will be carried or used. Officers certified to use a ECW may purchase the TASER X26 Law Enforcement model from TASER International to carry during their shift. Certified ECW users are required to use only Departmental issued cartridges and must surrender their ECW upon request for data downloads. Approved ECWs will only be used in the line of duty or in approved training with a certified instructor present.
- B. All users of the ECW will attend an initial eight hour course of instruction including, but not limited to familiarity, application, deployment (physical competency), use of force, transition to primary weapon and maintenance approved and sanctioned by the Training Section. Initial instruction will also include successful completion of a written examination and demonstration of proficiency with retention skills. Officers will not be allowed to carry or use a ECW without successfully completing the initial eight hour course of instruction, including the physical competency exam.
- C. To maintain certification, all users will be re-qualified in the use of the ECW every year at the divisional level. Failure to successfully complete re-qualification at the divisional level would require an officer to attend another eight hour certification course in order to become certified again.
- D. The divisional ECW coordinator will make a copy of all re-qualification rosters at the divisional level to keep on file for each division. The ECW coordinator will then forward the original re-certification rosters to the In-Service section at the academy.
- E. Officers who are certified to use the ECW and have been issued an ECW will be required to carry the ECW while on duty. ECWs will also be available for check out to certified users at the divisional level. Sergeants should ensure that only those officers who have successfully completed the ECW certification course are issued a ECW.
- F. Supervisors assigned to a Patrol Division should attend the ECW certification course and will carry a ECW during their tour of duty.

**Dallas Police Department General Order  
907.00 Electronic Control Weapon**

Revised 6/03/2015

**907.04 Use and Deployment**

- A. Officers will notify a supervisor, if time allows, when there is an indication by comments of the call or officer's prior knowledge of a location or individual, that there may be a potential for conflict and the use of a ECW may be a needed resource at the location.
- B. A reasonable person standard will be applied when controlling a suspect through the use of ECW force. While control of a suspect through advice, warning, or persuasion is preferable, the use of a ECW is sometimes necessary.
  1. Use of a ECW is justified :
    - a. To control a physically resisting suspect displaying Defensive Resistance.
    - b. To defend an officer or another person from an Actively Aggressive subject.
    - c. To protect a person from seriously injuring themselves.
    - d. To stop or subdue an animal that is aggressive to any person.
    - e. When lesser levels of control are ineffective.
  2. Cautious Subjects: Unless there are compelling reasons that can be clearly articulated, ECWs should not be used on:
    - a. Handcuffed Prisoners
    - b. Pregnant Women
    - c. Elderly
    - d. Juveniles - The deployment of a ECW on such individuals should only be done in extreme circumstances where based upon the situation that the officer encounters no other less or equal levels of control may be reasonably applied or have proven ineffective, and the continued actions of the suspect place the officer, suspect, or another person in imminent danger of serious injury or death.
  3. Length and number of exposures: The number of ECW cycles and the length of each cycle should be based upon the immediate threat of the suspect's actions. Whenever additional cycles are given, or any cycle is given for longer than the standard five (5) seconds, the officer must further explain the intensity of the circumstances that would justify such an exposure. Maximum exposure should be no more than fifteen (15) seconds, total.
  4. Under no circumstances will any ECW be deployed after resistance has ceased.
  5. ECWs WILL NOT be used on subjects who are using techniques of passive resistance, or subjects who are not posing a physical threat to persons or property.
  6. ECWs WILL NOT be used for any of the following:
    - a. Coercion of any type.
    - b. Escorting or prodding individuals.
    - c. Waking unconscious or intoxicated individuals.
    - d. Individuals operating a moving motor vehicle.
    - e. Handcuffed prisoners who are not physically resisting.
    - f. When the subject has come in contact with flammable liquids or is in a flammable atmosphere.
    - g. When the subject is in an elevated position where a fall may cause serious injury or death.
    - h. Horseplay or practical jokes.
    - i. Subjects in deep water.
    - j. In conjunction with alcohol-based OC spray.
  7. Anytime a ECW is deployed by an officer, with the exception of a controlled function check, a supervisor will be notified and will respond to the scene.
- C. ECWs should never be used to intentionally target the head, neck, face, eyes, spine, or groin unless deadly force is justified. Certified ECW users should aim at lower center mass.
- D. Certified ECW users should be cognizant that other agencies or citizens may at any point introduce the use of an alcohol based OC spray.
- E. Two or more certified ECW users will not intentionally deploy their conducted energy devices simultaneously at the same subject at the same time.
- F. Once a ECW has been deployed, the user is required to notify a supervisor. The supervisor will respond to the location and follow General Order 317.00 procedures in any serious injury or death incidental to ECW usage.

**907.05 Tactical Considerations**

- A. Certified ECW users electing to use a ECW to disable a potentially violent suspect should do so with "hard cover" present, when possible. "Hard cover" is at least one additional officer at the scene, other than the officer deploying the ECW, who is safely positioned to monitor the actions of the officer and the suspect, and is immediately prepared to respond with deadly force if necessary.
- B. Certified ECW users deploying a ECW will announce deployment of the device to prevent contagious fire to other officers. Certified officers will also provide loud verbal commands to the subject, when possible and practical, ordering him/her to comply with the officer's instructions. As a standard practice prior to deploying the ECW, certified officers shall announce the words "TASER, TASER" to alert others of the impending use of the weapon.
- C. All officers should be aware that the reaction to the electrical impulses varies from subject to subject and may not establish control.
- D. Certified ECW users should be aware of and assess the background, surroundings and their location, as well as the subjects, before deploying a conducted energy device.
- E. DO NOT fire the Taser X26 weapon or any other ECW near flammable liquids and fumes. A ECW such as the Taser X26 weapon can ignite gasoline or other flammables. Some self-defense OC sprays use flammable carriers like alcohol and could be dangerous to the arrested person and the officers to use in immediate conjunction with a ECW.
- F. The Taser X26 weapon is equipped with a "Drive-Stun" backup capability. The use of the "Drive-Stun" backup weapon is authorized only if the use of the Taser X26 weapon is justified. The "Drive-Stun" should only be used with the cartridge in place and only in extenuating circumstances, i.e., completing the circuit. Target areas for the use of the "Drive-Stun" will include muscle or nerve points on the front, back, side, legs, and arms (radial nerve, brachial plexus tie-in, common peroneal, etc.)

# Dallas Police Department General Order

## 907.00 Electronic Control Weapon

Revised 6/03/2015

- G. Employees shall not alter, adjust, or modify the Taser X26 weapon or any other departmental approved ECW in such a way as to change the pressure, the velocity of the probes, or the basic design of the weapon.
- H. When a suspect takes an officer's ECW or the suspect is armed with their own ECW and attacks or threatens to attack an officer, the officer may defend themselves to avoid becoming incapacitated and risking the possible loss of their firearm. When possible, officers should attempt to move outside the ECW's range and seek cover as well as back away to mitigate the danger.

### **907.06 Follow Up Care**

Any time resisting or combative subjects are brought under control and handcuffed, place them in an upright seated position, if possible. Subjects may be placed on their side if it is impossible to keep them in an upright position. Officers will monitor subjects until releasing them to a detention facility or medical personnel.

- A. Handcuff the subject when it is tactically safe to do so. As soon as it is reasonably safe to do so, check the subject's vital signs (pulse and breathing) to determine any apparent medical difficulties. Place the subject in a sitting position or roll the subject onto his/her side. Do not place in a prone position as it could result in positional asphyxia. Provide constant monitoring of the subject until release to a detention facility or medical personnel.
- B. Subjects that are subjected to a ECW will receive medical treatment. First aid includes:
  1. ECW certified officers will use latex gloves and will carefully remove the probes from the subject.
  2. Probe wounds will be wiped with an alcohol swab.
  3. Reassure and encourage subject to remain calm.
  4. Monitor the subject and look for signs of recovery: controlled breathing, calming of the subject.
  5. If the officers do not observe these signs of recovery and believe they have a medical emergency, or they are provided with additional medical information such as heart or respiratory problems, officers should immediately have an MICU respond to the scene.
  6. ECW probes shall be removed as soon as possible. ECW probes that are imbedded in a subject's skin (as opposed to just clothing), shall only be removed by certified ECW users, Fire Rescue personnel, or other medical personnel. Officers, including certified ECW users shall not remove probes that are embedded in a subject's head, throat, groin, female breast area, or any other sensitive area. Fire Rescue or other medical personnel will remove these probes. Probes that have penetrated a person's skin shall be considered a biological hazard and shall be handled with the appropriate care.
- C. Adults subjected to a ECW will be seen by MICU if the subject shows no sign of recovery and then transported to a medical facility for further treatment if necessary. Adults subjected to a ECW may be transported directly to Lew Sterrett Justice Center and an examination by medical personnel at Lew Sterrett will be requested prior to being booked in. Due to a contractual agreement with the City, the Lew Sterrett Justice Center will not accept prisoners whose only charge is Public Intoxication, nor will the medical staff treat prisoners who will not be booked into the Justice Center. Adults charged with Public Intoxication may be seen by an MICU before being taken to Detox. Lew Sterrett Justice Center and Detox personnel will be advised that the prisoner being booked has been subjected to a ECW. This information will also be noted in the booking sheet by the transporting officer.
- D. Juveniles who have been subjected to a ECW will be provided medical attention by MICU prior to arrival at the Youth Services Section.

### **907.07 Reporting and Administrative Requirements Regarding the Use of the ECW**

- A. Certified ECW users will articulate an account of all ECW deployments and provide a brief account of the ECW used (including the ECW's serial number and the spent cartridge serial number). The officer will also include the date, time, location, the name of the medical personnel examining the individual, and if applicable, the MICU ambulance number. If a ECW is deployed, officers will also give a detailed description of number of shots fired, number and length of energy bursts, as well as any observed or reported injuries. In ALL situations where a ECW is deployed (cartridge fired, drive stun, or arch display) , a ECW (Taser X26) Use Form must be completed and forwarded through the officer's chain of command. Officers must report this information using one of the following:
  1. A DEARS Arrest Report Narrative
  2. A handwritten or MDT generated Injured Person/ ECW Offense Report will be prepared when circumstances dictate that a DEARS Arrest Report will not be prepared.
  3. First-line supervisor shall be notified in all instances wherein the ECW has been utilized. The supervisor shall respond to the scene and conduct an inquiry into the incident. This inquiry shall include, but not be limited to, a review of the evidence, interviews of witnesses, and an interview of the subject. The supervisor shall also notify a watch commander or acting watch commander of the incident and ensure that a ECW (Taser X26) Use Form is completed.
  4. In all situations where a cartridge is deployed or a suspect is "drive stunned" with the ECW, the ECW (TASER X26) Use Form will be completed before the end of tour of duty, and forwarded through the chain of command to the Bureau Commander. The ECW (TASER X26) Use Form may be obtained from the ECW Coordinator at each Division.
  5. The supervisor will ensure that all necessary physical evidence is gathered, processed and stored according to Property Section S.O.P. Evidence will include the spent cartridge, and probes. AFIDS tags may be retrieved at the discretion of a supervisor or the Physical Evidence Section. If an arrest report is completed, all of the ECW information should be placed in the officer's comments section of the arrest report. The arrest report charge should be placed in the "offense" space of the property tag.
- B. Data Downloads
  1. Each time a ECW is deployed; the ECW Coordinator will download the data of the ECW used and print the data download report. This report should be forwarded with the ECW (TASER X26) Use Form through the division's chain of command.
  2. Semi-Annual audits of each ECW will be conducted by the ECW Coordinator for each Division. To monitor data properly, ECW Coordinators may need to download the ECW data weekly.
  3. The audit will then be forwarded for review to the Bureau Commander.

**Dallas Police Department General Order  
907.00 Electronic Control Weapon**

Revised 6/03/2015

- C. Each Division Commander will designate a ECW Coordinator who is a sworn employee that will conduct semi-annual inspections of all ECWs assigned to their respective division. If the designee has any repair problems that cannot be taken care of at the divisional level, the Quartermaster Unit will have final authority to take the weapon out of service and return it to the appropriate manufacturer.

**907.08 Accidental Discharges**

- A. Officers will be held accountable for every trigger pull of the ECW.
- B. If an accidental discharge occurs, a supervisor will be called to respond to the scene. A divisional review of the incident will be conducted for all discharges where there was no contact made or if there were no injuries. If the discharge results in serious bodily injury or death to any person or the field supervisor determines there has been a gross violation of policy, Internal Affairs Division will be called to respond to the scene.
- C. If an accidental discharge occurs and a person is struck, the officer must prepare a "Injured Person/ECW" offense report and the property tag will contain this offense title in the appropriate space. A Damaged Property Report will also be prepared.
- D. If an accidental discharge occurs and no one is struck, the officer must prepare a "Damaged Property Report" and the ECW Coordinator should take a completed copy of the ECW (Taser X26) Use Form to the Quartermaster for a new cartridge. (Record cartridge number and dispose spent cartridge).
- E. In any accidental discharge, a Damaged Property Report must be completed as well as a Division Recommendation for accountability report.

**907.09 Storage and Other Precautions**

- A. A ECW and two cartridges are issued to certified ECW users at the beginning of each duty shift. The ECW should be inspected and a function check should be done prior to being secured on the officer's duty belt. The ECW will be carried on the certified user's duty belt and shall never be left unsecured. The ECW will be stored in its designated holster. This will protect the weapon, and will prevent accidental discharges. ECWs are stored in their designated holsters in a secured area when not checked out for use.
- B. ECWs should be loaded, used, and rendered safe in accordance with the procedures outlined in the ECW training course.
- C. If an officer checked out a departmental ECW, the weapon will be turned in at the end of each duty shift.
- D. Divisional ECW Coordinators will be responsible for ordering extra cartridges and batteries through the Quartermaster and will also be responsible for replacing ECWs that are inoperable or taken due to an internal investigation.
- E. Each Division will maintain a log on each department-issued ECW which will contain the model and serial number of the ECW, the officer' name and serial number to whom the ECW is assigned, the serial numbers of the cartridges assigned to each officer, the reason the new cartridge was issued (i.e. training, defective, use of force incident) and the Service Number of the incident report if the cartridge was fired during an arrest incident
- F. Departmental issued ECWs may be issued for off-duty use at the discretion of the Division Commander.



## Dallas Police Department General Order

# 908.00 Response to Resistance Reporting

DAVID O. BROWN  
CHIEF OF POLICE

Revised 05/02/2014

### 908.00 RESPONSE TO RESISTANCE REPORTING

#### 908.01 Philosophy

The intent of Response to Resistance reporting is to establish a reporting system within the Department for effective review and analysis. The system will help identify trends, improve training and employee safety, and provide timely information for the Department addressing Response to Resistance issues with the public. Early and accurate reporting helps establish Departmental credibility. Immediate and thorough documentation of any Response to Resistance will possibly protect the officer and Department from future liabilities associated with the Response to Resistance.

#### 908.02 General Departmental Policy

The completion of a Response to Resistance web entry will be required in the following instances:

Any Response to Resistance that is Soft Empty Hand Control or above on the Response Continuum, with the exception of "Compliant Handcuffing" only. This will include, but not be limited to the following:

1. All take-downs, pressure points, joint locks
2. Any use of Oleoresin Capsicum Chemical Spray.
3. Any deployment of the Pepperball System.
4. Personal weapons such as hands and feet.
5. Any use of the baton or any other type of instrument that is used as an impact weapon.
6. Any use of an Electronic Control Weapon (Taser). This includes accidental discharges of the Taser.
7. The deployment of a firearm which is pointed directly at any individual. This will NOT include when any firearm is deployed as part of a warrant process or felony stop.

Note: A firearm discharge will not be reported in this system. A firearm discharge will be investigated by CAPERS and Internal Affairs.

#### 908.03 Response to Resistance Entry (BlueTeam)

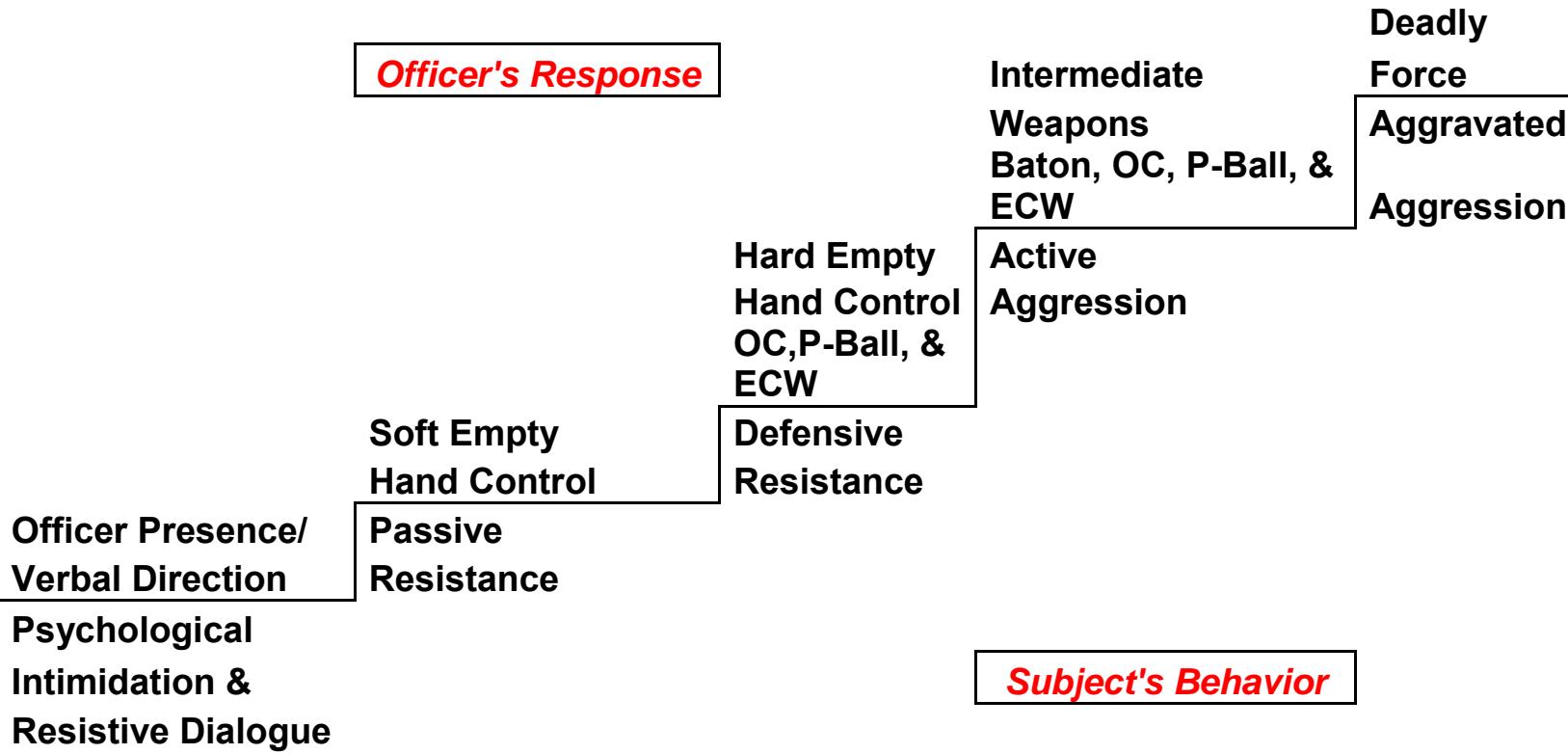
- A. Officers will conduct the initial investigation and make any necessary report immediately after completing the initial investigation.
- B. Officers will enter the BlueTeam reporting system via the Intranet and enter their network user name and password.
- C. Each officer that uses force during an incident will enter the system and document their use of force separately and write their own narrative. (The only exception to this will be Firearm Display where one officer may do the report for multiple officers if the only use of force is a Firearm Display.)
- D. Officers will access the Response to Resistance Report (Use of Force) and enter the incident completely.
- E. After completion, the officer will forward the Response to Resistance report via BlueTeam to their immediate supervisor for review.
- F. The immediate supervisor will review the form for completeness and accuracy and either return it to the officer for corrections or if "Approved," forward it to the next level of supervision via BlueTeam.
- G. After approval by the Division Commander, the form and all attachments will be forwarded to the BlueTeam Program administrator for release into the database.
- H. Officers who do not have access to a Mobil Data Computer (MDC) or an MDC-enabled desktop workstation may call their reports into Direct Entry. This is intended to apply only to those officers who are working off-duty employment or are in an assignment where they have not been furnished an MDC or a network enabled computer.

#### 908.04 Response to Resistance Statistical Review and Reports

A yearly analysis of all Response to Resistance reports will be conducted and provided for inclusion in an Annual Report to the Chief of Police.

# Linear Use-of-Force Response Continuum

DALLAS POLICE DEPARTMENT





## Dallas Police Department General Order

### Code of Conduct Table of Contents

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

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## Dallas Police Department Code of Conduct

### Chapter I

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/24/2013

#### **AUTHORITY AND PURPOSE**

- 1.1 The Code of Conduct of the Dallas Police Department is promulgated by the Chief of Police by authority of Chapter XII, Section 2 (1), of the Charter of the City of Dallas, 1907, as amended.

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

- 1.2 The Code of Conduct of the Dallas Police Department is designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of every member of the Police Department, both sworn and non-sworn, on and off-duty. The terms *sworn member* and *officer* refer to any person commissioned as a Police Officer under the Charter and Ordinances of the City of Dallas and qualifying as a peace officer under Article 2.12 of the Texas Code of Criminal Procedure. The terms *member* and *employee* refer to any full time or part time permanent employee of the City of Dallas assigned to the Police Department whether sworn or non-sworn (civilian). The use of the terms *he* and *his* to refer to a member of the Department shall indicate either a male or female employee.
- 1.3 The provisions of the City of Dallas Administrative Directives, the City of Dallas Personnel Rules, the City of Dallas Code of Ethics (Chapter 12A, Dallas City Code), the Civil Service Board Code of Rules and Regulations, the Police Department General Orders and Code of Conduct, and departmental procedures and policy shall apply to all members of the Police Department.
- 1.4 The Dallas Police Department Code of Conduct and General Orders are founded on well-recognized standards of behavior and ethics. Police Officers are held to higher standards than others employed in public service because they alone have the power to limit individual freedom. The Law Enforcement Code of Ethics and the Canons of Police Ethics are included as addenda to this Code of Conduct to provide officers with a philosophical basis for our rules and regulations.



## Dallas Police Department Code of Conduct

### Chapter II

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/24/2013

#### **SCOPE**

- 2.1 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.
- 2.2 Violations of the Code of Conduct, the City of Dallas Personnel Rules, Administrative Directives, the City of Dallas Code of Ethics (Chapter 12A, Dallas City Code), the Civil Service Board Code of Rules and Regulations, the Charter of the City of Dallas, the Ordinances of the City of Dallas, and/or laws of the State of Texas or the United States, and departmental regulations shall subject the offender to disciplinary action which may take the form of a verbal or written reprimand, reduction in rank, grade, or step, and/or suspension or discharge from employment. Action taken will depend on the degree of severity of the offense, the record of the offender, and the seriousness of the consequences of the violation.
- 2.3 Disciplinary action under the Code of Conduct will be in accordance with the Civil Service Board Code of Rules and Regulations, and such actions against non-sworn employees will also be in accordance with the City of Dallas Personnel Rules. All disciplinary actions will be based on preponderance of the evidence and just cause.
- 2.4 Pursuant to the authority granted by Chapter XII, Section 4, of the Charter of the City of Dallas, the Chief of Police shall have the exclusive right to suspend or discharge any employee who may be under his jurisdiction and control for incompetence, neglect of duty, immorality, drunkenness, the improper use of any substance that modifies behavior, or failure to obey orders given by proper authority or the orders, rules, and regulations promulgated by the Chief of Police.
- 2.5 Employees are required to establish and maintain a working knowledge of this Code of Conduct, of all laws and ordinances in force in the City of Dallas, and the written rules and policies of the Department and divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, rule, or policy in question.
- 2.6 The failure to comply with the Code of Conduct, the General Orders, and all other orders, policies, and directives issued by proper authority will subject the offender to disciplinary actions as prescribed in Chapter II, Section 2.2, of the Code of Conduct.
- 2.7 Any employee who, by an act or conduct, attempts to violate or conspires with any person to violate the Charter of the City of Dallas, the City of Dallas Administrative Directives, the City of Dallas Code of Ethics (Chapter 12A, Dallas City Code), City of Dallas Personnel Rules, the Civil Service Board Code of Rules and Regulations, Ordinances of the City of Dallas, the Police Department General Orders and Code of Conduct, or departmental procedures or policy shall be subject to the same discipline as though the actual violation had been accomplished.



## Dallas Police Department Code of Conduct

### Chapter III

DAVID O. BROWN  
CHIEF OF POLICE

Revised 12/10/10

#### **GENERAL REQUIREMENTS**

- 3.1 Within the City of Dallas, officers shall at all times take appropriate action to:
  - A. Protect life and property.
  - B. Preserve the peace.
  - C. Prevent crime.
  - D. Detect and arrest violators of the law.
  - E. Enforce all federal, state, and local laws and ordinances coming within departmental jurisdiction.
- 3.2 Employees shall observe and give effect to the policies of the Department.
- 3.3 No employee shall procure appointment in the Department by means of willful misrepresentation or omission of any fact concerning his personal history, qualifications for employment, or physical condition.
- 3.4 Officers shall carry their badge, identification card, and warrant of appointment at all times. Officers shall:
  - A. Give their name and badge number to any person upon request. It will be given in writing when specifically requested by a citizen.
  - B. Give the name and badge number of any or all officers that have responded to a police incident to any person at the scene upon request. It will be given in writing when specifically requested by a citizen.
  - C. Provide identification when requested.
- 3.5 Employees shall provide the name and business telephone number of the employee's immediate supervisor upon request by any person.
- 3.6 Officers must be armed at all times while on duty in the City of Dallas unless directed not to carry a weapon by the Chief of Police. When an officer is on duty, the weapon shall conform to the standards and required qualifications as set forth in the General Orders.
- 3.7 With the exceptions listed, an officer at his option, when off-duty, may be armed with a departmentally approved make and caliber weapon. If armed, the officer must be currently qualified with that weapon as set forth in the General Orders.

Exceptions: An officer must be armed with a departmentally approved weapon:

  - A. At any time when in a city vehicle.
  - B. At any time when in uniform.
  - C. When performing police related off-duty employment.
- 3.8 No officer, when dressed in civilian clothes, shall wear or carry a weapon in such a manner that it will attract attention or be in open view in public or while performing any court function, with the exception of when in normal investigative work areas and adjacent hallways.
- 3.9 No employee shall wear the uniform, be armed, or carry his badge, warrant, or identification card while under suspension.
- 3.10 An officer shall immediately surrender his badges, warrant of appointment, identification card, and city-issued weapon to the supervisor or commanding officer notifying the offender of his or her suspension.
- 3.11 Employees shall not willfully damage any city property or equipment or property or equipment belonging to any citizen or other entity unless lawfully required to do so in the performance of their duty.
- 3.12 Employees shall not cause damage to city property or equipment or property or equipment belonging to a citizen or other entity by improper handling or negligence.
- 3.13 Sworn employees will maintain minimum departmental standards in addition to the Texas Commission on Law Enforcement (TCOLE) requirements necessary for licensing of a Texas Peace Officer. Without written approval from the Chief of Police, no officer, by direct act or omission, will fail to maintain departmental standards and TCOLE requirements. Failure to maintain standards as specified by the Dallas Police Department will subject the officer to administrative action or termination.



## Dallas Police Department Code of Conduct

### Chapter IV

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/15/12

### **PROFESSIONAL CONDUCT AND PERSONAL BEARING**

- 4.1 Dereliction of duty on the part of any employee, detrimental to the proper performance of the functions of the Department, is cause for corrective action. The following subsections constitute dereliction of duty.
- A. Failure of a supervisor or commander to immediately take action when a violation of rules or regulations comes to his attention, regardless of the supervisor's or violator's assignment or rank within the Department.
  - B. Failure to deliver to the official departmental custodian any property found by, confiscated by, or relinquished to officers of this Department without undue delay and, in any event, before their tour of duty is ended.
  - C. Failure to place evidence in its officially designated place for preservation and storage.
  - D. Failure to take appropriate police action to aid a fellow peace officer exposed to danger or in a situation where danger might be impending.
  - E. Cowardice or failures to perform police duties because of danger.
  - F. Any action that places any person in greater danger than is necessary for the proper performance of the employee's duties.
  - G. To offer, agree to accept/deliver, or solicit a bribe. (A bribe shall be 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.)
  - H. For the purpose of protecting life and property, officers will always be considered on duty while in the City of Dallas and shall be prepared to act to the extent possible any time circumstances indicate their services are required.

The above enforcement action will not include:

1. Enforcement of laws of a Class C Misdemeanor nature or traffic enforcement when out of uniform and off-duty unless in an off-duty employment capacity and with prior supervisory permission.
  2. Enforcement responsibilities beyond the ability of the officer when he is not armed. (Appropriate action in such cases may include calling 911.)
- 4.2 No employee shall be convicted of, nor commit, any act or omission which is defined as a criminal act.
- 4.3 No employee shall engage in any conduct which adversely affects the morale or efficiency of the Department or which has a tendency to adversely affect, lower or destroy public respect and confidence in the Department or officer.
- 4.4 No employee, when acting outside the course and scope of his duties, shall precipitate, cause, or escalate a disturbance or police incident to his discredit.
- 4.5 No employee shall fail or deliberately refuse to obey a lawful order given by a supervisory member including any order relayed from a superior by an employee of same or lesser rank.
- 4.6 Employees shall treat supervisory members, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationships with one another.
- 4.7 Employees shall not publicly criticize or ridicule the Department, its policies, or other employees by talking, writing, or expressing in a manner which:
- A. Is defamatory.
  - B. Is obscene.
  - C. Is unlawful.
  - D. Tends to impair the operation of the Department by interfering with its efficiency, by interfering with the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.
- 4.8 No employee shall be under the influence of drugs or be a user of drugs when such drugs are not prescribed by a physician or dentist or to take drugs in a manner not prescribed by a physician or dentist.



## Dallas Police Department Code of Conduct

### Chapter IV

DAVID O. BROWN  
CHIEF OF POLICE

Revised 11/15/12

- 4.9 Employees will notify a supervisor in their chain of command when they are taking any drug prescribed by a physician or dentist which might impair their ability to operate a motor vehicle or which might affect their judgment. (When notice is provided by prescription label).
- 4.10 Officers shall not use any unnecessary or inappropriate force against any person.
- 4.11 No employee shall at any time ridicule, mock, deride, taunt, or belittle any person.
- 4.12 No employee shall willfully embarrass, humiliate, or shame any person.
- 4.13 No employee shall willfully harass any person nor take any action in a manner that might excite a person to violence.
- 4.14 No employee shall use loud or harsh language in performance of official duties except as necessary to gain control of an escalating situation.
- 4.15 No employee shall use indecent or profane language in the performance of official duties or in the presence of the public.
- 4.16 No employee will make any comment or expression, either written or oral, which would deride, demean, condemn, or ridicule any person based upon their race, ethnicity, sex, religion, or sexual orientation, either on-duty or off-duty, if such comment or expression will tend to generate controversy and disruption within the Department, impede upon the Department's general operation and performance, and affect working relationships necessary to the Department's proper functioning.

While on-duty or on City premises, employees' will neither display nor wear items that they know another person could reasonably consider offensive

- 4.17 Employees will be courteous and civil when dealing with members of the public or other City employees. Employees will not treat members of the public or other employees in a discourteous, irresponsible, or indifferent manner.
- 4.18 No employee shall solicit any funds for the purpose of buying a gift for any member of the Department. However, employees may solicit nominal amounts from members of their section or division for gifts for retiring fellow members or for special circumstances with permission of the Bureau or Division Commander.
- 4.19 No employee shall receive any money or gifts from any type of solicitation except when retiring from the Department or for special circumstances approved by the Bureau or Division Commander.
- 4.20 No employee shall conduct himself in the offices and buildings of the Department in a manner that would discredit the police service.
- 4.21 No employee shall engage in any form of gambling in the police clubrooms, locker rooms, assembly rooms, or any other police facilities.
- 4.22 No employee shall engage in *horseplay* or the playing of pranks while on duty or in police facilities.
- 4.23 Uniformed employees will render appropriate honors to the United States flag and national anthem during ceremonial functions by assuming the position of attention and placing the right hand over the heart (indoors) or saluting (outdoors). Employees in civilian clothing will render appropriate honors by assuming the position of attention and placing the right hand over the heart (both indoors and outdoors).



## Dallas Police Department Code of Conduct

### Chapter V

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

### **RESPONSIBILITIES AND GENERAL CONDUCT ON DUTY**

- 5.1 Employees shall, at all times, respond to the lawful orders of supervisory members 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 superior member.

- 5.2 Elements shall respond without delay to all calls for police assistance from citizens or other members.

- A. Emergency calls will take precedence. However, all calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws.
- B. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no element shall fail to answer any call for service directed to him.

- 5.3 Elements will investigate those incidents assigned or which come to their attention to the fullest extent within their assigned responsibilities.

- 5.4 No employee shall be absent without leave. Absent without leave shall mean:

- A. A failure to report for duty at the time and place of duty.
- B. Leaving of a place of duty or assignment without proper authorization.
- C. Any time recorded as unapproved leave without pay.

- 5.5 Unless otherwise directed, employees shall report to daily roll call at the time and place specified in proper dress and equipment. They shall give careful attention to orders and instructions.

- 5.6 It shall be the responsibility of employees who cannot report for duty due to illness to notify their supervisor at least one hour prior to their reporting time or at opening of business hours in case of office hour operations. Employees must give a telephone number and address where they can be located during their normal tour of duty.

- 5.7 Employees shall furnish the Department a telephone number and address at which they may be reached in the event of an emergency.

- 5.8 Employees shall report any change in address or telephone number within twenty-four hours of such change in the manner prescribed by current orders.

- 5.9 When employees will not be available for more than forty-eight hours at their listed telephone number and address for an emergency call, they shall notify their supervisor who shall record the time of departure, expected time of return, destination and, as far as practicable, information as to how and where they may be reached in the event of an emergency.

- 5.10 Employees are prohibited from following any other vocation that might conflict or interfere with their responsibility to the Department.

- A. Employees must receive permission from the Chief of Police to engage in off-duty employment or business activities.
- B. Officers are prohibited from holding a deputation or commission from any other law enforcement agency.

- 5.11 Employees shall remain alert, observant, and occupied with police business during their tour of duty. When on duty, employees shall devote their entire time and attention to the business of the Department.

- 5.12 Employees are prohibited from engaging in the following activities while on duty:

- A. Sleeping, loafing, or idling.
- B. Recreational reading.  
The exceptions are as follows:

1. During meals while in plain clothes.



## Dallas Police Department Code of Conduct

### Chapter V

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

2. During meals while in uniform and out of public view.
  - C. Conducting private business.
  - D. Carrying any articles which distracts from the proper performance of police duty.
  - E. Drinking intoxicating beverages (except in performance of a police duty, and then only with the specific consent of a commanding officer, and never in uniform).
  - F. Legal or illegal gambling (except in performance of a police duty, and then only with the specific consent of a commanding officer, and never in uniform).
  - G. Any sexual conduct.
- 5.13 Employees shall promptly submit reports that are required by the performance of their duties or by competent authority. Any required report shall be completed before the end of that tour of duty.
- 5.14 Officers shall have prior approval of their supervisor before initiating undercover investigations. In cases where officers are already deployed in an undercover capacity and they begin another assignment unrelated to the existing assignment, they shall notify their superior as soon as practical or within twenty-four hours.
- 5.15 A. Employees shall not consume intoxicants while off-duty and operate any city equipment while such consumption is apparent.  
B. Employees shall not consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent their job performance is impaired.
  - 5.16 Employees shall not be intoxicated while on duty. They shall not at any time, on or off-duty, be intoxicated in public view.
  - 5.17 No employee in uniform shall purchase, possess, be under the influence of, or drink intoxicants while on or off-duty.
  - 5.18 Employees shall not bring or keep any intoxicating liquor on departmental premises, except for the following purpose:  
Liquor brought on departmental premises in the furtherance of a police task shall be properly identified and stored according to policy.
  - 5.19 Employees on-duty or in uniform shall not enter taverns, theaters, or other public places except to perform a police service.
  - 5.20 When on-duty in the presence of other members or the public, officers should be referred to by rank.
  - 5.21 Employees will present a professional appearance at all times while on-duty or in uniform. Employees are prohibited from:
    - A. Chewing gum while making personal contacts with citizens in the performance of duties.
    - B. Smoking or using tobacco products while in public view or while making personal contacts with citizens in the performance of duties.
    - C. Using any tobacco products, including smokeless products such as chew or dip, while in any departmental vehicle or city facility. This also prohibits using trash receptacles as spittoons.
  - 5.22 No expenditure of money shall be made or liability incurred in the name of the City of Dallas or the Department unless authorized by the Chief of Police. (Not including petty cash purchases approved by the Equipment and Procurement Section.)
  - 5.23 Employees are prohibited from using City equipment, whether the City equipment is owned or leased, for any purpose other than departmental or City business. This prohibition applies to both on duty and off-duty conduct. Exceptions to this policy will require prior supervisory approval. Appropriate use of home storage vehicles will be governed by the Administrative Directives, General Orders, and Bureau or Division Standard Operational Procedures. This rule does not preclude the limited use of equipment or supplies deemed in the best interest of the Department as determined by the appropriate Bureau or Division Commander.



## Dallas Police Department Code of Conduct

### Chapter VI

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### ***PROTECTION OF PRISONERS, THEIR RIGHTS, AND THEIR PROPERTY***

- 6.1 No employee shall arrest any person or search any premises or person except with a warrant of arrest, a search warrant, or where such arrest or search is authorized without a warrant under the laws of the State of Texas, the United States, or the ordinances of the City of Dallas.
- 6.2 All employees shall protect the rights of any person held in custody.
- 6.3 All employees shall protect, to the extent possible, any person being taken into custody from physical injury.
- 6.4 No employee shall falsely arrest, imprison, or direct any malicious prosecution against any person.
- 6.5 No employee shall willfully mistreat or give inhumane treatment to any person.
- 6.6 Employees shall use only such force as is necessary in effecting an arrest and maintaining custody of prisoners.
- 6.7 Officers shall use deadly force in effecting an arrest only as authorized in Chapter 9 of the Penal Code of Texas, (current version), and as prescribed by the General Orders and other orders of the Department.
- 6.8 Employees shall take all reasonable steps necessary to prevent loss or damage to property or equipment belonging to a person in custody, or which has come into possession of said employee by reason of his office.

**NOTE: If loss or damage is the result of willful action or negligence on the part of the employee, the employee may be required to make restitution in addition to any corrective action under this code.**



## Dallas Police Department Code of Conduct

### Chapter VII

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/24/2013

#### **PUBLIC ACTIVITIES**

- 7.1 Employees of the Police Department who wish to engage in partisan political activity will observe the following restrictions:
  - A. While in uniform or on-duty, an employee may not engage in a political activity relating to a campaign for an elective office.
  - B. An employee engages in a political activity if he:
    1. Makes a public political speech supporting or opposing a candidate.
    2. Distributes a card or other political literature relating to a campaign of a candidate.
    3. Wears a campaign button.
    4. Circulates or signs a petition for a candidate.
    5. Solicits votes for a candidate.
    6. Solicits campaign contributions for a candidate.
    7. Voluntarily appears, either on duty or in uniform, in any type of news-related or advertising photographs with or for a candidate for public office.
  - C. While out of uniform and off-duty, an employee may engage in the political activities as listed in Section B. with the following exception:

An employee may not solicit campaign contributions for a candidate other than from members of an employee organization to which he belongs.
- 7.2 An employee of the Department may not become a candidate for elected office except as allowed by the Dallas City Charter and Section 12A-10 of the City of Dallas Code of Ethics (Chapter 12A, Dallas City Code).
- 7.3 No employee shall seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, or advancement. Should any employee learn of any intervention in his behalf, he shall notify his Bureau or Division Commander.
- 7.4 No employee shall become a member of any organization, association, movement or group which advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means.



## Dallas Police Department Code of Conduct

### Chapter VIII

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### **CIVIL, CRIMINAL, JUDICIAL, AND ADMINISTRATIVE INVESTIGATIVE ACTIONS**

- 8.1 The Department has jurisdiction in criminal cases and civil parking cases only. No employee shall render aid or assistance in other civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. This rule is not intended to prevent employees from informing any citizen as to steps necessary to institute a civil lawsuit.
- 8.2 No employee shall investigate any criminal case or personally file any criminal charge in a court of law against any person for a criminal offense committed against him or any member of his family except Class C misdemeanors occurring in the employee's presence while on duty. Other offenses that may be committed against him or members of his family shall be reported to the Bureau or Division of the Department having responsibility for the investigation of such offenses. The personnel of that Bureau or Division shall investigate and file such charges as may be proper.
- 8.3 Employees shall be truthful at all times when conducting any official police related business.
- 8.4 Employees shall answer questions or render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.
- 8.5 Employees will not give verbal or written inconsistent, conflicting, or misleading statements regarding their conduct or performance.
- 8.6 No employee shall willfully misrepresent any matter, sign any false statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, official hearing, or Department hearing.
- 8.7 No employee shall knowingly falsify any report, document, or record or 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 except by a supplemental record, document, or report. No employee shall remove or destroy or cause the removal or destruction of any report, document, or record without authorization.
- 8.8 Employees must be present and available to testify in any court or before any grand jury in any county in which the City of Dallas is located when officially notified to appear. In criminal cases outside those counties and in all civil cases employees shall respond to a legal subpoena only.
- 8.9 Employees who, for a valid reason, are unable to answer an official summons must be excused by the court or grand jury prior to the time they are scheduled to appear. The reason for the excused absence shall be reported according to procedures set forth in the General Orders.
- 8.10 Any employee who is subpoenaed or volunteers to testify for the defense in any criminal or civil trial or hearing or against the City or Department in any hearing or trial shall notify his supervisor in writing upon receipt of the subpoena or of his intention to testify prior to his appearance as a witness.
- 8.11 No employee shall accept a fee as a witness in any criminal or civil case if the matter relates to the exercise of the employee's official duties.
- 8.12 Employees shall not engage in any of the following conduct:
  - A. Interfering with the service of lawful process.
  - B. Interfering with the attendance or testimony of witnesses through coercion, bribery, or other means.
  - C. Attempting to have any Notice to Appear or traffic citation reduced, voided, or stricken from the calendar without approval of their Bureau or Division Commander.
  - D. Recommending a dismissal, reduction of charges, or other disposition of a pending criminal case which has been previously filed in any criminal court or before any grand jury except by written approval of their Bureau or Division Commander.
  - E. Taking any other action which interferes with the efficiency or integrity of the administration of criminal justice or departmental discipline.
  - F. Having knowledge of such interference and failing to inform a superior officer in writing.
- 8.13 No employee shall make known any information concerning the progress of an investigation, a known or reported law violation, a condition against which action is to be taken at a future time, or any proposed police operation to any person not authorized to receive it.



## Dallas Police Department Code of Conduct

### Chapter VIII

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

- 8.14 Employees shall not communicate in any manner, either directly or indirectly, any information which may assist persons guilty or accused of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity, money, merchandise, or other property unlawfully obtained.
- 8.15 No employee shall release any police report, police record, arrest report, prosecution report, criminal history file, mug shot picture, or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena or approved by a Bureau or Division Commander.



## Dallas Police Department Code of Conduct

### Chapter IX

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/24/2013

#### **CONFLICT OF INTEREST**

**NOTE:** In addition to complying with the provisions of this chapter of the Dallas Police Department Code of Conduct, employees will be responsible for complying with all provisions of the City of Dallas Code of Ethics (Chapter 12A, Dallas City Code).

9.1 Definition:

A conflict of interest arises whenever an employee intentionally disregards the public interest in favor of other interests, personal or otherwise. Likewise, a conflict exists whenever, because of personal financial interests, an employee is incapable of performing his official duties impartially or chooses not to perform them impartially. A conflict of interest may exist whenever an employee has a substantial personal or private interest in a matter that involves his duties and responsibilities as an employee. The trust of the citizenry demands that an employee takes no action that would constitute the use of City employment to advance personal or private interests.

9.2 An employee will avoid any action, whether or not specifically prohibited by law, which may reasonably tend to affect his job performance creating the effect or appearance of:

- A. Using public office for private gain.
- B. Giving preferential treatment to any person.
- C. Losing independence or impartiality.

9.3 Employees, while in uniform on or off-duty, shall not endorse or participate in any activity that might tend to bring into question the impartiality or a perception of impartiality of the Dallas Police Department toward any group in the performance of the Department's public responsibilities.

9.4 Any employee who becomes aware that he, or any person related to the employee within the second degree of consanguinity or affinity, stands to benefit financially from any action of the City of Dallas (other than through normal personnel benefits programs), shall immediately seek a written opinion of an attorney assigned to the Criminal Law & Police Unit as to any conflict of interest with the City. If a conflict is found to exist, the employee's Bureau Commander will be notified immediately and will take the action necessary to conform to the rules and regulations of the City.

9.5 All employees will avoid situations that give rise to an actual or apparent conflict between their professional responsibilities and their relationships with other employees.

9.6 Members of the Department will not enter into an on-going, lengthy, or continual financially significant off-duty employer/employee or business relationship with members in their chains-of-command. If this arrangement is seen as necessary or should a transfer or promotion create an apparent violation of this rule, members will immediately notify by memorandum the superior in the chain-of-command who is immediately above the involved supervisor. The memorandum should detail the nature and extent of such relationship.

- A. It then becomes the responsibility of that supervisor to take appropriate action to eliminate conflict, keeping the best interests of both the employees and the Department in mind.
- B. The supervisor may determine that no significant conflict exists or if conflict exists, may require:
  1. Changes in assigned duties.
  2. Changes in assignment.
  3. Disqualification from a particular assignment.
  4. Divestment by the employee of his conflicting interest.
- C. Such remedial action shall be effected in accordance with all applicable laws for notice, hearing, and review.

9.7 Employees shall not under any circumstances solicit any gift, gratuity, loan, or fee where there is any direct or indirect relation between the solicitation and their departmental membership except as provided by law and approved by the Chief of Police.

9.8 Employees shall not accept, either directly or indirectly, any gift, gratuity, reward, loan, fee discount, rebate, or special consideration arising from or offered because of police employment or any activity connected with such employment that might reasonably tend to influence the employee in the discharge of his official duties.



## Dallas Police Department Code of Conduct

### Chapter IX

DAVID O. BROWN  
CHIEF OF POLICE

Revised 04/24/2013

- 9.9 Employees shall not accept a reward or any gift, favor, privilege or employment from any public utility corporation or licensee, the granting of whose license is subject to regulation or approval by the Chief of Police, except employment as authorized by Ordinance No. 16388.
- 9.10 No employee shall receive any gift or gratuity from members' junior in rank without the express written permission of the Chief of Police.
- 9.11 Employees shall not buy anything from or sell anything to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention through their employment with the Department, nor can they act as an intermediary in the payment of a reward for the return of stolen property without prior written authorization by the Chief of Police. This does not prohibit from dealing with legitimate places of business.
- 9.12 Any reward paid or sent to any employee shall be promptly turned in by that employee to the Office of the Chief of Police, which shall deposit it with the secretary of the Police and Fire Pension Fund or the secretary of such other fund from which departmental employees derive benefits.
- 9.13 Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as a result of police business. This does not apply when a relative or personal acquaintance of the officer seeks such service. In no case may such advice be given where a fee, gratuity, or reward is offered by, solicited or accepted from the attorney or bail bondsman.
- 9.14 No employee shall give any lawyer, bondsman, or the agent of either, or any other person unauthorized information regarding prisoners in confinement, property in custody, or records of the Department.
- 9.15 Employees shall not furnish bail or act as a principal or surety on any bail bond or bail bond application for any person charged with any type of criminal offense except members of their immediate family.
- 9.16 Except for official police duties, no employee of this Department shall associate with persons whom the employee could reasonably be expected to know were of immoral character, convicted felons, gamblers, or other persons who habitually commit violations of the law. This does not exclude an employee of this Department from associating with immediate members of his family if they fall within the aforementioned category.
- 9.17 Employees shall not permit their name or photograph to be used to endorse any product or service that is in any way connected with law enforcement without the permission of the Chief of Police. Employees shall not, without the permission of the Chief of Police, allow their name or photograph to be used in any commercial testimonial that alludes to their position or employment with the Department.
- 9.18 No employee while in uniform, on or off-duty, shall endorse or participate in any activity that would result in the perception of actual or tacit approval of that activity by the Department without the expressed permission of the Chief of Police.
- 9.19 Debts - incurrence and payment.
  - A. Employees shall not solicit subordinate members to co-sign or endorse any promissory note or other loan.
  - B. Employees shall pay all just debts and legal liabilities incurred by them.



## Dallas Police Department Code of Conduct

### Chapter X

DAVID O. BROWN  
CHIEF OF POLICE

Revised 01/30/07

#### ***EFFECTIVE DATE***

- 10.1 This Code will become effective April 12, 2000, at which time the previous Code of Conduct and its amendments will be superseded, except as provided in Chapter X, Section 10.2, of this Code.
- 10.2 The previous Code of Conduct and its amendments shall remain in full force and effect for any violations which occur prior to the effective date of this Code.
- 10.3 If any section, sentence, clause, or phrase of this Code is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Code.

## Canons of Police Ethics

### **Article 1**

#### ***Primary Responsibility of Job***

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

### **Article 2**

#### ***Limitations of Authority***

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon him in enforcing it. Because he represents the legal will of the community, be it local, state or federal, he must be aware of the limitations and proscriptions which the people, through law, have placed upon him. He must recognize the genius of the American system of government that gives to no man, groups of men, or institution, absolute power, and he must ensure that he, as a prime defender of that system, does not pervert its character.

### **Article 3**

#### ***Duty to be Familiar with the Law and with Responsibilities of Self and Other Public Officials***

The law enforcement officer shall assiduously apply himself to the study of the principles of the laws which he is sworn to uphold. He will make certain of his responsibilities in the particulars of their enforcement, seeking aid from his superiors in matters of technicality or principle when these are not clear to him; he will make special effort to fully understand his relationship to other public officials, including other law enforcement agencies, particularly in matters of jurisdiction, both geographically and substantively.

### **Article 4**

#### ***Utilization of Proper Means to Gain Proper Ends***

The law enforcement officer shall be mindful of his responsibility to pay strict heed to the selection of means in discharging the duties of his office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

### **Article 5**

#### ***Cooperation with Public Officials in the Discharge of Their Authorized Duties***

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. He shall be meticulous, however, in assuring himself of the propriety, under the law, of such actions and shall guard against the use of his office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, he shall seek authority from his superior officer, giving him a full report of the proposed service or action.

### **Article 6**

#### ***Private Conduct***

The law enforcement officer shall be mindful of his special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a

decent and honorable man. Following the career of a policeman gives no man special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon his tradition will not degrade it. Rather, he will so conduct his private life that the public will regard him as an example of stability, fidelity and morality.

### **Article 7**

#### ***Conduct Toward the Public***

The law enforcement officer, mindful of his responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct his official life in a manner such as will inspire confidence and trust. Thus, he will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of him nor a right to command him. The officer will give service where he can, and require compliance with the law. He will do neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging his sworn obligation.

### **Article 8**

#### ***Conduct in Arresting and Dealing with Law Violators***

The law enforcement officer shall use his powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. His office gives him no right to prosecute the violator or to mete out punishment for the offense. He shall, at all times, have a clear appreciation of his responsibilities and limitations regarding detention of the violator; he shall conduct himself in such a manner as will minimize the possibility of having to use force. To this end he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

### **Article 9**

#### ***Gifts and Favors***

The law enforcement officer, representing government, bears the heavy responsibility of maintaining, in his own conduct, the honor and integrity of all government institutions. He shall, therefore, guard against placing himself in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, he should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing his judgment in the discharge of his duties.

### **Article 10**

#### ***Presentation of Evidence***

The law enforcement officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. He shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, he will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word.

The law enforcement officer shall take special pains to increase his perception and skill of observation, mindful that in many situations his is the sole impartial testimony to the facts of a case.

### **Article 11**

#### ***Attitude Toward Profession***

The law enforcement officer shall regard the discharge of his duties as a public trust and recognize his responsibility as a public servant. By diligent study and sincere attention to self-improvement he shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. He shall appreciate the importance and responsibility of his office, and hold police work to be an honorable profession rendering valuable service to his community and his country.

## **LAW ENFORCEMENT CODE OF ETHICS**

*As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional right of all men to liberty, equality and justice.*

*I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of 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 or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to 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.*