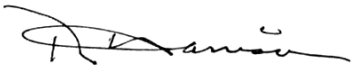
TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Mission and Statement of Values		
NUMBER	1100.01	EFFECTIVE DATE	June 01,2008
Scheduled Review Date	February 19, 2016	ISSUE DATE	June 01, 2008
Date Reviewed	February 19, 2014	REVISION DATE	May 01, 2010
APPROVED BY		(Reserved for expansion)	

I. Mission Statement of the Texarkana Police Department

A. The mission of the Texarkana Police Department is to make Texarkana, Arkansas a safe place to live, work and raise a family.

B. The primary function of the police department is to provide the citizens of our community with professional law enforcement services. This is accomplished through the preservation of the peace, detection of crime, and the apprehension and prosecution of criminals under, local, state, and federal laws.

C. To achieve true success, the police department must win and retain the confidence and respect of the public we serve. This can only be accomplished by constant and earnest efforts of police officers and civilian staff in the performance of their duties in an efficient, honest, and business-like manner. You must show exemplary conduct in your professional and personal lives to gain and retain the public trust.

D. Police officers should remember that, in the execution of his/her duties, you act not for yourself, but for the public you serve.

II. Statement of Values of the Texarkana Police Department

A. In order to fulfill the mission of the Texarkana Arkansas Police Department, every member of the Department must continually remain true to following values:

1. We hold as our sacred duty the preservation of life. It is this belief that defines our priorities;

2. We accept nothing less than truth, honesty and integrity in our profession;

3. We recognize that our basic responsibility is to enforce the law. Our role is to resolve problems, through the law, not to judge or punish;

4. We view the residents of our community as partners who deserve our concern, care and attention. We are committed to reducing the fear of crime in our community, and we endeavor to do this by creating partnerships in our neighborhoods;

5. We understand that our police powers are derived from the community members we serve. We do not tolerate the abuse of our police authority;

6. We recognize that our personal conduct, both on and off duty, is inseparable from the professional reputation of both our officers and the Department.

III. Philosophy

A. In order to fulfill the mission of the Texarkana Arkansas Police Department, every member of the Department must continually direct his/her efforts towards the pursuit of the following:

1. Our employees are the most important part of the organization, and supervisors should constantly strive to help them in their job performance and development;

2. It is our responsibility as police officers to help people and provide assistance at every opportunity presented to us;

3. We, as a law enforcement agency, have a responsibility to change citizen attitudes about public safety. We require community support in the suppression of crime;

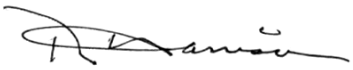
4. Recover stolen property and return it to its rightful owners whenever possible;

5. Voluntary compliance with city ordinances and traffic law through public information education programs;

6. Aggressively responding to criminal activity throughout all areas of Texarkana, Arkansas in a manner consistent with safeguarding the rights of all citizens; and

7. Police managers and supervisors should set the standard by maintaining the highest degree of integrity and professionalism and requiring it from all employees.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Department Jurisdiction		
NUMBER	1100.02	EFFECTIVE DATE	November 16, 2007
Scheduled Review Date	February 19, 2016	ISSUE DATE	November 16, 2007
Date Reviewed	February 19, 2014	REVISION DATE	
APPROVED BY		(Reserved for expansion)	

I. Purpose

A. The purpose of this policy is to ensure accurate maps that clearly delineate the corporate city limits of the City of Texarkana are maintained by the Texarkana Police Department.

II. Policy

A. The GIS Department for the City of Texarkana Water Utilities continually updates maps that define the corporate city limits of Texarkana. The Texarkana Police Department is responsible for providing law enforcement services within the corporate city limits of Texarkana.

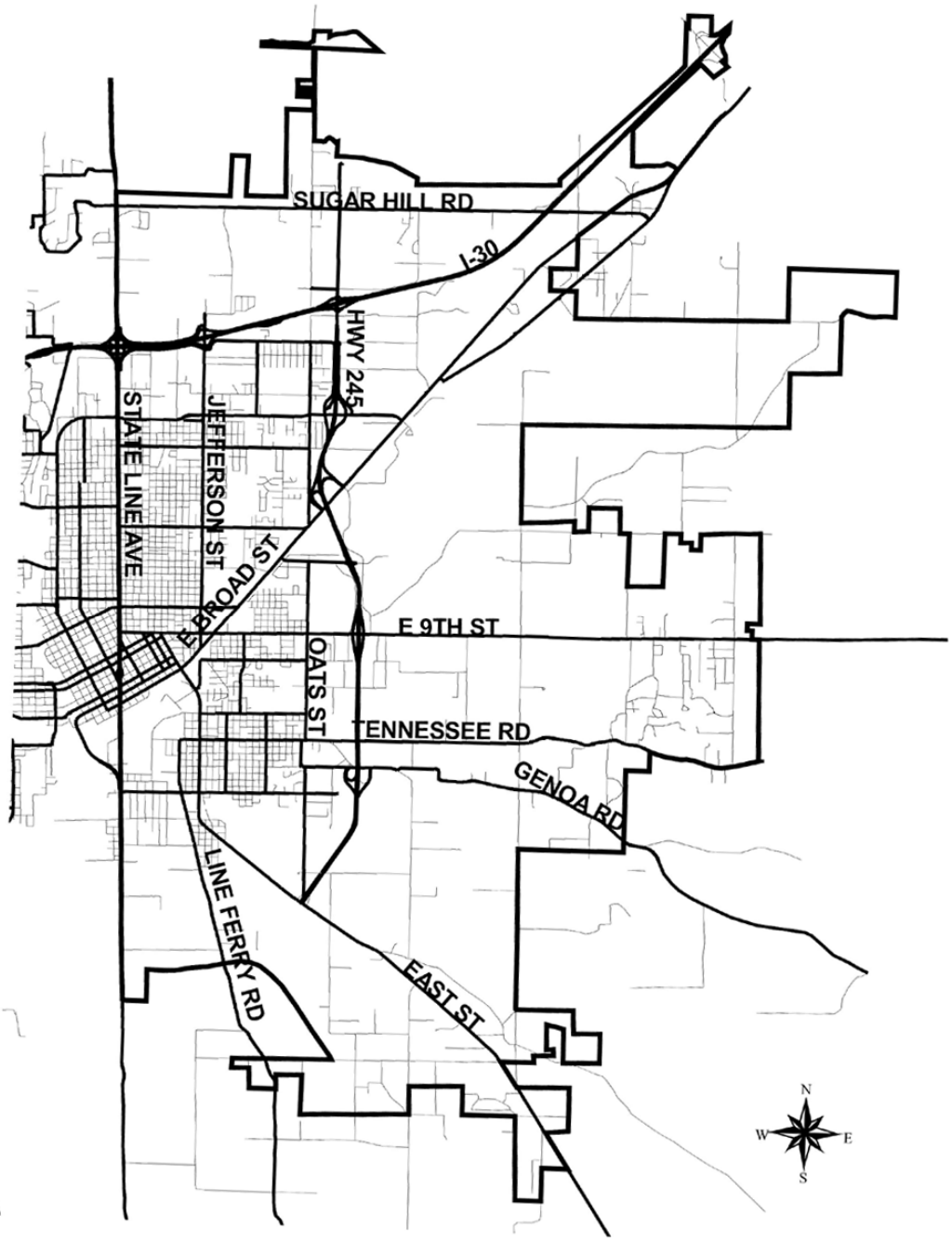
B. In order to avoid situations involving ambiguous territorial jurisdiction, it is the policy of the Texarkana Police Department to maintain detailed maps obtained from the GIS Department for the City of Texarkana Water Utilities at the following locations:

1. Communications Center
2. Patrol Briefing Room
3. Detective's Briefing Room
4. Airport Police Office
5. Special Operations Office
6. Emergency Operations Center
7. Mobile Command Post

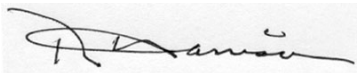
C. When a question of jurisdiction exists, employees should request confirmation of jurisdiction boundaries from their Supervisor or the Communications Center.

D. The legal description of the city limits is set forth in the City of Texarkana Code of Ordinances, Section 1-12.

CITY JURISDICITION/CITY LIMITS MAP
CITY OF TEXARKANA, ARKANSAS



TEXARKANA POLICE DEPARTMENT
General Orders Manual

SUBJECT	Organizational Structure		
NUMBER	1100.03	EFFECTIVE DATE	May 01, 2008
SCHEDULED REVIEW DATE	February 19, 2016	ISSUE DATE	January 01, 2015
DATE REVIEWED	July 20, 2015	REVISION DATE	August 14, 2015
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

A. The purpose of this policy is to define the organizational and functional structure of the Texarkana Police Department.

II. Policy

A. The Texarkana Police Department recognizes the importance of an organizational structure that enhances its operational efficiency to the maximum extent possible. It is the policy of the Texarkana Police Department to establish and maintain an organizational structure to ensure unity of command, and to delineate the lines of authority, responsibility, and communications.

III. Procedure-Departmental Organization

A. The Texarkana Police Department consists of three (3) operational divisions: Services Division, Criminal Investigation Division, and Patrol Division.

B. Central Records & Communications is multi-jurisdictional in nature reporting to both Chiefs of Police and the Bowie County Sheriff. The Chief of Police shall have overall command of the Texarkana Police Department.

1. **Services Division**

a. **Structure**

(1) The Services Division is commanded by the Services Captain and assisted by the Administrative Support Lieutenant. The Services Division includes, but is not limited to, Public Information/Public Affairs Unit, the Personnel/ Training Section, Computer Information Section, Dockets Section, Finance, Prisoner Transports, Airport Police, Warrants/ Walk-In Complaint Officer, Fleet Vehicle & Logistics Officer, and all additional organizational components of this division.

b. **Function**

(1) The Services Division is responsible for the overall logistical support for the operational divisions of the Texarkana Police Department, providing various services, internally and

externally, to support the operations of the department. Planning and research, budget preparation and administration, are all functions of the Services Division.

(2) The Personnel & Training Section is responsible for all recruit academy coordination and in-service training for the Department's members. The Personnel and Training Section is responsible for coordinating all of Texarkana Police Department's recruiting efforts and serving as liaison with the City's Human Resources Department during the testing and selection process of candidate police officers. This unit also serves as the Department's Career Development Coordinator.

(3) The Administrative Support Lieutenant is responsible for review and updating Rules, Regulations, Polices and Procedures, to reflect compliance with agency standards and goals of the Chief of Police and Command Staff. Conducts Inspections of Personnel, Equipment, Vehicles, Facilities and other areas as assigned by the Chief of Police or Services Division Commander. Professional Standards and Internal Affairs Investigations are all functions of the Administrative Support Lieutenant.

(4) The Public Information Education/Public Affairs Unit is primarily responsible for media relations issues and Freedom of Information requests on behalf of the department.

(5) The Computer Services Officer and Computer Services Technician are responsible for the management and development of information technology systems within the department.

(6) The Walk-In Complaint/Warrant Office Section is responsible for managing all *city* warrants issued by the Texarkana District Court and walk in arrest/offense reports.

(7) The Fleet Manager is responsible for ensuring timely maintenance of all Department vehicles, including scheduled and unscheduled repairs.

(8) The Central Supply/Quartermaster Section is responsible for maintaining an adequate inventory of uniforms, leather, office supplies and related equipment.

(9) The Crime Prevention Unit coordinates many police-citizen functions, classes and prevention programs.

(10) The Police Chaplain provides spiritual guidance and assistance to members of the Department, and assists with the delivery of death notifications.

(11) The Airport Police Unit performs law enforcement functions at the Texarkana Regional Airport.

2. **Criminal Investigation Division Structure**

a. **Structure**

(1) The Criminal Investigation Division consists of the Crimes Against Persons Section, Crimes Against Property Section, and Joint Special Operations Investigative Unit. The Criminal Investigation Division Commander commands these Sections, with the assistance of the CID Lieutenant and two sergeants. The Joint Special Operations Investigative Unit is directly supervised by the Joint Special Operations Commander holding the rank of lieutenant.

b. Function

(1) The Crimes Against Persons Section is primarily responsible for the investigation of reported homicides, aggravated robberies, rapes, kidnappings, felony batteries, domestic related assaults, Sex Offender Registration and juvenile related crimes.

(2) The Crimes Against Property Section is responsible for the investigation of reported commercial and residential burglaries, forgeries and embezzlements. One General Detective is assigned the responsibility of follow up and investigation of misdemeanor crimes excluding domestic violence and juvenile.

(3) The Joint Special Operations Investigative Unit is responsible for the investigation of narcotics related criminal activity and for investigating vice related complaints.

(4) The Crime Scene Unit is responsible for the collection, preservation and processing of evidence collected from crime scenes. Duties include crime scene photography and sketching, bloodstain spatter interpretation, trace evidence collection, fingerprint analysis and the collection of footwear, tool mark and tire wear impressions.

(5) The Evidence Unit is responsible for the management, storage, and disposal of all evidence collected by members of the Texarkana Police Department.

3. **Patrol Division Structure**

a. **Structure**

(1) The Patrol Division is structured beneath two components that work in concert to complete the Division's mission: Uniform Patrol and Joint Special Operations Unit. The Patrol Commander commands the overall operation of the patrol Division. Uniform Patrol is comprised of two (2) platoons each containing two (2) squads. One platoon is responsible to provide uniform patrol services during day time hours while the opposing platoon provides these services during night time hours.

(2) Each platoon is commanded by a patrol lieutenant, and each of the four (4) squads assigned to the Uniform Patrol function is directly supervised by two (2) patrol sergeants. To ensure appropriate police coverage, the officers assigned to the two platoons work rotating cycles that provide for overlapping police coverage during periods in which two squads undergo shift change.

(3) The Joint Special Operations Unit is commanded by a lieutenant who supervises the following personnel: The Field Operations Unit consists of the housing authority officers; traffic officer; K-9 officer; street crimes officers; and the school resource officer. The Joint Special Operations Unit Commander is also responsible for planning special events, such as parades, etc.

b. Function

(1) The Patrol Division is responsible for the daily patrol activities of the Texarkana Police Department. Patrol Officers are assigned to beat areas, and are responsible for answering calls in their areas and performing proactive patrol activities.

(2) The Traffic Unit is responsible for investigating traffic accidents that occur in the city, following up on hit and run accidents, and accident reconstruction in serious personal injury and fatality accidents. The Traffic Unit also performs selective traffic enforcement duties.

4. TAPD SWAT Unit

a. **Structure**

(1) It is the intent of the Texarkana, Arkansas Police Department to establish a SWAT unit as a tactical resource. The Chain of Command for the Texarkana SWAT is as follows:

(a) SWAT Commander (Incident Commander);

(b) Tactical Coordinator (Assistant Commander);

(c) HNG Coordinator; and

(d) Senior Team Leader.

b. **Function**

(1) The primary responsibility of the SWAT unit will be the resolution of difficult police situations outside the realm of the ordinary patrol response, through the use of developed skills, tactics and specialized equipment / capabilities.

5. **Central Records and Communications Structure**

a. **Structure**

(1) The Law Enforcement Advisory Committee (LEAC) supervises the Central Records and Communication Center (CRC). CRC is currently managed by a civilian, and while this civilian remains a Texarkana, Arkansas employee, costs associated with salary/fringe are shared by TAPD, TTPD and BCSO for the CRC. Civilian Personnel supervise the three sections of CRC which are Communications, Data Management, and Information Services. Communications has six supervisors and 25 dispatchers. Data Management has nine Data Entry employees and nine Records Clerks. Information Services has one employee who assists the IS Manager.

(2) The Communications Unit is under the direct supervision of the Communications Manager. The Communications Manager is responsible for the operations of the Communications Unit, handling all police and fire dispatching duties. The Communications Supervisor, under the supervision of the Communications Unit Manager, provides daily assistance in the monitoring of the Communications Center.

b. **Function**

(1) The Data Management Manager is responsible for maintaining the department's Records Management System and coordinate the production of National Incident Based Reports (NIBRS) and/or Uniform Crime Reports (UCR).

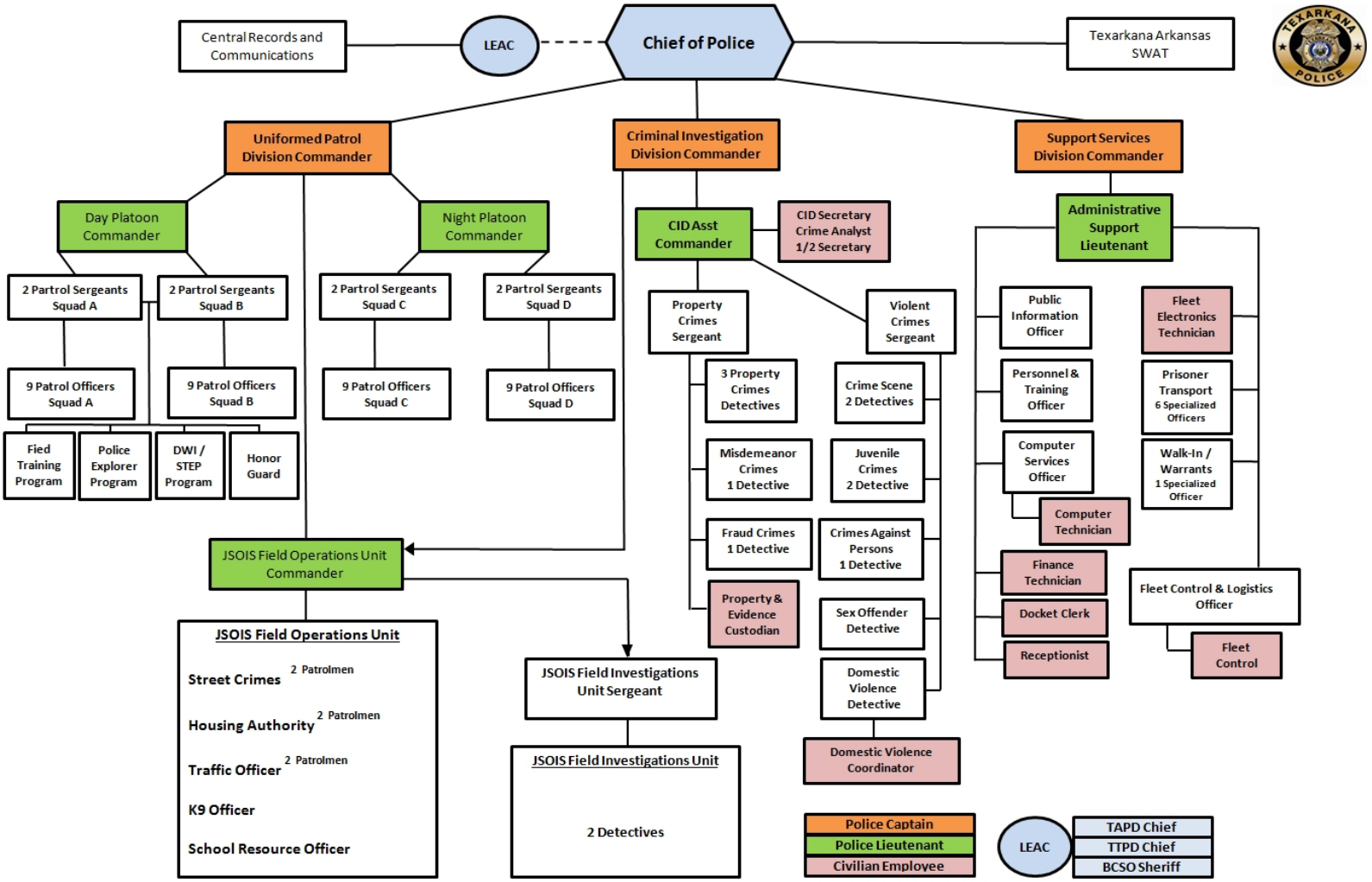
(2) Personnel assigned to the Central Records Unit report to the Data Management supervisor. The Central Records Unit is responsible for the entry of all reports into the department's various computerized systems, including; accident records, offense, incident and arrest reports.

IV. Organization Chart

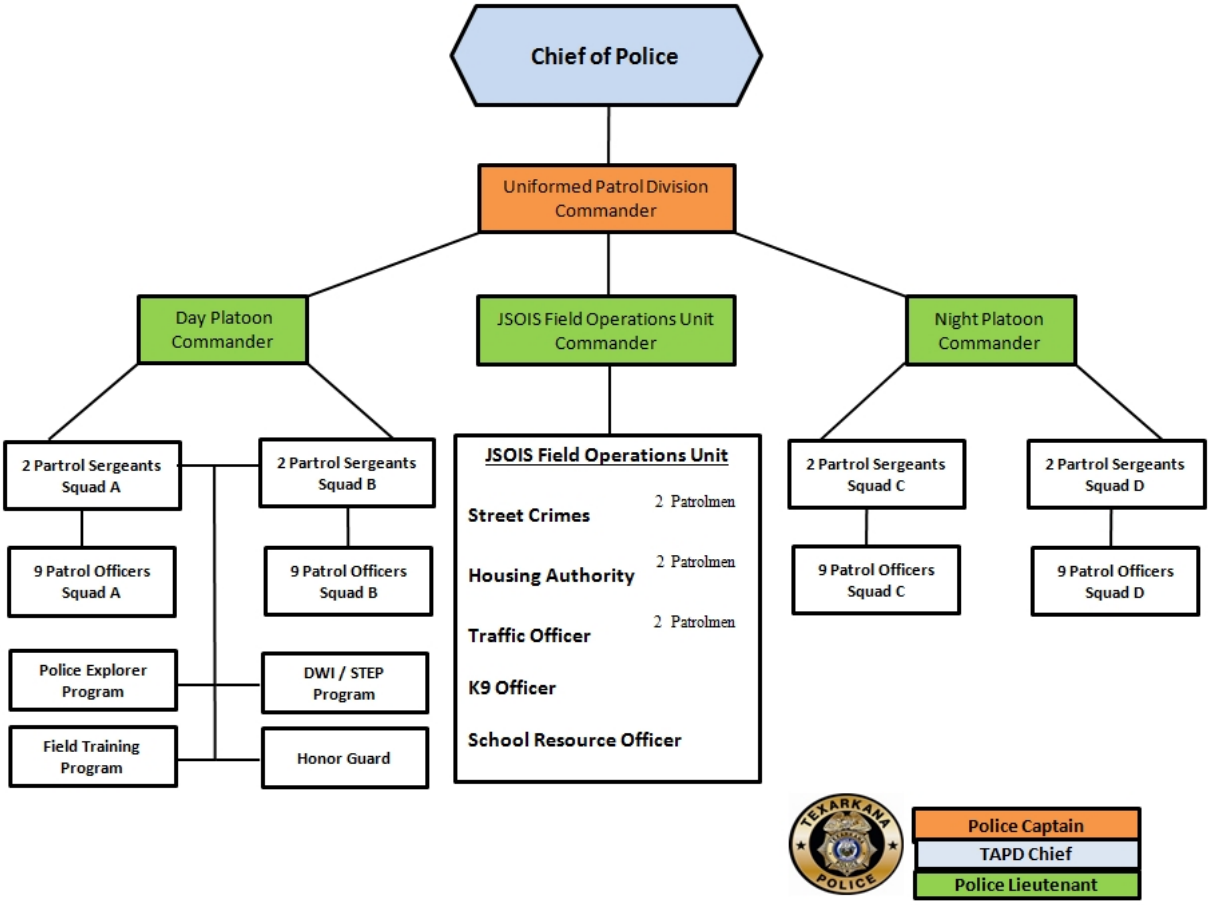
A. The organizational structure of the Texarkana Police Department is depicted graphically on an organizational chart, a copy of which is a portion of this policy. The organizational chart will be reviewed at least annually, and updated as required.

B. The Texarkana Police Department's organizational chart shall be disseminated to all members of this agency. Additionally, copies will be maintained in the Office of Professional Standards, posted in briefing areas of the Police Department, and in the Communications Center, and maintained on the TAPD Server / Information Folder of the Department's computer network. It will also be available on the department web site.

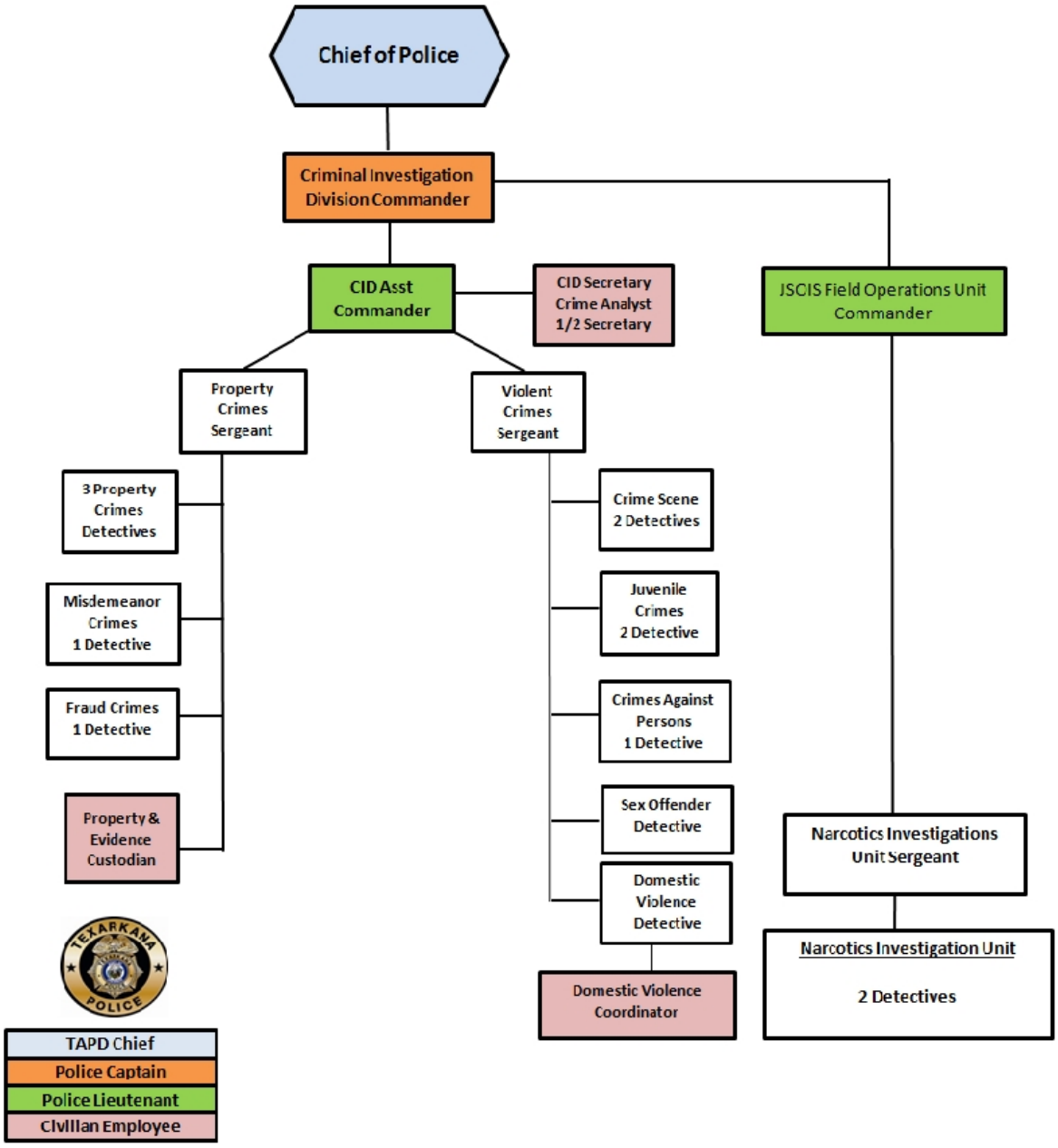
Texarkana Police Department
Organizational Chart



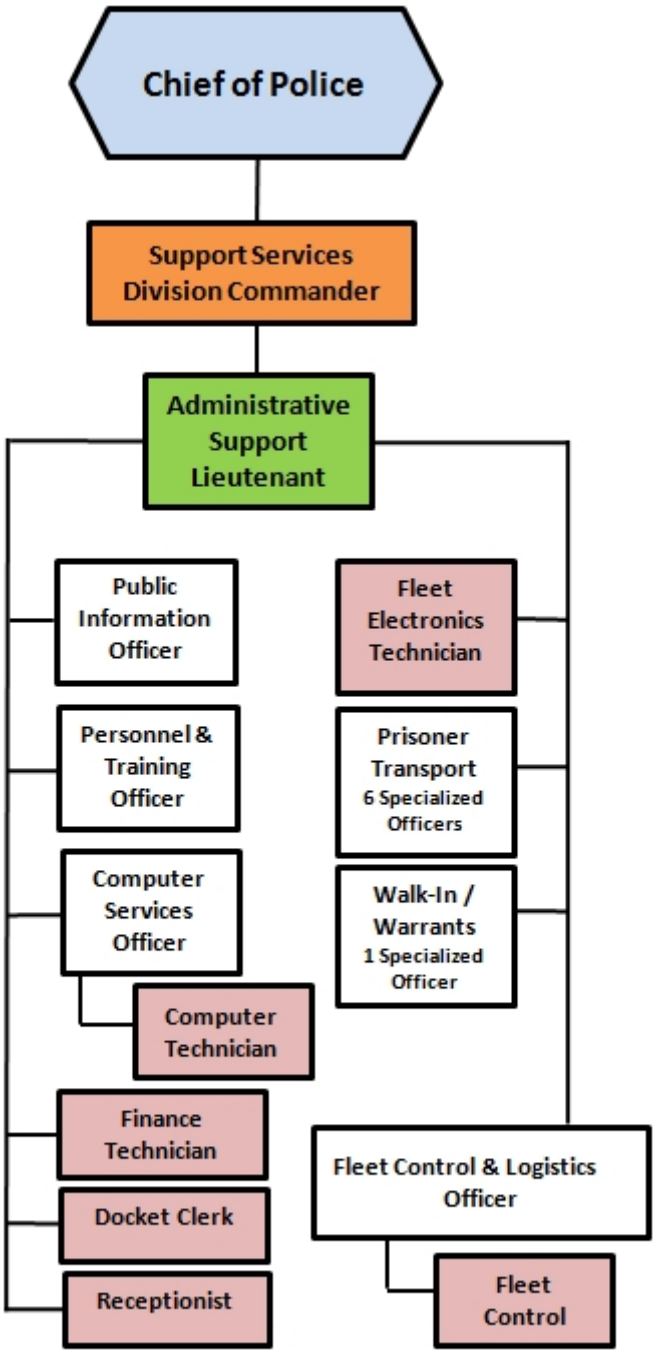
Uniform Patrol Division
Organization Chart



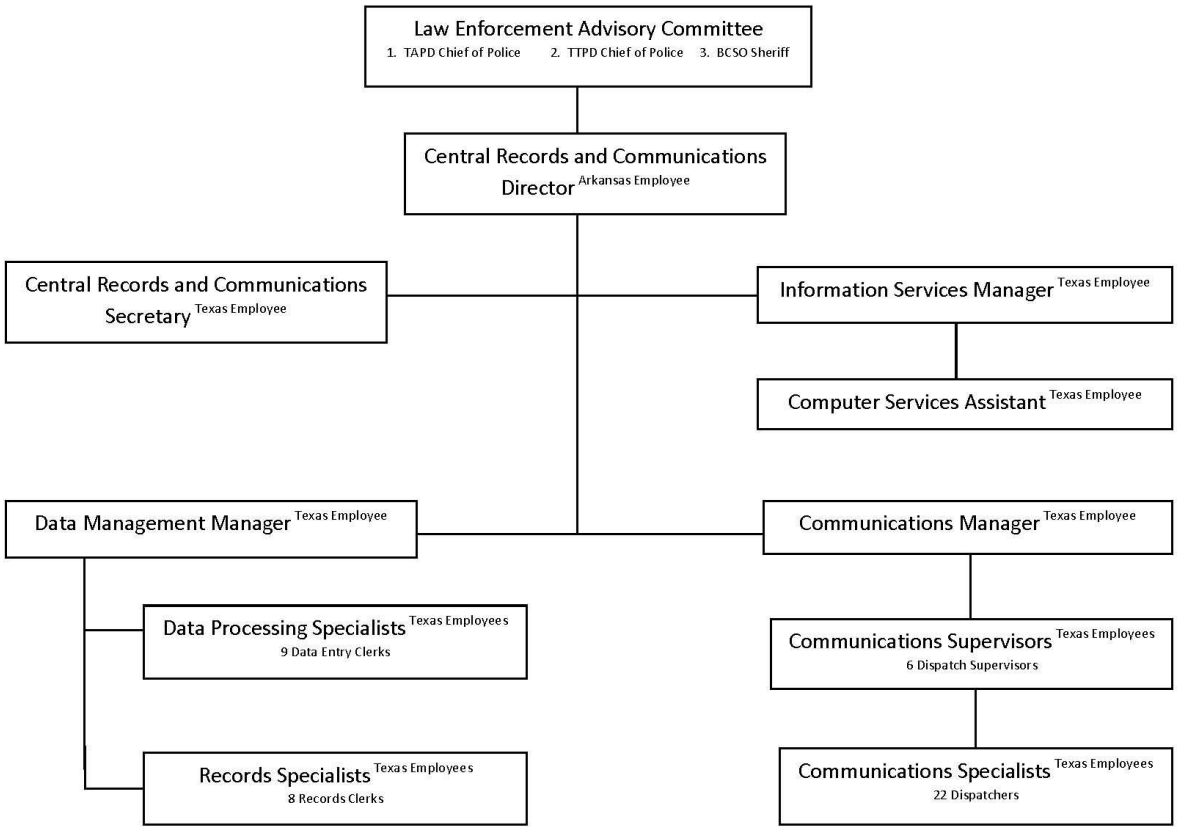
Criminal Investigation Division
Organization Chart



Services Division
Organization Chart

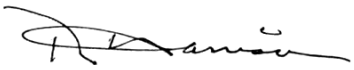


Central Records and Communications Organizational Chart



Amended 6-3-13

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Concurrent Jurisdiction		
NUMBER	1100.04	EFFECTIVE DATE	May 01, 2008
Scheduled Review Date	February 19, 2016	ISSUE DATE	May 01, 2008
Date Reviewed	February 19, 2014	REVISION DATE	
APPROVED BY		(Reserved for expansion)	

I. Purpose

A. The purpose of this policy is to define the situations in which the Texarkana Police Department exercises law enforcement jurisdictions concurrently with other law enforcement agencies.

II. Policy

A. Inter-agency cooperation and effective law enforcement is not a solitary effort, but requires the cooperation and interaction of many different law enforcement agencies. It shall be the policy of the Texarkana Police Department to support this concept and fully cooperate with other law enforcement agencies in the discharge of law enforcement duties.

B. All members of the Texarkana Police Department will offer their complete cooperation when situations arise where other law enforcement agencies must exercise their law enforcement authority within the City of Texarkana.

III. Procedure

A. The Texarkana Police Department recognizes and acknowledges that it shares concurrent jurisdiction with other county, state, and federal law enforcement agencies.

1. Other agencies having jurisdiction within the City of Texarkana include the Miller County Sheriff's Department, the Arkansas State Police and other various state and federal law enforcement agencies that derive their jurisdiction by law.

a. The Miller County Sheriff's office can be contacted on a twenty-four hour basis by telephone at 870-774-3001 or by computer terminal message through the Communications Center.

b. The Arkansas State Police Troop G Highway Patrol Division Field Office 2501 North Hazel, Hope, AR 71801 can be contacted on a twenty four hour basis by telephone at 870-777-4641 or by computer terminal message through the Communications Center.

c. The Federal Bureau of Investigation – Texarkana office can be contacted by telephone at 870-773-3382 during normal business hours, or they can be contacted on a twenty-four hour basis at the Little Rock office at 1-501-221-9100.

1) The Texarkana Police Department will respond to all reported bank robberies. The Federal Bureau of Investigation is the primary investigative agency for bank robberies and they will also be contacted by the Texarkana Police Department Communications Center. The Texarkana Police Department will assist the FBI with the investigation as requested.

B. The Texarkana Police Department has primary jurisdiction in all incidents and motor vehicle crashes within the defined boundaries of the City of Texarkana, including those incidents and motor vehicle crashes occurring on the Interstate Highway Systems within Texarkana. The Texarkana Police Department has concurrent jurisdiction with the Arkansas State Police in the investigation of motor vehicle crashes, criminal incidents and traffic enforcement on the Interstate Highway Systems within the City of Texarkana. The Arkansas State Police has primary jurisdiction on Interstate Highways; however, the Texarkana Arkansas Police Department has an agreement to work all traffic crashes on Interstate Highways within the city limits unless we request assistance from the Arkansas State Police.

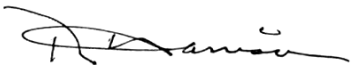
C. The Arkansas Highway Police has the authority to enforce all laws pertaining to unlawful operations of motor vehicles over the highways of this state, giving their agency concurrent jurisdiction with the Texarkana Police Department on state highways within the City of Texarkana.

D. The United States Marshall Service has primary jurisdiction for the U. S. Post Office and Federal Courthouse, 500 N. Stateline, Texarkana, Arkansas. Officers will respond to calls for service at this facility for criminal law enforcement only on the Arkansas side of the building.

E. The City of Texarkana, Arkansas Police Department, and the City of Texarkana, Texas Police Department, have signed an "Inter-Local Cooperation Agreement for Mutual Assistance in Law Enforcement" to provide emergency assistance to each other. By statutory authority from the State of Arkansas and the State of Texas, officers from both departments are granted the authority to operate within the city limits of both cities. Supervisors are responsible for making the Chief of Police aware when Texarkana, Arkansas police officers operate outside their normal jurisdiction area through internal correspondence immediately.

F. In the event of an emergency or police investigation, other police departments may request the assistance of the Texarkana Police Department. While outside of the City Limits of Texarkana Arkansas, officers are operating under Arkansas State Statute 16-81-106 (Authority to Arrest). During the course of such assistance requests, officers with the Texarkana Arkansas Police Department will abide by the General Orders Manual of the Texarkana Police Department.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Oath of Office		
NUMBER	1100.05	EFFECTIVE DATE	November 08, 2007
Scheduled Review Date	February 19, 2016	ISSUE DATE	November 08, 2007
Date Reviewed	February 19, 2014	REVISION DATE	April 20, 2010
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

A. The purpose of this policy is to ensure that all sworn officers of the Texarkana Arkansas Police Department submit to and subsequently abide within the language of an official Oath of Office that mandates the adherence to the Constitutions of the United States of America and the State of Arkansas prior to assuming an official sworn status. At the time of their appointment to the position as a Texarkana Arkansas Police Officer, the officer shall officially endorse a written copy of the Oath of Office.

II. Policy

A. It is the policy of the Texarkana Police Department that all sworn officers employed by the Texarkana Police Department shall be administered the official "Oath of Office" by a District or Circuit Judge of the Miller County, Arkansas District/Circuit Court and shall abide by the same throughout their tenure with the Texarkana Police Department. The Oath of Office shall also be documented in written form and signed by the newly appointed officer in the presence of a notary public, and signed by the Chief of Police.

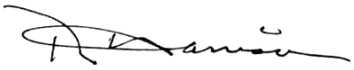
B. The official Oath of Office certificate shall be maintained in the officer's training file by the Personnel & Training Unit of the Texarkana Police Department.

C. The Oath of Office, found in the Constitution of the State of Arkansas Of 1874, Article 19, will be administered as prescribed by Arkansas Statute 21-2-105. This oath shall read as follows:

1. I, (officer's name) do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Arkansas, and that I will faithfully discharge the duties of the office of Police Officer in and for the City of Texarkana, Arkansas upon which I am now about to enter.

D. A departmental photographer will document the swearing in of newly appointed officers.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Code of Ethics		
NUMBER	1100.06	EFFECTIVE DATE	November 6, 2007
Scheduled Review Date	February 19, 2016	ISSUE DATE	November 6, 2007
Date Reviewed	February 19, 2014	REVISION DATE	April 20, 2010
APPROVED BY		(Revised for expansion)	

I. Purpose and Scope

A. The purpose of this policy is to ensure that all employees of the Texarkana Police Department sign and adhere to a Code of Ethics at the time of their appointment with the Texarkana Police Department.

II. Policy

A. It is the policy of the Texarkana Police Department that employees of the Texarkana Police Department shall sign and adhere to a Code of Ethics specific to their employment with the Texarkana Police Department at the time of their employment. During the employee's career with the Texarkana Police Department, adherence to this Code of Ethics will be expected.

B. The signed copy of Code of Ethics shall be maintained in the personnel file of the employee.

C. Ethics training will be conducted for all personnel at a minimum biennially in the form of classroom, shift briefing, computer based training and bulletins, or any combination of methods as determined by the Department.

III. Definitions

A. Law Enforcement Code of Ethics:

A. A document issued by the Texarkana Police Department, as published and adopted by the International Association of Chiefs of Police. A copy of the Law Enforcement Code of Ethics is attached to this policy.

B. Telecommunicator Code of Ethics:

A. A document issued by the Texarkana Police Department, as published and adopted by the Association of Public Safety Communications Officials-International (APCO). A copy of the Telecommunicator Code of Ethics is attached to this policy.

C. Non-Sworn Employee Code of Ethics:

A. Code of Ethics adopted by the Texarkana Police Department for its members who are not sworn officers or Telecommunicators.

IV. Forms

Law Enforcement Code of Ethics

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

I will *keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in obeying the law 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, political beliefs, aspirations, 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.*

I know *that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.*

I will *constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.*

Given under our hands and seal this _____ date of _____, _____.

_____ _____

Administered By *Administered To*

Telecommunicator Code of Ethics

As a telecommunicator *I regard my chosen profession and myself as honorable and important to the community.*

I will strive to abide by the values and ethics established by the agency and ensure my actions do not reflect negatively on the agency or the community I serve.

I will perform my duty with efficiency and competency to the best of my ability. At all times I will provide fair and impartial service. I understand the importance of courtesy, respect, and dignity and will maintain it as my reference point in all my duties.

My conduct and the performance of my duties will be accomplished in an honest manner, contributory to my fellow workers, and observant of the laws of the city, state and country. I will not, in the performance of my duty, work for unethical advantage or profit.

I will recognize at all times that I am a public safety employee and that ultimately I am responsible to the public.

I will regard my fellow telecommunicators with the same standards as I maintain. I share a reciprocal obligation and commitment with my fellow telecommunicators, my administration, and my agency.

I will accept responsibility for my actions.

_____ _____

Administered By *Administered To*

TEXARKANA POLICE DEPARTMENT
NON-SWORN CODE OF ETHICS

The citizens of the community entrust us to perform the public's work in an honest, ethical manner. As a result, we are subject to public scrutiny in all that we do. For this reason, we are expected to maintain the highest standards of moral, legal, and professional conduct at all times.

The following Code of Ethics identifies the personal and professional values which are necessary to maintain the high standards required of us.

Employees of the City of Texarkana Police Department shall:

Conduct themselves in their public and private activities in a manner which deserves the respect and confidence of fellow employees and the public.

Realize that wrongdoing betrays the public's confidence in public services.
Even the appearance of wrongdoing should be avoided.

Avoid conflicts of interest by refraining from participating in decisions or transactions in which you or a family member have a financial or other material interest; make full public disclosure of an association when involvement cannot be avoided.

Not accept or solicit gifts or favors nor use the prestige of public employment for private gain. Understand that personal gain or profit obtained by disclosing confidential information or by use of government equipment or supplies is dishonest.

Understand that public service is a responsibility as well as an occupation. We should, therefore, maintain a constructive, creative and practical attitude toward urban problems and citizen relations.
Make it our duty to improve operations and productivity and use time wisely so that full value is received for each tax dollar spent.

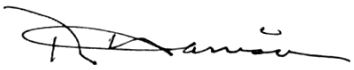
Be courteous, pleasant and tactful in our contacts with the public and fellow employees. Courtesy builds good will that money cannot purchase.

Be loyal to the organization whose wages support us; speak well of and support its policies.

I have read the Code of Ethics for the Texarkana Police Department and acknowledge that I understand and agree to abide by the statements therein.

Signature _____ *Date*_____

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Authority and Responsibility		
NUMBER	1100.07	EFFECTIVE DATE	June 01, 2008
Scheduled Review Date	February 19, 2016	ISSUE DATE	June 01, 2008
Date Reviewed	February 19, 2014	REVISION DATE	April 20, 2010
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

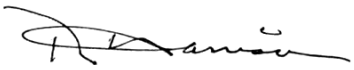
A. The purpose of this policy is to establish that members of the Texarkana Police Department possess the authority to make decisions consistent with the requirements of their position. Similarly, supervisors are answerable for the actions of those employees under their immediate control.

II. Policy

A. It is the policy of the Texarkana Police Department to grant all members at every level within this organization the authority necessary for the effective execution of their responsibilities. As such, each employee will be held accountable for the proper use of that authority.

B. Supervisory personnel at each level in the Texarkana Police Department are accountable for the performance and actions of employees under their immediate control.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**Unity of Command**		
NUMBER	**1100.08**	**EFFECTIVE DATE**	**May 01,2008**
Scheduled Review Date	**February 19, 2016**	**ISSUE DATE**	**May 01,2008**
Date Reviewed	**February 19, 2014**	**REVISION DATE**	**April 26, 2010**
APPROVED BY		**(Reserved for expansion)**	

I. **Purpose and Scope**

A. The purpose of this policy is to establish employee accountability and supervisory command. This policy applies to all members of the Texarkana Police Department.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to ensure that all members are operationally accountable to only one supervisor at any given time. It shall be the policy of the Texarkana Police Department to ensure that all operational units of the Department are under the direct command of one supervisor.

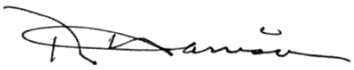
III. **Procedure**

A. Each organizational component of the Texarkana Police Department shall be under the direct command of one supervisor only. When two supervisors of the same unit are on duty and supervising the same area of responsibility, the chain of command shall be determined by seniority and time in grade.

B. During operations involving personnel from different operational units of the Department, the officer assigned as the investigating officer will normally be the "officer in charge". At other times, the highest ranking officer involved in the operation will be the officer in charge of the operation.

C. Telecommunicators operate under the direct command of the Communications Center Supervisor.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Direction and Obedience to Orders		
NUMBER	1100.09	EFFECTIVE DATE	June 01, 2008
Scheduled Review Date	June 01, 2016	ISSUE DATE	January 14, 2014
Date Reviewed	January 14, 2014	REVISION DATE	May 07, 2014
APPROVED BY		(Reserved for expansion)	

I. **Purpose**

A. The purpose of this policy is to define the role and authority of the Chief of Police and to define the Texarkana Police Department's command protocol in the absence of the Chief of Police during unusual occurrences as well as during normal operations.

II. Policy

A. It is the policy of the Texarkana Police Department that the Chief of Police is the chief executive officer of the Police Department, and shall possess all the powers and duties as mandated by applicable state and local law. An orderly system of succession is established to ensure the availability of leadership in the event of the absence or incapacitation of the Chief of Police.

III. Procedure

A. The City of Texarkana's Board of Directors has the statutory authority to establish a police department pursuant to Arkansas Statute # 14-52-101. In Cities with a City Manager form of government and with Civil Service Commissions, the civil service commission shall have the power to override the city manager's appointment or removal of the Police Chief by a majority vote of the total membership of the commission pursuant to Arkansas Statute # 14-42-110(2)(b).

B. The duties and responsibilities for the Chief of Police are prescribed by Arkansas Statute # 14-52-202. By law, these duties include, but are not limited to (a) the suppression of all riots, disturbances, and breaches of the peace; (b) pursue and arrest any person fleeing from justice in any part of the state; and (c) shall have the power to appoint one or more deputies.

C. In cases of anticipated absences of an extended duration, the Chief of Police should designate a Captain as an "acting authority", who will temporarily assume the duties of the Chief of Police during his absence.

D. The senior captain shall temporarily assume "acting authority" of the Chief of Police in the event the Chief is incapacitated resulting in his unanticipated absence. Depending on the circumstances, the City Manager shall then appoint an acting Chief of Police of his choosing.

E. The precedence of rank, in descending authority will be:

1. Chief of Police
2. Captain
3. Lieutenant
4. Sergeant
5. Corporal
6. Patrolman First Class
7. Police Officer
8. Non-Sworn employee

F. During any critical incident that involves utilizing the Incident Command System Model, the ranking officer will be declared as the Incident Commander. As soon as practicable, a Division Commander should respond and assume the role of the Incident Commander. The Incident Commander, accountable to the Chief of Police, shall have full command authority of the operation, with the exception of the Special Weapons and Tactics (SWAT) Team. The SWAT Team Commander or his assistant shall have authority over tactics and negotiations. The SWAT Commander will keep the Incident Commander informed of all actions and the status of the tactical incident as soon as it becomes practical to do so. Once the situation has been stabilized, command of the scene is transferred to either the on-scene supervisor or the criminal investigator assigned the case.

G. In those situations in which officers from different units or divisions are engaged in a single operation, the officer in charge shall be the senior ranking officer on the scene. If the scene in question is a "crime scene", the officer in charge will be responsible for the crime scene until it is released to a criminal investigator assigned to investigate the crime.

H. The operational chain of command, following the command protocol described in section E, and in the Department's official organizational structure, will be followed during normal, day-to-day operations.

IV. Lawful Orders, Unlawful Orders and Conflicting Orders

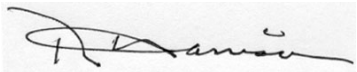
A. All members of the Texarkana Police Department are required to obey all lawful orders issued by a superior officer. Orders from superior to subordinate employees shall be issued in a clear, understandable language, shall be civil in tone, and issued in pursuit of departmental business. Members are also required to obey lawful orders issued to them by a superior, relayed to them by a member of equal or lesser rank. No member shall knowingly issue any order that is in violation of any law, ordinance, or departmental rule, regulation, policy, or procedure.

B. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no member of the Texarkana Police Department is required to obey any order that is contrary to federal or state law or local ordinance. Responsibility for refusal to obey rests with the member, who shall be required to justify his refusal.

C. Members, who are given an order that they feel to be unjust or contrary to Texarkana Police Department Policies and Procedures or Rules and Regulations, must first obey the order to the best of their ability. Then, at their first opportunity, they shall report in writing the facts of the incident and the action taken to the Chief of Police through their chain of command.

D. Upon receipt of an order conflicting with any previous order or instruction, the member affected shall advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the Department.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Written Directive System		
NUMBER	1100.10	EFFECTIVE DATE	May 1, 2008
Scheduled Review Date	August 01, 2017	ISSUE DATE	May 1, 2008
Date Reviewed	July 29, 2015	REVISION DATE	August 14, 2015
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to define the Texarkana Arkansas Police Department's system of written directives as well as define the manner in which such directives are reviewed, updated, purged and disseminated.

II. Policy

A. The smooth and efficient operation of the Texarkana Arkansas Police Department requires an established set of written directives that serve to facilitate the Department's goals and objectives as well as guiding its members as they strive to fulfill the Department's mission. It shall be the policy of the Texarkana Arkansas Police Department to maintain a system of written directives designed to disseminate policies, rules, regulations and procedural guidelines to the members of the Department to ensure the success of the its mission.

III. Definitions of Written Directives

A. **Civil Service Rules and Regulations:** These written directives are long term in nature. Civil Service Rules and Regulations are established by State Law and are binding until formally rescinded or amended by the State Legislature. Civil Service Rules and Regulations are included as a separate component of the General Orders Manual, and they are tabbed, numbered and indexed separately from the Department's policies, procedures, rules, regulations and operational memorandums.

B. **Departmental General Orders:** These written directives are long term in nature. The General Orders are comprised of operational and administrative rules, regulations and procedures tailored to address a specific topic. The General Orders prescribe the manner in which these rules, regulations, and procedures relevant to the specific topic are to be followed by the Department as a whole. These General Orders are promulgated by the Chief of Police, approved by the Board of Directors of the City of Texarkana and are binding until formally rescinded or amended. These orders are based upon the following: facts of law; requirements of City, State and federal governments; court decisions; and the goals and objectives of the Texarkana Arkansas Police Department as well as its mission.

C. **Departmental Special Orders:** These orders originate from the Chief of Police or his designee, and they announce policies or provide for the direction of procedures related to a specific circumstance or event. These written directives shall have an effective date as well as a cancellation date which will not extend for a period greater than 180 days. Special Orders will be disseminated during roll call or

other briefings and will be posted on the Departmental bulletin board. To clarify the nature of these orders, they shall be marked *Special Orders*, and all questions related to the Special Order will be addressed by a supervisor at the time of its issue.

1. Special Orders Numbering and Classification System:

a. **2010-01; 2010-02; 2010-03**—The number **2010** represents the year in which the Special Order was issued and the numbers **01**, **02** and **03** represent the sequential order in which the Special Order was issued. An example of the Special Orders template can be located in Section IX of this policy.

D. **Divisional Directives**: These orders are issued by a Division Commander and serve to govern the manner in which the respective Division operates. These orders are addressed to all members within the affected Division, are long term guidelines and are binding upon all members of the Division until formerly rescinded or amended. Divisional Directives are covered at roll call or other briefings, and all questions related to these procedures will be addressed by a supervisor at the time of their issue.

1. Division Commanders maintain the option of classifying a Divisional Directive as a temporary order and attaching an expiration date to the Directive. Divisional Directives which are classified as temporary are addressed to all personnel within the respective Division and serve to address issues that do not rise to levels that require implementation of permanent Divisional Directives.

2. These can also serve to address the modification of existing Divisional Directives or to prepare for the implementation of newly created Divisional Directives. These guidelines will serve as interim orders until such time as they are either incorporated into the Department's General Orders Manual, become a permanent Divisional Directive or expire altogether. These orders will be disseminated during roll call or other briefings and will be posted on a bulletin board within the Division. To clarify the nature of these orders, Divisional Directives which have been classified as temporary shall be marked the same as a regular Divisional Directive and shall have an expiration date attached to the Directive's header. All questions related to these orders will be addressed by a supervisor at the time of their issue.

3. **Divisional Directives Numbering and Classification:**

a. **Uniform Patrol Division**—P2010-01, P2010-02, P2010-03; **Criminal Investigation Division**—C2010-01, C2010-02, C2010-03; **Services Division**—S2010-01, S2010-02, S2010-03. An example of each Division's individual Divisional Directive template can be found in Section IX of this policy.

(1) The letters **P**, **C** and **S** in the above styles correspond to the particular Division in which the Divisional Directive originates; the numbers **2010** represent the year in which the Divisional Directive was issued; and the numbers **01**, **02** and **03** represent the sequential order in which a Divisional Directive was issued.

E. **Standard Orders**: These are written and/or verbal orders or instructions originating from a supervisor to a subordinate.

F. **Personnel Orders**: These are written orders originating from the Chief of Police or his designee intended to announce the reassignment, promotion, appointment, retirement, leave of absence or other similar change in a Departmental member's status or assignment.

G. **Policy Statements**: These are written orders originating from the Chief of Police or his designee generated in response to a wide variety of critical issues, situations, circumstances or events not previously addressed within the Department's General Orders Manual. These orders are issued to all personnel during roll call or other briefings and can be either be proactive or reactive in nature. These

orders are binding until such time as they are incorporated into the appropriate section of the Department's General Orders Manual and/or formerly rescinded by the Chief of Police or his designee. To clarify the nature of these orders, they shall be marked as a *Policy Statement*, and all questions related to these orders will be addressed by a supervisor at its time of issue.

H. **Operational Memorandums**: These memorandums contain operational information intended to guide the actions of subordinates in specific situations and/or circumstances that fail to rise to a level that necessitates the issue of a specific policy, procedure or special order. Memorandums shall not conflict with any policies, procedures, rules or regulations.

I. **Training Memorandum**: This memorandum contains instructional or informational information addressing matters related to training and is issued under the authority of the Services Division Commander or his designee. Ordinarily, these memorandums are related to issues of officer safety, in-service training, transfer opportunities, civil service promotional examinations, case law related to police operations and changes to either Arkansas criminal & traffic law or City Ordinances. These memorandums are issued at roll call or other briefings and shall be placed on the Departmental bulletin board. These memorandums are self cancelling and can be discarded one month from the date of issue or whenever the in-service training school has been completed.

J. **Municipal Guidelines and Statutory Law**: These guidelines consist of rules, regulations and/or ordinances that are generally mandated by the order of the City Manager, City Ordinance, or Arkansas State Statute. These guidelines affect some or all City employees and can be found within the policy manual of the City of Texarkana Arkansas, Code of City Ordinances or Arkansas Code Annotated (A.C.A).

K. **Memorandums**: Generalized departmental memorandums contain information, opinions, guidance or orders concerning a particular subject or event. Memorandums are commonly used to communicate with other departments within the city of Texarkana Arkansas, but they can also be used to communicate up and down the chain-of-command as well as laterally throughout the department. The Chief of Police, Division Commanders and supervisors may issue memorandums that contain relevant information, and this form of communication can be discarded after its dissemination to all affected personnel.

IV. Authority and Control of Written Directive System

A. The Chief of Police carries the final authority and control over the written directive system. It is the responsibility of the Chief of Police to issue, modify and approve all written directives. Under this authority, the Chief of Police identifies persons and positions authorized to develop written directives and to incorporate them as policies or procedure for inclusion in the Texarkana Police Department's General Orders Manual. The coordination of the written directive process is usually accomplished through the Administrative Services Division under the direction of the Chief of Police.

B. The Texarkana Police Department shall solicit input from additional public safety agencies regarding the written directives of the Department which affect the specific agencies. These principal public safety agencies, namely the Texarkana Fire Department, LifeNet Emergency Medical Service, and the Miller County Sheriff Department, will approve the particular written directives that affect the manner in which their respective agency operates.

C. Before dissemination, all policies, procedures, policy statements, special orders and personnel orders must be approved and endorsed by the Chief of Police. Operational Memorandums must be approved and endorsed by either the Chief of Police or any Division Commander.

V. General Orders Manual Format

A. The Texarkana Police Department's General Orders Manual is organized by sections, each of which is indexed by a specific tab. Each section is numbered, and each policy within that section is uniquely numbered. The numbering system for the policies begins with the section number to which it corresponds, followed by a subsection number. For example, the configuration of policy number 1100.08 indicates this particular policy is the eighth sequential policy contained within section 1100 of the manual. This "open-ended" sequencing system allows new policies to be inserted whenever necessary.

B. The sections within the General Orders Manual shall consist of the following:

1. 1100 ---- Department Organization
2. 1101 ---- Department Administration
3. 1102 ---- General Management
4. 1103 ---- Selection Process
5. 1104 ---- Personnel Administration
6. 1105 ---- Patrol Procedures
7. 1106 ---- Investigation Procedures
8. 1107 ---- Traffic Procedures
9. 1108 ---- Support Services
10. 1109 ---- Miscellaneous

C. Each policy within the General Orders Manual shall indicate the title and numeric designation of the particular policy, the effective date of the policy, scheduled review date, actual review date and the date of issue. In addition to the numeric tabs containing Departmental policy, the General Orders Manual shall also contain the following tabs:

1. General Orders;
2. Policy Statements;
3. City Personnel Policy Handbook; and
4. Civil Service Rules and Regulation.

VI. Procedures

A. Officers and civilian employees are directed to adhere to the Texarkana Arkansas Police Department's General Orders, appropriate Divisional Operating Procedures and all other written directives that govern their performance.

B. Officers and civilian employees are directed to rely upon proper judgment and appropriate discretion in all situations not specifically covered within the Texarkana Arkansas Police Department's General Order Manual. If any part of the General Orders Manual is determined to be invalid or unconstitutional, the invalid or unconstitutional portion of the General Orders Manual will not compromise or invalidate the remaining, unaffected portions.

C. Officers and civilian employees should base their performance and all relative actions upon the needs of the citizens within our jurisdiction and the mission of the Department while remaining mindful of performances and actions that remain within the best interest of the Texarkana Arkansas Police Department.

D. Deviation from Departmental Orders

1. If circumstances require a deviation from established Departmental General Orders, operational procedures or any other written directive, it shall be accomplished in a manner consistent with performances and actions that remain within the best interest of the Department after giving due consideration to the following:

a. The necessity to deviate from established orders, procedures and other written directives should rarely occur, and the officer or civilian employee must provide a logical, reasonable and immediate justification routed through their chain-of-command;

b. When time permits, officers and civilian employees should obtain supervisory approval for any deviation from established orders, procedures or other written directives. All officers and civilian employees shall report any deviation from orders, procedures or other written directives as soon as practical.

E. Contradictions with Departmental Orders

1. Should an officer or civilian employee encounter a contradiction between a policy contained with the Texarkana Arkansas Police Department's General Orders Manual and a Divisional Operational Policy, the policy contained within the General Orders Manual will take precedence;

2. Should an officer or civilian employee encounter a contradiction between a policy contained with the Texarkana Arkansas Police Department's General Orders Manual and a provision of state or federal law, or court rulings within the variety of courts having jurisdiction over the City of Texarkana Arkansas, such law or ruling shall take precedence over the policy contained within the Texarkana Arkansas Police Department's General Orders Manual;

3. Officers and civilian employees should be mindful of the Department's authority to assume an intensified restriction of policy and procedure when compared to the restrictions contained within court rulings, laws and parameters set forth within the Constitutions of the United States of America and the State of Arkansas.

VII. Procedures for Purging, Updating or Revising Existing Written Directives

A. Only current written directives shall be maintained within the "*TAPD Rules and Regulations*" folder which is located on the department's network server. Division commanders and supervisors shall have the on-going responsibility to monitor policies and procedures, standard operating procedures and operational memorandums relative to their function and recommend revisions as needed. Changes may be necessitated by many circumstances, including a change in procedures, during annual policy review, staff inspections, changes in court decisions or laws, or changes in accreditation standards or departmental needs.

B. Any member of the department may propose written directive modifications or additions byway of the submission of a memorandum to the Chief of Police routed through the proper chain-of-command. The memorandum should specify the required additions or deletions.

1. Should a Division Commander approve the suggestion contained within the memorandum, the memorandum—along with any additional commentary—will be forwarded to the Services Division Commander who will implement the Staff Review process. During the staff review

process, additional guidance and information will be gathered from those affected by the policy change, knowledgeable personnel and/or the City Attorney.

2. The Services Division Commander is responsible to insure the suggestion is properly formatted and the staff review is completed. After the completion of the staff review, the proposed modification will be forwarded to all division commanders for final approval.

3. Once the division commanders have approved the policy change, the Texarkana Arkansas Board of Directors must review and approve the recommended change. The Chief of Police has the final approval authority of all changes to the Texarkana Arkansas Police Department's written directive system.

4. Any proposed changes to the City of Texarkana Arkansas' Civil Service Commission must be reviewed and approved by the Civil Service Commission prior to the promulgation of such changes.

C. The Services Division Commander or his designee will maintain the responsibility for the coordination and oversight surrounding the review, modification, formulation, printing and disseminating all of the policies contained within the Texarkana Arkansas Police Department's General Orders Manual, whether in written or electronic format, while under the direction of the Chief of Police.

D. All general orders, policies, procedures, policy statements and operational memorandums shall be reviewed bi-annually by the Services Division Commander or his designee. The division commanders, or their designees, shall review the divisional directives applicable to their division on intervals chosen by each respective commander. Each division commander is responsible to determine which of the divisional directives should be canceled, revised or continued in their present form.

E. Upon completion of the revisions, the policies shall then be electronically forwarded to the recommending division commander or their designee to ensure the revisions are consistent with the original recommendation. If approved by the division commander who forwarded the original recommendation, the revised policy will then be forwarded to the Chief of Police for final approval.

F. Revised written directives will be distributed consistent with the department's written directive dissemination procedures outlined within Section VIII of this written directive. The date the written directive was revised shall be noted in the appropriate portion of the written directive.

VIII. Dissemination of Written Directives

A. The folder entitled "*TAPD Rules and Regulations*" located on the network server shall be considered the official repository of all departmental general orders, special orders, divisional directives, Civil Service guidelines and the City of Texarkana Arkansas Employee Handbook.

1. The electronic files contained within the folder entitled "*TAPD Rules and Regulations*" shall be recognized as the electronic master copies of all written directives represented within the folder. In the event of a conflict or discrepancy between the electronic master copy and any printed file, the electronic file shall be deemed the accurate version of the written directive brought into question.

B. The Texarkana Police Department's General Orders Manual will be maintained by the Services Division in an electronic format under the direction of the Chief of Police. This electronic version of the General Orders Manual will remain stored within the folder entitled "*TAPD Rules and Regulations*" on the network server and shall remain available to all members of the department.

C. In addition to the General Orders Manual, separate folders on the server will also contain Divisional Directives addressed to each individual Division; Civil Service Rules and Regulations; Job Descriptions relating to each individual job function within the Department; Special Orders issued by the Chief of Police; and the City's Personnel Handbook. The written directives map located in Section IX of this policy provides the folder location for all written directives which are maintained on the department's server.

D. A printed "hard" copy of the Texarkana Police Department's General Orders Manual will be maintained in the Services Division Commander's Office.

E. In addition to the folder located on the server entitled "*TAPD Rules and Regulations*", the written directives will simultaneously remain catalogued within the PMAM / HCM system. As outlined below within Paragraph G, all employees will sign a digital receipt for all written directives within the PMAM / HCM system.

1. As part of the orientation portion of the training process, all new officers and civilian employees will review the content of the written directives within the PMAM / HCM system. All employees will complete a digital receipt that electronically acknowledges their receipt & understanding of the written directive's content.

F. The Services Division Lieutenant shall maintain a master historical copy of the General Orders Manual for a period of five (5) years.

G. In order to facilitate the distribution of newly formulated or revised written directives, and to maintain a system of accountability and continuity, all newly written, published or revised directives will be disseminated in the following manner:

1. Notification of newly written or revised directives shall be disseminated in electronic format to all members of the Department byway of the Texarkana Arkansas Police Department's network email system. The notification shall include a brief synopsis of the new written directive or the revision to the existing written directives.

   a. Officers who work in the field are encouraged to save these electronic written directives onto a thumb drive to facilitate the officer's ability to remain knowledgeable and current with the directives set forth by the Department.

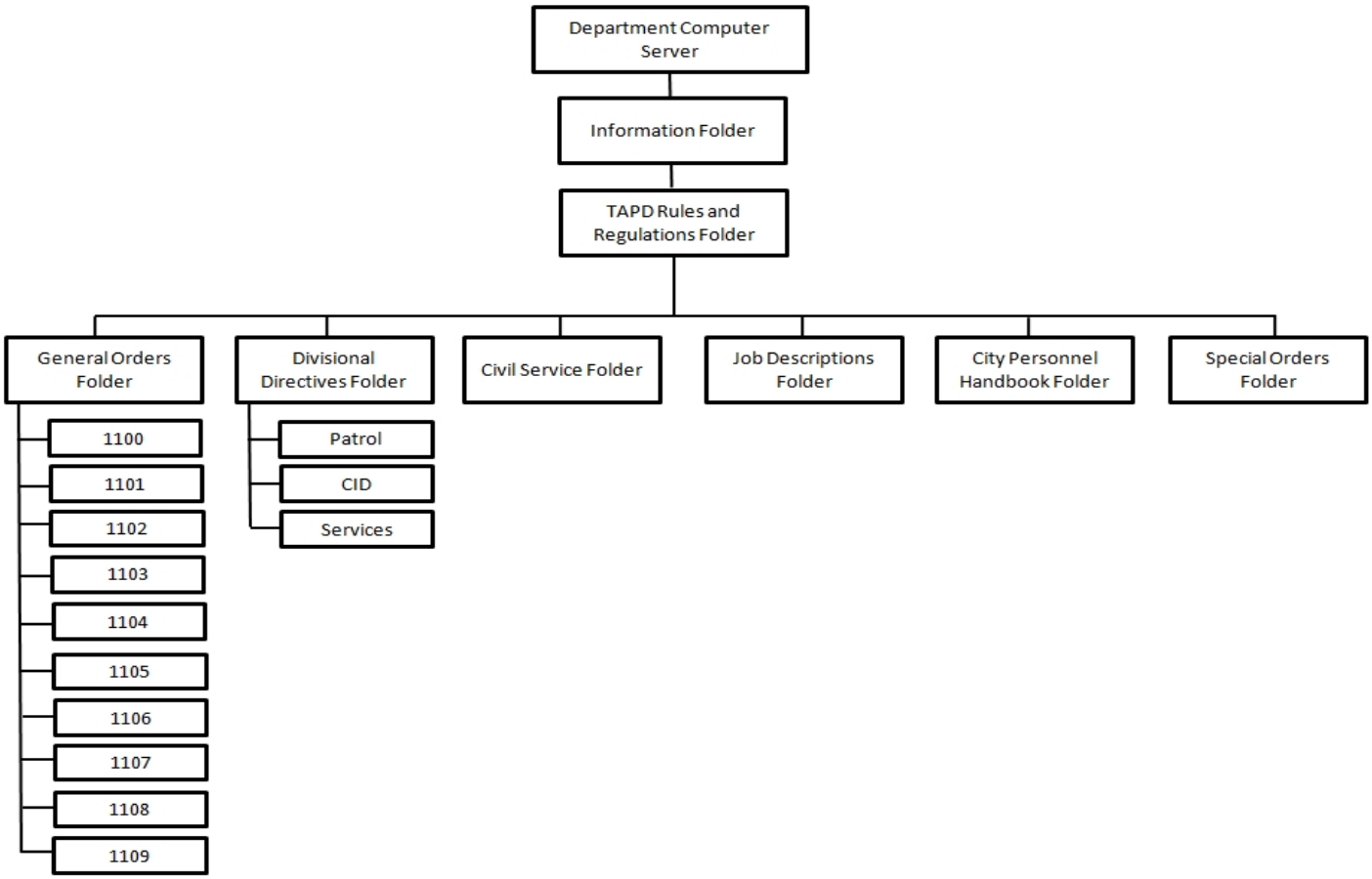
2. All newly written, published or revised written directives will be disseminated using the PMAM / HCM system. Every department employee is assigned his / her individual account within the PMAM / HCM system, which is accessed via a user name and password unique to the employee.

   a. Immediately following the electronic dissemination of the written directive, the PMAM / HCM system will prompt all department personnel via a department generated email to log into the system and electronically acknowledge their receipt & understanding of the written directive's content.

   b. Supervisors within the department maintain the ability to monitor the activity of the officers and civilians within the system to ensure all employees complete all prompted assignments within system in a timely fashion. Supervisors also maintain the ability to generate electronic reports that provide the supervisor with an added layer of accountability regarding the activity of personnel within the system.

IX. Charts and Forms

A. Written Directives Map



B. Divisional Directive Templates

TEXARKANA POLICE DEPARTMENT
Divisional Directives

SUBJECT			
NUMBER	Uniform Patrol Division **P2010-02**	EFFECTIVE DATE	
Scheduled Review Date		EXPIRATION DATE	****Applicable only to Temporary Divisional Directives*
Date Reviewed		(Reserved for Expansion)	
APPROVED BY	**Division Commander's Endorsement**	(Reserved for Expansion)	

SUBJECT			
NUMBER	Criminal Investigation Division **C2010-02**	EFFECTIVE DATE	
Scheduled Review Date		EXPIRATION DATE	****Applicable only to Temporary Divisional Directives*
Date Reviewed		(Reserved for Expansion)	
APPROVED BY	**Division Commander's Endorsement**	(Reserved for Expansion)	

SUBJECT			
NUMBER	Services Division **S2010-02**	EFFECTIVE DATE	
Scheduled Review Date		EXPIRATION DATE	****Applicable only to Temporary Divisional Directives*
Date Reviewed		(Reserved for Expansion)	
APPROVED BY	**Division Commander's Endorsement**	(Reserved for Expansion)	

C. Special Orders Template

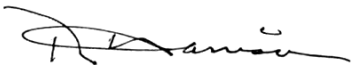
TEXARKANA POLICE DEPARTMENT
Special Orders

SUBJECT			
NUMBER	**2010-02**	EFFECTIVE DATE	
Scheduled Review Date		EXPIRATION DATE	*** Order not to extend beyond 180 days
Date Reviewed		(Reserved for Expansion)	
APPROVED BY	**Chief of Police Endorsement**	(Reserved for Expansion)	

Page 1 of 1	Effective Date:
Subject:	Number:

TEXARKANA POLICE DEPARTMENT

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Rules of Professional Conduct		
NUMBER	1100.11	EFFECTIVE DATE	May 1, 2010
Scheduled Review Date	February 19, 2016	ISSUE DATE	May 1, 2010
Date Reviewed	February 19, 2014	REVISION DATE	March 15, 2012
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

A. In order to facilitate the orderly operation of the Texarkana Police Department, the Department has established a series of mandates entitled *Rules of Professional Conduct.* These mandates exist to aid in the smooth operation of the Department; to ensure commissioned officers and other employees adhere to the Department's chain-of-command structure; and to define a set of guiding principles and parameters that serve to promote and protect the professionalism and excellence of the Department and its employees.

II. Policy

A. It is the policy of the Texarkana Police Department that all commissioned and non-commissioned employees of the Department adhere to, follow and operate within the standards established by the *Rules of Professional Conduct.*

III. Rules of Professional Conduct

A. **Insubordination**

1. Failure or the deliberate refusal on the part of any officer or employee to obey a lawful order given by a supervisor shall be considered insubordination.

2. Ridiculing a supervisor or his orders, whether in his/her presence or during periods of his absence, shall be considered insubordination.

3. It shall be considered insubordination for an officer or employee who, by the nature of their position, is required to remain loyal to address Departmental issues in a manner contrary to the position of the agency. Furthermore, it shall be considered insubordination for an officer or an employee to misrepresent the Department's position on such issues by asserting their personal opinion is the same as the Agency's position.

B. **Oral or written orders of the Chief of Police or his designee**

1. All written or oral orders posted, disseminated or communicated over the signature or name of the Chief of Police or his designee shall hold the same authority and be considered part of the General Orders of this Department.

C. **Violations of General Orders**

1. Violations of the Department's General Orders, Rules of Professional Conduct and other rules and regulations subject the officer or employee to disciplinary action that encompasses all forms of discipline to include termination of employment.

D. **Standard of Conduct**

1. Officers and civilian employees shall conduct themselves within their personal and professional lives in such a manner as to avoid bringing discredit upon themselves or the Department.

2. Departmental personnel shall avoid all actions and activity that provide for the appearance of impropriety. Departmental personnel who engage in behavior or activities that tend to indicate instability of character or personality while on or off duty shall be subject to disciplinary action.

E. **Use of name and / or photograph**

1. Officers and civilian employees shall not permit their individual name or their photograph to be used in conjunction with any product or service endorsement which is in any way affiliated with law enforcement before obtaining the permission of the Chief of Police.

2. Officers and civilian employees shall not permit their individual name or photograph to be used within any commercial testimony that alludes to their position within the Department before obtaining the permission of the Chief of Police.

F. **Duty to Remain Alert**

1. Officers on duty shall be constantly alert, and they shall keep a vigilant watch for needed police services. Officers will not find themselves idle, loafing or sleeping while on duty.

G. **Beat Assignment**

1. Officers shall patrol their assigned area and perform their duties in a professional and diligent manner. Officers shall remain within their assigned area unless otherwise directed by their supervisor or in those instances when the completion of their assignment requires their absence from their assigned area.

H. **Performance of Duties**

1. Officers of the Department shall employ every reasonable and lawful means available to them during the course any investigation, arrest and subsequent prosecution of those who violate local, state and federal law or ordinance.

2. Officers of the Department are expected to rely upon good use of discretion and judgment during the performance of their duties and consistently avoid the appearance of favoritism during the enforcement of the law.

3. Officers of the Department shall perform the specific duties and responsibilities assigned to them by competent authority. Every officer carries the responsibility to remain aware of changes and developments within city government, statutory law and the Civil Service Commission related to the performance of their duties.

4. Officers shall perform their duties in a firm, fair and efficient manner. In order to advance Departmental goals and objectives, officers shall cooperate with and protect other Departmental members as well as the citizens within our jurisdiction during the process of maintaining law and order.

I. **Assisting Other Officers**

1. Because the law enforcement career field is inherently dangerous, officers must recognize this fact and be willing to accept the risk of serious injury or death while in the line of duty.

2. Officers shall take appropriate tactical police action to assist another officer who finds himself/herself exposed to danger or in a position where the threat of danger may be imminent.

3. Officers are expected to rely on sound judgment, training and all available resources while safeguarding the lives of other officers and the citizens within our jurisdiction.

J. **Interdepartmental Conduct**

1. Officers and civilian employees shall conduct themselves in a manner consistent with good harmony while exercising cooperation with one another across divisional and sectional lines within the Department and other agencies.

2. Officers and civilian employees shall treat superior officers, subordinates and other associates with respect while fostering the spirit of courteousness and civility within their relationships with others.

3. While on duty and within the presence of other officers, civilians and citizens, officers shall conform to the usual customs and courtesies by referring to one another by title or rank.

K. **Controversial Topics**

1. Officers and civilian employees shall not engage in discussions involving political, religious or other controversial topics that might deter the order of good discipline. Because such topics have the potential of developing heated and fiery discussions, employees are prohibited from engaging in conversations containing such topics while on duty or while engaged in special assignments.

L. **Requests for Public Speeches**

1. Members of this Department who are approached for requests that involve speeches, demonstrations or other similar events shall be referred to the appropriate Division Commander for consideration. Should an individual within the community offer such a request, officers shall suggest the matter be referred to the appropriate Divisional Commander. Officers within the Services Division are exempt from the rule.

M. **Involvement in Neighborhood Quarrels**

1. Officers shall not intentionally become personally involved in neighborhood quarrels or disputes when off-duty except when a violation of law becomes obvious.

N. **Off-duty enforcement actions**

1. Off duty commissioned officers of the Department should avoid becoming involved in incidents or situations that would otherwise call for enforcement action. In cases that find an off-duty officer witnessing a criminal violation, he/she should act as a trained observer and communicator.

2. During those instances in which an off-duty officer asserts himself/herself as a law enforcement officer, all actions the off-duty officer takes beyond that point may fall under the "color of authority" clause which potentially creates a liability issue for the off-duty officer and the Department.

3. An off-duty officer may react to a serious crime committed in his/her presence or otherwise, out of necessity, activate himself/herself to Texarkana Police officer status, pursuant to Arkansas Code.

4. Off-duty recruit officers who have not completed the Field Training Program are prohibited from activating himself/herself in an enforcement capacity unless the circumstances of the situation could result in serious bodily injury or death to either the off-duty officer or some other person.

5. Off-duty commissioned officers are considered self-activated when the officer identifies himself/herself as a Texarkana Police officer or initiates enforcement action. When deciding whether self-activation is the proper course of action, officers of the Texarkana Police Department should considered the following factors:

   a. Is there an immediate need for intervention to protect life or property?

   b. Can the officer reasonable expect to exercise control of the situation while acting alone and without the benefit of immediate radio communication?

   c. Is the officer armed and in possession of police identification?

   d. Is the officer within the City's jurisdictional boundaries?

6. Off-duty officers who self activate themselves shall contact the on-duty supervisor as soon as practical, and should the circumstances necessitate the need to complete an incident report, the off-duty officer shall complete all appropriate reports as soon as possible. All reports documenting an off-duty officer's involvement within any enforcement action will be forwarded through the chain-of-command to the Patrol Division Commander for his/her review. For additional information related to incident reporting, refer to *General Order 1108.03---Incident Reporting Procedures*.

O. **Involvement in Political Activities While on Duty or in Uniform**

1. Officers and civilian employees shall refrain from taking an active part in any political campaign of another who is seeking an elective position within the city, state or nation while on duty or in uniform; however, officers and employees are authorized to cast votes in political elections.

2. For the purpose of this section, the term "active part" is defined as follows: making political speeches, disseminating political literature or any item connected to the furtherance of one's political campaign, writing letters, signing petitions, actively and openly soliciting votes or uttering comments regarding the candidates of any political campaign.

3. Arkansas Law allows officers to hold some political offices such as a position on a school board; however, all provisions and pursuits of such a political office must be contained within the guidelines established by state law and the Civil Service Commission.

P. **Membership in Subversive Organizations**

1. Officers and civilian employees are prohibited from knowingly becoming involved or associated with any subversive organization, society, association, movement or group which advocates or becomes involved in the following: committing acts of violence, forcefully denying others their constitutional rights or endeavors to alter the Constitutions of either the United States of America or the State of Arkansas byway of unconstitutional methods.

2. When necessary in the performance of one's duty, and under extraordinary circumstances, the Chief of Police can exempt an officer from this rule.

3. For the purpose of this section, subversive organization is defined as any organization contained on the United States Attorney General's list of subversive organizations.

Q. **Solicitation and Acceptance of Gifts, Fees, Rewards, Loans**

1. Under all circumstances, officers and civilian employees are prohibited from soliciting any gift, service, gratuity, loan, discount, fee, or anything else of value when there exists any direct or indirect connection between their solicitation and their membership with the Department.

2. Officers and civilian employees shall not accept—either directly or indirectly—any gift, service, gratuity, loan, fee, discount or anything else of value that is offered as a result of their employment with the Department or their involvement with any activity connected with their Departmental employment.

3. Officers and civilians shall not accept any gift, service, gratuity or anything else of value which might tend to influence—directly or indirectly—the actions of the officer, a secondary officer or a civilian employed with the Department. Any activity associated with the exchange of any item of value for police services casts an adverse reflection upon the Department, and all officers and civilian staff shall avoid the appearance of such a transaction. This rule also applies to the acceptance of free meals, snacks, beverages or partial discounts of these or similar items when the discount is provided on an individual basis.

4. Officers and civilian employees shall not accept any gift, gratuity, or reward—either monetary or otherwise—for services rendered while in the line of duty to any person, business or agency except as authorized by the Chief of Police.

R. **Prohibited Associations**

1. With the limited exceptions while engaged in police capacity or other Departmental function, officers and civilian employees are prohibited from associating—on a social basis—with individuals whose character, reputation or background is such that association with that person would bring discredit upon the officer, civilian employee or the Department.

2. Business relationships with such individuals shall be avoided unless it can be demonstrated that such business dealings are absolutely necessary, legal, ethical and cannot be forged with some other person(s). Individuals with whom such contact is prohibited include, but is not limited to, the following people:

   a. Those who have prior felony arrests or convictions;

   b. Those having numerous prior misdemeanor arrests or convictions;

   c. Those who have prior vice arrests or convictions;

   d. Those having membership, employment or connections to an organized crime syndicate;

   e. Those who have no legitimate means of support;

   f. Those who are employed in gambling or vice establishments;

   g. Those who suffer habitual problems with alcoholism, narcotics addiction or gambling;

   h. Those who display a debased sense of moral character; and

   i. All others whose character, business or backgrounds are undesirable.

3. If an officer or a civilian employee believe they must have contact with such a person due to social, business or personal reasons, a request for permission in writing shall be forwarded directly to the Chief of Police prior to such contact. In those cases that involve blood or marital relationships, a memorandum detailing the relationship should be submitted to the Chief of Police so an understanding regarding such associations can be reached.

S. **Prohibited Establishments**

1. Except in the strict line of duty, officers and civilian employees are prohibited from visiting, entering, patronizing or having a business relationship with establishments, companies or concerns of the following locations:

   a. Locations in which illegal activities are known, believed or suspected to take place to include those locations where the illegal activity is open and notorious. Examples of these locations would include handbook or houses of prostitution. Locations where the criminal activity might be secret or covert include taverns that house gambling machines or taverns that accept horse racing bets over the counter;

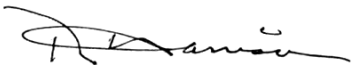
   b. Locations featuring striptease and exotic dancers, B-girls, taxi dancers or those locations that cater to homosexuals, narcotic addicts, sexual deviates or criminals and members of an organized crime syndicate; and

   c. Those locations that find the crime syndicate's ownership or affiliation thereof has been published within the press, Departmental publications, court trials, government investigative hearings or within other public forums.

S. Incidents Involving Sworn Personnel

1. All disturbances and incidents of family violence involving sworn personnel will be investigated and documented by supervisory personnel. Copies of all reports will be prepared for review by the officer's immediate supervisor, Division Commander and the Chief of Police.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Inner Departmental Communications		
NUMBER	1100.12	EFFECTIVE DATE	June 01,2008
Scheduled Review Date	February 19, 2016	ISSUE DATE	June 01,2008
Date Reviewed	February 19, 2014	REVISION DATE	February 01, 2011
APPROVED BY		(Reserved for expansion)	

I. **Policy**

A. The Texarkana Police Department recognizes effective communications between the various divisions, units, sections and components of the Department are essential for the efficient delivery of police services. In order to facilitate the Department's mission, it shall be the policy of the Texarkana Police Department to encourage and support the timely exchange of information affecting the coordination, implementation and execution of all law enforcement activities.

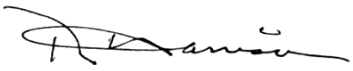
II. **Procedure**

A. The Texarkana Police Department relies on a wide variety of meetings, publications and media to disseminate information throughout the Department. In order to encourage the sharing of information among agency personnel, the Department endorses and has established a series of methods by which such communications can be effectively delivered and distributed across all lines of the Agency. Although not inclusive, the following is a list of such methods:

1. Staff meetings;
2. Sworn personnel meetings;
3. Non-sworn personnel meetings;
4. Shift briefings and roll call briefings;
5. Memorandums, both written and electronic;
6. Electronic email systems, both in-house and through the mobile data computer's messaging system;
7. In-service training sessions;
8. Attendance at shift briefings by personnel from other units; and
9. Crime Prevention Unit briefings.

B. Any member of the Agency who receives any written communication intended to be transmitted within the chain-of-command shall in every case promptly forward such communication to the person whom the information is intended. This does not prohibit the employee from making a recommendation that relates to the communicated information.

TEXARKANA ARKANSAS POLICE DEPARTMENT
General Orders Manual

SUBJECT	Departmental Goals and Objectives		
NUMBER	1100.13	EFFECTIVE DATE	November 1, 2008
SCHEDULED REVIEW DATE	February 19, 2016	ISSUE DATE	November 1, 2008
DATE REVIEWED	February 19, 2014	REVISION DATE	April 26, 2010
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedures for the development of goals and objectives for the Texarkana Police Department.

II. Policy

B. It shall be the policy of the Texarkana Police Department to maintain a system intended to develop and annually update the goals and objectives within the Department's organizational components. To that end, this system will enable for a more efficient and concentrated direction of effort and it will provide a basis for measuring the progress of the Department. All members of the Texarkana Police Department will remain knowledgeable of the Department's goals and objectives.

III. Definitions

A. For purposes within the Department, a goal can best be defined as a statement of the end or a result that one intends to ultimately achieve. A goal usually requires a relatively long span of time to expire before the results are achieved. Whenever possible, the pursuit of a goal should be stated, published and initiated in a manner that permits the measurement of success as the timeline progresses. The following is an example of a goal established within the Crime Prevention Unit: ***To reduce the occurrence of preventable crime while enhancing the role of the public within the process of crime prevention.***

B. For purposes within the Department, an objective can best be defined as an end or result that one intends to attain in order to achieve the partial fulfillment of a goal. In essence, an objective is a "sub-goal"—or an element of a goal—and it therefore requires a shorter period time to accomplish than does a goal. Objectives should be specific, measurable and attainable. Whenever stated, published or initiated, the individual objective should correlate with the pursuit of its defined goal. Using the example of the goal within section A above, an objective intended to support the achievement of the goal might be: ***To support the development of new and the continuation of existing programs designed to prevent and control juvenile delinquency.***

C. For the purpose within the Department, an organizational component can best be defined as a subdivision within the Department, and it can be categorized as a division, section, unit or position intended to provide

a specific function while remaining staffed on a full-time basis.

IV. Procedures-Formulation of Goals and Objectives

A. At the beginning of the budget process, all division commanders and those supervisors of certain other organizational components as directed by the Chief of Police shall submit written goals and objectives for the following year.

B. During the preparation of their goals and objectives, commanders are strongly encouraged to solicit input from personnel assigned to them.

C. Goals and objectives shall be submitted in writing to the Chief's office by the date and time specified.

D. Once approved by the Chief of Police, the goals and objectives shall be posted in each organizational component for view by personnel.

E. The goals and objectives will be forwarded to the City Manager's office as a component of the budget request.

V. Procedures-Review of Goals and Objectives

A. All division commanders, as well as those supervisors of other organizational components who were directed by the Chief of Police to prepare goals and objectives, will at least semi-annually review their stated goals and objectives. They shall submit a written evaluation of the progress towards the attainment of their goals. One such evaluation report is due in the Chief's office by July 15th of each year and will address progress made during the first half of the year. The other report is due in the Chief's office by January 15th of each year and will address progress towards goals for the entire preceding year.

B. As objectives are fully completed, the goal(s) should be reviewed and objectives updated as needed. New objectives shall be submitted along with the semi-annual review.

VI. Strategic Planning

A. The Texarkana Police Department shall maintain a multi-year plan, to be reviewed quarterly, that shall be prepared by the Office of the Chief of Police or his designee.

B. The multi-year plan shall include:

1. Long-term goals and operational objectives;

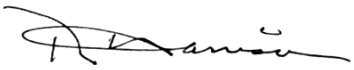
2. Anticipated workload and population trends;

3. Anticipated personnel levels;

4. Anticipated capital improvements and equipment needs; and

5. Provisions for review and revision as needed.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Definition of Policy Terminology		
NUMBER	1100.14	EFFECTIVE DATE	May 1, 2010
Scheduled Review Date	February 14, 2016	ISSUE DATE	May 1, 2010
Date Reviewed	February 19, 2014	REVISION DATE	
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

In order to clarify, explain, and define the terminology contained within the Texarkana Arkansas Police Department's General Orders Manual, the Department has generated a listing that contains a series of definitions that correspond to an assortment of language contained within.

II. Policy

It is the policy of the Texarkana Arkansas Police Department to ensure its employees receive clear, concise and accurate orders that serve as guidance during the performance of one's duty obligations. In order to facilitate the clarity of these guidelines, employees of the Department should refer to the defined information that follows in the event further clarification is needed.

III. Definitions of Policy Terminology

- Absent – Not present of duty at a prescribed time.
- Absent Authorized – Absence authorized by a supervisor
- Absent Unauthorized – Absence, not authorized by a supervisor.
- Absent With Pay – Absence for which pay is authorized by a supervisor.
- Absent Without Pay – Absence for which pay is not authorized by a supervisor.
- Acting – Serving temporarily in a position assigned by a member of the Command Staff, usually a position of higher rank, such as Officer in Charge (OIC). All authority, responsibilities, and duties of the higher rank are delegated to the acting member or employee.
- Anniversary Date – The date from which eligibility is considered for the computation of merit or longevity increases is computed. This is your date of hire.
- Annual Leave – Vacation days are granted each year. The Chief of Police or his designee determines requests for vacation. It must not interfere with the operation of the Department.

- Appeal – The right of an employee to ask for a review of any disciplinary action, other than oral reprimands, through the Chain of Command to the Chief of Police.

- Applicant – A person who has filed an application for employment with the police department.

- Appointing Authority – Any city official or groups of officials having power by law or ordinance to make appointments to any position in the Police Department.

- Appointment – The designation of a person by the Chief of Police to any position within the Department.

- Assistant Commander – A command level supervisor holding the rank of Lieutenant.

- Beat - A geographical area within a district that is patrolled by a marked police unit.

- Bulletin – Memorandum to disseminate information or instructions, which do not require a formal order.

- Candidate – A person who has applied for transfer, or is qualified to take a civil service examination for a promotion.

- Certification **–** Statement attested to by the Commission on Law Enforcement Standards for the State of Arkansas that all requirements set forth by state statute for a police officer to serve in a specific capacity have been fulfilled.

- Certified Field Training Officer (FTO)-A officer meeting CLEST Certification as an FTO.

- Chain of Command – The unbroken line of authority from the Chief of Police down through a single subordinate at each level of command to the level of execution. All orders shall move downward and upward through the chain of command with mutual consideration by all personnel concerned. This chain of command shall be preserved in order to maintain the principles of good administration.

- Chief of Police-The Chief Executive Officer and Department Head reporting to the City Manager, Board of Directors, and Civil Service Commission.

- City - The area within the corporate limits of Texarkana.

- Civil Service Status – The combined rights acquired by appointment and successful completion of the probationary period in a Civil Service position as described by Arkansas State Statutes.

- Civilian Staff Employee – A generic term to include members of the Department, who do not have police powers and who have not taken the oath of an officer.

- Code of Ethics – An Oath issued to all police officers establishing principles and standards for proper conduct of each employee of the Department. The Commission on Law Enforcement Standards & Training requires this.

- Commanding Officer – A supervisory officer assigned either temporarily or permanently to exercise command over a section or specialized unit of the Department. In the absence of the commanding officer, the next ranking officer present, by chain of command, will assume command to act in his/her capacity unless otherwise designated by the Chief of Police.

- Command Staff **-** The Chief of Police, Division Commanders, and Chief's Administrative Assistant.

- Commission – The formal authorization and command, issued to officers of the Department, to execute police powers in and for the City of Texarkana, Arkansas.

- Compensation – Any salary, wage, fee or other cash paid to an employee for a service.

- Compensatory Time **–** The period of time during which an employee is excused from active duty in compensation for hours worked in excess of the regular tour of duty.

- Complaint – Term utilized by this Department to signify a report by a citizen or individual requesting some degree of police service or action and responded to by a member or employee of the Department.

- County – For police purposes the Sheriff's Department regulates the area outside the incorporated limits, but within the county boundary.

- Criminal Investigation Division – A Division within the police department responsible for criminal law violation investigations.

- Days Off – All personnel shall be excused from duty on designated days each calendar week. Days off shall be determined by the commanding officer or his designee to meet the needs of his command.

- Demotion **-** The reduction in rank of an employee from a position of higher rank to a lower rank.

- Department – When used shall mean the Texarkana, Arkansas Police Department.

- Disciplinary Action – Actions taken to ensure the orderly and prescribed conduct of the employees of the Department.

- District-A geographical area of the city consisting of a number of patrol beats.

- Division - A section of the police department under the command of a Captain.

- Division Commander-A command level supervisor holding the rank of Captain.

- E-Mail-This agency frequently sends information to Officers and Civilian Staff in Microsoft Word Document Files and other formats electronically.

- Eligible Applicant– A person whose name has been placed on a civil service employment or promotional list for consideration.

- Employee-Commissioned police officer or civilian support staff.

- Evaluation – An employee review system, which has been established for evaluating an employee's performance by his/her supervisor.

- Examinations Competitive – A civil service examination, which candidates are in competition for to obtain placement to the next higher rank.

- Examination Entrance – The type of civil service examination, which is announced to the public in order to find qualified applicants for police officers.

- Examination Ora**l** – Oral Boards are used in interviews in lieu of or to supplement written examinations.

- Examination Written – The pencil and paper type of examination given to obtain a written demonstration of an applicant's knowledge, judgment and abilities.

- Funeral Leave – The period of time when excused from duty by reason of a death in the immediate family as outlined in City Personnel Policy.

- Gender Terms - Any words used in the masculine, feminine, or neutral, shall be construed as also used in any other gender where applicable.

- General Orders - Orders or Rules & Regulations issued by the Chief of Police or his designee that apply to all employees.

- Immediately – The term "IMMEDIATELY" is to be construed to mean "as soon as possible and practicable."

- Incompetent – Incapable of the satisfactory performance of assigned duties.

- Injury in the Line of Duty – Injuries received in the course of an employee's employment or injuries sustained while an officer is performing some type of police action.

- Inspection – The regular or periodic examination of personnel as to appearance, uniform, equipment, duties and operations.

- Insubordination – The willful disobedience of any order lawfully issued by a supervisory officer or any disrespectful, mutinous, insolent or abusive language toward a supervisory officer.

- Internal Affairs Investigation – An internal administrative investigation of an alleged violation, by an employee, of the General Order Manual and Rules & Regulations or Policies and Procedures.

- Juvenile – Any person, regardless of sex, married or unmarried, who has not attained their eighteenth (18) birth date.

- Lateral Entry – If a position cannot be filled from within the Department by lateral transfer or promotion, particularly in the case of positions requiring specialized skills and training, the Chief of Police, with the approval of the City Manager, may seek to fill a vacancy from outside the Department. This lateral entry may be directly to the pay rate assigned to the vacancy and will be designated a civilian position.

- Leave of Absence – Extended period of time an employee is excused from active duty with or without pay, subject to approval by the Chief of Police and City Manager.

- Length of Service – This term has the following meanings:

  - Reference to a promotional examination – the period of uninterrupted time served with the Department in the current rank.

  - Reference to longevity pay – the period of time starting from the date of hire with the City of Texarkana, Arkansas.

  - Reference to retirement – the length of time that a police officer has been an active member of the local Police Pension & Relief Fund of Texarkana or a member of the Local Police & Firefighters Retirement Systems (LOPFI) administered by the State of Arkansas.

- List Certification – The list of names of those passing competitive exams for initial appointment or promotion certified as eligible by the Civil Service Commission.

- Longevity – A supplementary pay increase for each year of service with the Department up to a maximum of twenty-five (25) years.

- Memorandum – Written correspondence exchanged between employees.

- Military Leave – The period of time during which an employee is granted leave when called to perform active military service.

- Minimal Qualifications – The requirements of training and experience and other qualifications, including those to be measured by an appropriate examination, as prescribed in a specification job classification.

- Must - Indicates a requirement that has to be accomplished to validate a particular procedure or to comply with a particular legal requirement.

- Neglect of Duty – Failure to give suitable attention to the performance of duty or condition deserving police attention, absence without leave, failure to perform duties, or failure to conform to any lawful departmental General Order or Rules & Regulations.

- Oath of Office – The oath sworn to by each officer at the time of commission as a police officer.

- Off-Duty Status – Anytime an employee is not on-duty as defined in this order.

- Offense Report – Detailed written account of an incident or situation either brought to the attention of or witnessed by the investigating officer, requiring some form of police action.

- Officer – Any commissioned member of the Texarkana Police Department.

- Officers Report - A detailed account of an officer's actions during or knowledge of a particular situation or occurrence submitted on a TAPD Offense or Supplemental Report.

- On-Duty Status – Anytime an employee is actively engaged in the performance of regularly assigned duties, a special assignment for the police department, or involved in any incident that requires the employee to act in the capacity as a police officer.

- Order - A written or verbal instruction by a superior officer.

- Patrol Car – A car used in patrol duties; generally recognized as a black and white police vehicle.

- Patrol Division – The Division within the police department that provides basic and emergency response to citizen requests for police service.

- Personnel – A generic term, which includes both the sworn officers and employees of the Department.

- Personnel File – The file, which is maintained in the Police Department for each employee and consists of such items as applications for employment, records of transfers, promotions, change in pay, performance evaluations, disciplinary actions, etc.

- Plain Clothes Officer – Generally refers to those officers assigned by the Chief of Police or his designee to the Criminal Investigation Division to investigative duty, but may refer to any officer, whose duties require him to wear civilian dress during his tour of duty.

- Police Department – A collective term applied to all personnel of the Department, including officers and civilian employees.

- Police Force – A collective term applied to all employees of the Department, including officers and civilian employees.

- Police Officer – Any commissioned employee of the Texarkana Police Department subject to Civil Service Commission rules.

- Policies and Procedures – The method and order of implementation of the rules and regulations governing the operations of the Department. The term "policy" and the term "procedure", when used in the rules and regulations section of the policies and procedures sections, shall be synonymous. These items are defined in greater detail in Chapter 1 of this Manual.

- Policy - A generic term applied to orders and rules and regulations of the police department on how situations are normally handled by commissioned officers and civilian support staff.

- Probationary Employee– An employee that has not received tenure through the civil service commission or a new civilian employee, who is learning a new job.

- Probationary Period – Period of critical examination, testing, evaluation and trial to ascertain the fitness of the employee to satisfactorily perform assigned tasks. Initial probationary period is one year for commissioned employees and six months for civilian employees.

- Procedures - A generic term that lays out how a specific task is accomplished.

- Promotion - Advancement from a position of lower rank to a position of higher rank involving an increase of responsibility.

- Promotion List – A list of eligible members certified by the Chief of Police to the Civil Service Commission as having qualified for promotion.

- Public Notice – A written notice placed upon a bulletin board or other prominent place located in a place accessible to the public during business hours.

- Rank – Each class of employees of the Department is a rank, with the exception of employees classified as civilian employees.

- Ranking Officer – The officer having the highest rank in a grade, unless otherwise designated by competent authority.

- Re-Appointment – The re-employment of a former permanent employee without consideration of former city employment relative to seniority, wages and benefits.

- Reasonable Force – The amount of force needed to overcome resistance to the lawful performance of duties, the degree of which is determined by the nature of the offense, the behavior of the subject against who the force is to be used, actions of third parties present, physical conditions, and the feasibility of availability of alternative actions.

- Reinstatement – The re-employment of a former permanent employee with the rights and benefits provided in these rules for re-employment.

- Reprimand – A severe or formal disciplinary action, either oral or written, as a result of a violation of rules and regulations.

- Report – Unless otherwise specified, a written communication relating to police matters.

- Reporting Areas - Geographical areas within beats that assist the records management system with tracking calls for service. Commonly called RA's.

- Residence – The actual place an employee lives at.

- Resignation – The act taken by an employee when he/she voluntarily terminates their service with the City of Texarkana. A resignation must be accepted by the Chief of Police to be effective.

- Responsibility - Denotes a duty, obligation, and accountability held by an officer or civilian staff, who is answerable to a supervisor for specific actions and/or conduct.

- Retirement – Termination of the active service of an employee by reason of his attaining statutory creditable service, age, or because of incapacitating disability.

- Roll Call Information– Information from supervisors issued daily containing intelligence regarding wanted persons, license numbers of vehicles recently stolen from within the City of Texarkana and the surrounding area, crime patterns and other incidents calling for police action.

- Rules and Regulations – The guidelines under which the Department operates to maintain proper order and uniformity. The term "rules and regulations", when used in the rules and regulations section of the policies and procedures section, shall be synonymous. These terms will be defined to a greater extent in Chapter 1 of this Manual.

- Section/Shift – An organizational subdivision of a Department division with defined objectives and responsibilities.

- Section Supervisor - A supervisor holding the rank of Sergeant.

- Seniority – Seniority shall be determined first by rank, second by continuous service in the rank and thirdly by total continuous police service.

- Senior Officer - A commissioned officer with longer time in grade as a patrol officer.

- Separation – Any type of action whereby an employee is removed from the City payroll.

- Services Division – An organizational group of Department sections responsible for directly supporting the law enforcement efforts of the Department.

- Shall, Will, or May - Shall and Will are mandatory; May is permissive.

- Shift – The period of day during which the personnel of a particular unit is on duty. The precise hours of work for each shift are established by Department policy.

- Shift Commander - A shift supervisor holding the rank of Lieutenant responsible for patrol operations on day, evening, and night shifts.

- Shift Supervisor - A shift supervisor holding the rank of Sergeant responsible for patrol operations on day, evening, and night shifts.

- Should - Indicates a certain procedure or policy is preferred to obtain the desired results.

- Sick Leave – A period of time during which a member or employee is excused from active duty by reason of illness, non-service injury.

- Special Duty – Police duty assignment requiring that the employee be relieved from the performance of his regular duties and, by assignment, perform such special duties as may be required by competent authority.

- Special Order – Written order issued by the Chief of Police bearing on some specific circumstance or situation, usually of a temporary nature but not related to department policies.

- Step Raises – The group of salary rates from minimum to maximum to which a class of employees may be assigned.

- SWAT – Connotation used in reference to the Metro Special Weapons and Tactics team.

- Standard Operational Procedures – Policies and procedures issued by the Division Commander to clarify and apply the General Orders to the specific function of the Division.

- Superior Officer - An officer of higher rank.

- Supervisor - an officer or civilian employee, who has supervisory classification and responsibility for the instruction and direction of a subordinate's work,

- Supervisory Officer - Any officer having supervisory responsibilities, either temporarily or permanently, over officers of lower rank or grade.

- Supplemental Report – Any report made in addition to, and relating to, the initial report. Upon completion, it becomes a part of the initial offense report.

- Suspension - The temporary separation of an employee from his/her position for disciplinary or administrative reasons. In some instances suspension can be with pay. Suspended employees are subject to disciplinary action during their period of suspension.

- Organization Chart-A chart showing the number, rank and positions of officers and civilian employees assigned to each Division of the Department when each position is filled. An organization chart approved by the Chief is contained in your General Orders.

- Termination of Employment - The voluntary or involuntary separation of an employee from the agency.

- Transfers – Lateral transfers to a position of equal rank shall be at the discretion of the Command Staff with approval of the Chief of Police. Such transfers shall be made with consideration given to the individual employee's qualifications to perform the duties of the position being filled. If a position is not to be filled by transfer it shall be filled by promotion in the manner set forth in this manual. Civilian and commissioned employees being transferred shall serve six (6) months probation in the new position.

- Unauthorized Persons – Persons who are not under arrest, are not authorized as ride along participants, nor victims or witnesses legally being transported to the Department for police business.

- Unclassified Position – Positions that are not classified, i.e., temporary help.

- Uniformed Officer – Denotes an officer who wears a recognizable police officer's uniform.

- Unit/Section– An organizational subdivision of the Department with specific objectives grouped together temporarily or permanently under the supervision of the Chief of Police, Division Commander, or Section Supervisor.

- Unmarked Car – Any Department owned vehicle used by uniform or investigative personnel with no recognizable police decals, lights, or sirens exposed.

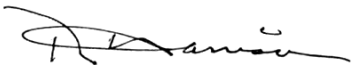
- Vacancy – An unoccupied position within the Texarkana, Arkansas Police Department.

- Vacation – That period of time each year granted as an exemption from work for rest and relaxation, computed on time accumulated according to length of service with the Department.

- Work Day – Any one shift in which an employee is scheduled to work.

- Work Period – The fixed number of consecutive workdays an employee is scheduled to work as determined by the Department.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Lines of Authority		
NUMBER	1100.15	EFFECTIVE DATE	May 18, 2010
Scheduled Review Date	February 19, 2016	ISSUE DATE	May 18, 2010
Date Reviewed	February 19, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The nature of the Texarkana Arkansas Police Department's mission requires the formulation and implementation of a structured system that otherwise defines the lines of authority that exist within the framework of the Agency. This system will allow for the orderly progression of the Department's mission while bringing continuity and accountability to all issued orders from supervisor to subordinate.

II. Policy

A. It shall be the policy of the Texarkana Arkansas Police Department to require all members within the Agency to recognize, maintain adherence to and operate within the following guidelines that comprise the framework of the Department's line of authority system.

III. Departmental Command, Control and Authority

A. The Chief of Police, who retains the standing authority as the Chief Law Enforcement Executive Officer of the Agency, designates Departmental command, control and authority through the Division Commanders and thereby establishes a chain-of-command designed to govern the flow of directives, orders and information.

B. The chain-of-command initiates at the Chief of Police and descends downward to the rank of police officer or police detective. The Departmental line of authority is hereby established by the chain-of-command and shall be preserved, recognized and followed in order to maintain the integrity, continuity and accountability of the Department's mission. When communicating information across the spectrum of the chain-of-command, member's of the Agency shall not bypass their immediate supervisor unless an emergency or some other unusual set of circumstances develop that would otherwise necessitate such a deviation from established policy.

1. The Departmental chain-of-command system is formulated as follows:

a. Chief of Police, Chief Law Enforcement Executive Officer of the Agency;

b. Police Captain;

c. Police Lieutenant;

d. Police Sergeant; and

e. Police OIC, Police Officer or Police Detective.

f. Civilian members of the Agency shall report to their immediate supervisor.

C. Exercise of authority

1. Supervisors within the Department should exercise the authority of their position under all conditions that require the use of their appointed authority. The use of command authority should be exercised with fairness, impartiality and consistency by all supervisors within the Department. Under no circumstances should personal attitudes be permitted to influence the execution of command authority.

D. Duties and responsibilities

1. Members of the Department carry with them certain duties and responsibilities unique to their individual assignment and/or position within the Department. All members of the Agency are hereby granted commensurate authority to carry-out and perform their individual duties, obligations and assignments.

2. Police officers and detectives assigned to perform specific assignments shall accept the responsibility to complete these assignments. Division Commanders and other supervisors not falling within the affected officer's / detective's direct chain-of-command will not interfere with their ability to perform their assignment unless an emergency or some other unusual set of circumstances develop that would otherwise necessitate such a deviation from established policy. If this occurs, the supervisor or Division Commander initiating the interference carries the responsibility to notify the affected employee's supervisor.

3. Every employee shall be accountable for the use—or the failure of use—of that authority either structured or delegated for their particular position.

E. Delegation of authority

1. The authority to carry-out, complete or perform certain tasks or assignments within the Department can be delegated downward to subordinates through the chain-of-command as approved by the Chief of Police or his designee.

F. Command authority

1. When command authority is clouded by issues surrounding seniority within the Department, command authority will be established by utilizing the following criteria:

a. Command authority should be first governed by rank; and

b. in those instances when both members of the Agency carry the same rank, the members' date of appointment or date of promotion with continuous service shall be the deciding factor. This section does not prohibit the delegation of command authority as addressed in paragraph E above.

G. Staff supervision and functional authority

1. The authority granted, delegated or structured for Departmental Supervisors cannot always remain isolated within their respective commands. In accordance with this, all supervisors are granted the authority to act in concert with the other supervisors and the administration of the Department to facilitate the effective, orderly and efficient operation of the Agency.

2. This authority should be exercised with an increasing amount of discretion to minimize those instances when commands or orders to personnel not assigned to their span of control are issued. There will exist times when such authority is necessary, such as emergencies, unusual sets of circumstances or breaches of discipline; however, when such authority is exercised, the matter should be brought forth to the attention of the employee's immediate supervisor.

IV. Lines Authority—Subordinate to Supervisor

A. Departmental Supervisors must achieve effective control, direction and coordination of those subordinates that fall beneath their span of control, and to facilitate these ends, the number of subordinates within each supervisor's span of control cannot be excessive.

B. The exact number of personnel placed within each supervisor's span of control will depend upon the nature and extent of the assigned duties while balancing these with the nature and extent of the demands placed upon the shift, section or unit.

C. In order to establish clear guidelines that serve to control the magnitude of a supervisor's span of control, the Agency will maintain a ratio of one (1) supervisor for every ten (10) employees. This ratio will decrease proportionately upwards through the chain-of-command to the Chief of Police. Each Division Commander carries the responsibility within their division to continually monitor the ratio to ensure the appropriate limits hereby established are not exceeded.

D. Employees within the Department will obey all lawful orders of a supervisor that include all orders relayed from a supervisor through another employee of the same or lesser rank.

E. When an employee receives an order that conflicts with Federal Law, State Law, a local ordinance or a previously issued order, the employee shall bring the conflict to the supervisor's attention. The supervisor shall have the ultimate responsibility to resolve the conflict in accordance with all laws and established Departmental guidelines.

V. Authority and Responsibility of Supervisors

A. Supervisor Responsibilities

1. Actively monitor, direct and supervise employees of a lesser rank to ensure the proper and efficient performance of their assigned duties;

2. Assume command and control of any situation coming to the supervisor's that necessitates their involvement;

3. Respond to emergencies when necessary. Supervisors who first arrive on-scene of an emergency situation shall take charge and issue any commands or direct employees in a manner that mitigates the emergency to the degree it is brought under containment as quickly as possible;

4. Ensure all subordinates complete the necessary reports in a prompt and accurate manner while making certain these reports contain the comprehensive information necessary to meet Agency protocol and standards;

5. With the exception of supervisors holding the rank of Sergeant, appoint a supervisor of the next lower rank to act in their place in the event of their absence. Supervisors so appointed will carry the same authority as the appointing supervisor; and

   a. A Division Commander may ask another Captain to act in his behalf in the event of an absence.

   b. A shift supervisor, or section supervisor, may delegate temporary supervisory authority to a senior officer, field training officer or detective to act in his/her behalf. The officer receiving

this temporary authority shall be classified during this period as an Officer in Charge (OIC) of the specific shift or section. This is a temporary and limited assignment and should be relied upon any time the supervisor desires assistance with shift/section supervision. The appointment is initiated at the sole discretion of the shift/section supervisor and normally lasts no longer than one work day. Under special circumstances, and upon the approval of a Division Commander, Assistant Division Commander or shift/section supervisor, the appointment can be extended for a lengthier time period.

6. Ensure that all Departmental equipment brought under their control is maintained and protected as necessary.

B. It shall be the duty of all commanders, supervisors and officers to initiate corrective action in those instances when they witness or a receive a report involving any violation of the Departmental General Orders, Civil Service Rules and Regulations, the ordinances of the City of Texarkana or any laws of the State of Arkansas or the United States of America by an employee of this Agency.

1. The commander, supervisor or officer receiving such a report shall submit a written report to their immediate supervisor.

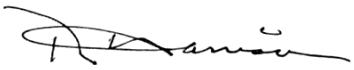
2. Should the violation involve and incident of a serious nature, the supervisor or commanding officer who either witnessed the violation or received a report of the violation shall relieve the employee who committed the violation from duty and assume custody and control of Departmental Credentials and issued firearms.

   a. Should the officer who witnessed the violation of received a report of the violation be of a lesser rank than the employee who committed the violation, the officer shall notify an on-duty supervisor of superior rank.

3. The employee who committed the violation shall make themselves available to the Office of the Chief of Police while abstaining from any performance of police duties during the period they have been relieved of their duty

4. The reporting supervisor or commander shall submit a written report to the Chief of Police utilizing the established chain-of-command.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Division Responsibilities		
NUMBER	1100.16	EFFECTIVE DATE	June 01,2010
Scheduled Review Date	February 19, 2016	ISSUE DATE	June 01,2010
Date Reviewed	February 19, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. To ensure the Texarkana Police Department's function and mission is achieved, and in order to effectively deliver professional police services to the community in which we serve, the totality of the Department's responsibility is separated among a set of Divisions. This policy establishes the overall duties and responsibilities assigned to each respective Division.

II. Policy

A. It shall be the policy of the Texarkana Police Department to assign and coordinate the Department's mission requirements among separate Divisions, and it shall be the duty of Department members to recognize their Division's respective duty requirements while striving to meet the established demands of their respective Division.

III. Procedure

A. The areas of responsibility listed herein are of a general nature, and because of this, these responsibilities are not inclusive of all of the operational responsibilities and demands placed upon each respective Division.

1. **Services Division duties, demands and responsibilities:**

- Provides administrative and logistical support to the Department;
- The Personnel and Training Section within the Division is responsible for all recruitment demands, associated background checks and the coordination of Civil Service testing as well as Departmental in-service training;
- The Planning and Research Section within the Division is responsible for the formulation, review, revision and dissemination of the General Orders Manual, Policy Statements and the rules & regulations that govern the operation of the Department;
- The Public Information Officer (PIO) coordinates all media releases, public information campaigns and educational programs;
- Provides a monthly review of the Department's operational budget while conducting an analysis of spending trends;

- Responsible for the management of local, state and federal grant programs as directed;

- In an effort to reduce the Department's operational costs, the Division is responsible for the search and subsequent acquisition of military surplus property and fixed assets;

- Responsible to provide Agency-wide quartermaster support to include ordering uniforms, supplies and other necessary equipment as directed by the Division Commanders and the Chief of Police;

- Responsible for the preparation of monthly and yearly Departmental reports that serve to communicate statistical information to the Chief of Police, City Manager and the Board of Directors;

- Manages fixed assets and Departmental equipment;

- Manages the Department's Computer Services Section which is tasked with the technical support and responsibilities that surround the Department's electronic media hardware, software applications and the Department's website;

- Provides docket entry and management support to the District Court Clerk's Office byway of the electronic entry of all tickets and arrest reports;

- Provides logistical support to the Department's radio communications equipment while maintaining a radio inventory; and

- All other responsibilities, functions and duties as assigned by the Chief of Police or the Command Staff.

2. Criminal Investigation Division duties, demands and responsibilities:

- Responsible for the investigation of and follow-up to all felony crimes and attempted felony crimes;

- Responsible for the identification of criminals and utilizing investigatory protocol in the pursuit and apprehension of criminals to include those persons who comprise elements of organized crimes;

- Responsible for the development, control and coordination of investigative case files for presentation to the Prosecuting Attorney's Office;

- Responsible for the identification and recovery of stolen property;

- Tasked with the responsibility of collecting, identifying and preserving physical evidence located at crimes scenes while ensuring this process is conducted according to Agency protocol;

- Responsible for suppressing the crimes of prostitution and gambling, whether these crimes are committed in an organized fashion or individually;

- Responsible for the enforcement and investigation of those who commit crimes affiliated with the trafficking of narcotics and other illegal drugs, whether these crimes are committed in an organized fashion or individually;

- Responsible for the targeted, selective and massive responses to specific, individualized crimes as deemed appropriate;

- Tasked with the responsibility of collecting intelligence and other information relative to syndicated organized crime groups;

- Responsible for the collection, control and dissemination of intelligence and other information relative to criminal elements and their activities;

- Tasked with the responsibility of investigating incidents that have bearing on issues of liability against the City;

- At the discretion of the Division Commander, insure a sufficient number of members within the Division make themselves available to the City Attorney's Office during periods of relevant investigations;

- Perform staff functions at the direction of the Chief of Police and the City Attorney;

- Responsible for the investigation and subsequent follow-up surrounding missing persons cases;

- Responsible for the investigation of cases surrounding neglected, abandoned and missing children;

- Responsible for the investigation of crimes committed by and cases whose victims are juveniles;

- Tasked with the responsibility to repress and control juvenile delinquency and associated crimes; and

- All other responsibilities, functions and duties as assigned by the Chief of Police or the Command Staff.

3. Uniform Patrol Division duties, demands and responsibilities:

- Responsible for the preliminary investigation of criminal offenses and other events as directed;

- Responsible to ensure all investigations of misdemeanor related matters are investigated according to Agency protocol;

- Members of the Patrol Division are responsible for the prevention and repression of criminal activity;

- Members of the Patrol Division are responsible for the enforcement of both criminal and traffic laws, as well as the apprehension and prosecution of those who violate these laws;

- While on-duty, members of the Patrol Division are responsible to respond to calls for police service while ensuring all subsequent responses to such calls occur in a timely manner;

- Members of the Patrol Division are responsible for the preservation and collection of evidence found at the scenes of crimes;

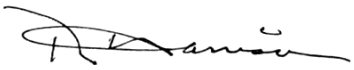
- Responsible for the preparation of police reports while ensuring these reports contain accurate and comprehensive information in accordance with Agency protocol;

- Responsible for the development and implementation of selective traffic enforcement programs as well as the promotion of traffic related safety programs;

- Responsible for the prevention and investigation of traffic crashes;

- Responsible for the deployment of police radar and other speed control techniques as directed;
- Responsible for the enforcement and control of parking related offenses;
- Responsible for the training of newly appointed officers; and
- All other responsibilities, functions and duties as assigned by the Chief of Police or the Command Staff.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Civilian Employees		
NUMBER	1100.17	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	February 19, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	February 19, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of the policy is to define and establish the Texarkana Police Department's commitment to and the procedures for employing and utilizing civilian personnel in key positions throughout the Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to employ civilians for selected functions that do not require the authority of a commissioned officer. The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately utilized to perform those functions best suited for the employee's special knowledge, skills and abilities; therefore, the Department's commitment to utilize civilian employees shall ensure sworn personnel remain readily available for enforcement functions in a manner that promotes each employee—both sworn and non-sworn—with the ability to capitalize upon their individual talents and capabilities.

III. Procedures

A. Civilian Position Classifications

1. Communications;
2. Records;
3. Animal Control;
4. Property/Evidence Technician;
5. Secretarial positions;
6. Finance Technician;
7. Docket Clerk;
8. Receptionist;
9. Computer Technician;

10. Crime Analyst; and

11. Domestic Violence Coordinator.

B. Authorized Duties

1. The duties and responsibilities for all civilian employees shall be defined within the Department's official Job Description files maintained within the Department's personnel office. The following guidelines shall be observed regarding all civilian employees of the Department:

   a. Civilian employees shall not be requested to perform those duties and responsibilities which are required by a commissioned officer; however, during those instances in which a female commissioned officer is not available, a female civilian employee may be required to perform the following functions:

      (1) Temporarily act as an observer during the care and/or detention of a female prisoner; and

      (2) Act as a witness during the photography of a female crime victim.

2. Civilian personnel shall not use their employment status with the Department as authority for or responsibility to enforce any law. Civilian employees have no authority to take enforcement actions beyond those authorized for any citizen under the laws of the State of Arkansas.

C. Applicant Screening

1. Unless otherwise specified by personnel job descriptions, the procedures for screening civilian applicants for civilian positions shall conform to the Department's standards for sworn officers.

2. All civilian employees assigned to or having access to records containing criminal history information, fingerprint files, investigative records, tactical information, emergency communications or any other assignment considered sensitive shall undergo a background investigation to include a criminal history check prior to employment.

D. Training

1. All civilian employees of the Texarkana Police Department shall be provided with the following:

   a. Pre-service training—as required—to ensure the employee is prepared for their job assignment while incorporating them into productive members of the Department;

   b. In-service training that will provide the civilian employee with the ability to maintain their basic skills while developing new knowledge, skills and abilities necessary for career development.

2. All newly appointed civilian personnel will undergo an orientation that introduces them to the Agency. The orientation will include the following elements:

   a. Agency role, purpose, goals, policies and procedures;

   b. Working conditions, rules, regulations and rights and responsibilities inherent of all employees.

3. Certain civilian positions within the Department require training on specific job responsibilities prior to the employee assuming the position. Field training and formalized classroom instruction within these areas shall be successfully completed before duties are assumed.

4. Courses designed specifically for our civilian employees will be provided on a periodic basis through the Department Personnel and Training Office. Announcements of course availability shall be provided to all affected employees in a timely manner. Civilian employee participation will remain at the discretion of supervisory personnel.

E. Identification

1. All civilian employees shall be issued Department identification credentials containing an up-to-date photograph. All civilian employees shall wear photo identification while on-duty.

2. Civilian employees shall have their personal identification/credentials at all times while inside the Department facility and/or when interacting with the public as an employee of the Department.

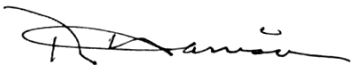
F. Performance Appraisals(Evaluations)

1. Civilian employees are subject to periodic performance evaluations in accordance with schedules and procedures established by the Department and the City of Texarkana, Arkansas' personnel office.

G. Civilian Volunteers

1. Civilian volunteers serving without pay are a valuable asset to the Texarkana Police Department and may be utilized in a variety of functions that serve to promote the goals, objectives and efficiency of the Department. Civilian volunteers shall remain subject to the same provisions and restrictions assigned to other civilian employees defined throughout this policy.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Additional Employment		
NUMBER	1101.01	EFFECTIVE DATE	June 01, 2008
Scheduled Review Date	March 01, 2016	ISSUE DATE	June 01, 2008
Date Reviewed	February 20, 2014	REVISION DATE	March 18, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. This policy regulates additional employment by the employees of the Texarkana Police Department, defines additional employment and establishes procedures relating to additional employment.

II. Policy

A. One of the primary functions of the Texarkana Police Department is the protection of lives and property of the citizens and visitors in Texarkana. In order to provide the highest level of police service to those citizens and visitors, the Department must ensure its employees are physically and mentally able to devote complete attention to their job assignments while on duty.

B. With the exception of the last day of the scheduled work week—and unless specifically authorized by the Chief of Police or his/her designee—employees of the Department will not be permitted to work secondary employment or public safety volunteer/auxiliary employment in excess of four (4) hours on any scheduled work day.

C. Unless specifically authorized by the Uniform Patrol Division Commander, employees of the Department will not be permitted to work Department sanctioned extra duty assignments for periods of time that exceed twenty (20) hours within any seven (7) day period. These requirements are essential for the efficient operation of the Department, the safety of its employees and the protection of the community.

III. Definitions

A. **Extra duty assignment—**Other than those regular duty assignments, any Department sanctioned assignment by a sworn employee conditioned on the actual or potential use of law enforcement powers during the delivery of such police services.

B. **Secondary employment—**Any non-police related position of employment that finds any employee of the Department engaged in duties not requiring the use or potential use of law enforcement powers in the provision of services. This includes any business or corporation that a Department employee owns—in whole or a portion thereof—or a business or corporation which is managed, operated or supervised by a Department employee. All Department employees are strictly prohibited from working within a bar, club or have part or whole ownership in such a business.

C. **Public Safety Volunteer and Auxiliary Employment—**Any position, whether defined as a volunteer or an auxiliary position, that requires a member of the Texarkana Police Department to

function within any component of an outside public safety agency while functioning within the following public safety functions. For purposes of this policy, these functions shall be dually classified as secondary employment positions:

1. Auxiliary, reserve or volunteer police officer;

2. Auxiliary, reserve or volunteer deputy sheriff;

3. Auxiliary, reserve or volunteer fire fighter; and

4. Emergency Medical Technician or Paramedic.

IV. Guidelines and Restrictions of Additional Employment

A. Extra Duty Assignments

1. Employees may be contacted to perform extra duty overtime assignments by individuals or businesses outside the department. All extra duty overtime requests from outside the Department are to be referred to the Patrol Division Commander. Requests for extra duty overtime will be completed in the following manner:

    a. All clients requesting extra duty assignments are referred to the Uniform Patrol Division Commander if available.

    b. If not available, the employee taking the request will fax or e-mail the appropriate contract form to the client while ensuring the contact information is obtained and forwarded to the Uniform Patrol Division Commander or his/her designee.

    c. The Uniform Patrol Division Commander will contact the client, review all of the information associated with the extra duty assignment contained on the completed form and shall have the responsibility to either approve or deny the request. Should the extra duty assignment require multiple shifts, the Uniform Patrol Division Commander will be responsible to post the assignments and/or the appropriate schedule.

    d. A copy of the request form will be forwarded to City Hall where a cost analysis will be calculated and returned to the Police Department. The requesting party is contacted and advised about total cost of overtime.

2. All personnel are reminded that once an overtime assignment is accepted, it becomes the officer's responsibility to report to work at the specified time and location to carry out the assignment in accordance with the Department's General Orders, Rules and Regulations.

    a. If an officer is not able to report to their extra duty assignment, the Uniform Patrol Division Commander or supervisor overseeing the assignment will be notified as soon as possible. Personnel will not trade or give away extra duty assignments without first obtaining permission from the Uniform Patrol Division Commander or his/her designee.

3. After the officer(s) completes the extra duty assignment, a work record documenting the assignment shall be generated and forwarded to the Department's Finance Technician. The work record must contain information relating to the assignment's location, date and time. The work record will be forwarded to City Hall so they can bill the requesting party for the resulting overtime.

4. Permission to work extra duty assignments can be withdrawn if a supervisor believes it may hamper an officer's ability to perform their regularly assigned duties in a safe and efficient manner. For instance, an officer should not volunteer to work an extra duty assignment requiring

the officer to remain alert all night prior to having to report to their regularly scheduled eight (8) hour shift the following day. Fatigue has been shown to slow an officer's response time which creates a condition that may endanger the officer and/or others.

5. **Conditions of Extra Duty Assignments**

a. Sworn employees of the Department may engage in extra-duty assignments when authorized or approved either on a temporary, regular or ongoing basis. When employed in this capacity, sworn employees may engage in the following types of police services:

(1) Traffic control and pedestrian safety;

(2) Crowd control; and

(3) Security and protection of life and property.

b. Sworn employees of the Department who are engaged in extra-duty assignments are prohibited from enforcing those independent rules, regulations or other mandated guidelines established by private corporations, business or educational facilities. When engaged in extra duty assignments, sworn officers will only take the enforcement action identified in the above paragraph.

d. Employees on light duty status, extended sick leave, worker's compensation, FMLA, administrative leave or suspension are not authorized to work any extra duty assignments that require the use or potential use of law enforcement authority. For more information regarding this information, refer to *General Orders 1101.02---Compensation and Benefits* and *1104.03---Disciplinary Process*.

e. Employees of the Department may not sell or take tickets nor may they transfer or exchange customer's money at a business, promotion or special event while in uniform.

f. An Extra Duty Employment Request must be approved and on-file prior to an employee engaging in all extra duty assignments. Significant aspects of the extra duty assignment will be included in this request form.

g. In situations where extra duty assignments are given on short notice, any on-duty supervisor may authorize the employee to work prior to the Uniform Patrol Division Commander's review and approval of the extra duty assignment. In the event of short notice—and prior to approving the assignment—the on-duty supervisor shall ensure the extra duty assignment meets the requirements of this policy.

h. Sworn employees must have an Extra Duty Employment Request Form completed and approved prior to accepting any extra duty apartment complex security position.

(1) Sworn employees who become employed in extra duty apartment security positions will at all times immediately notify the official who represents the apartment complex during those periods in which the sworn employee's ability to perform duties associated with the extra duty apartment complex security position is prohibited by Departmental policy.

(2) An employee's use of sick leave, FMLA, light or modified duty, suspension or administrative leave from duty affects the employee's ability to engage in extra duty assignments.

i. Sworn employees working extra duty assignments will be governed by the General Orders, the Department's standards of conduct, the Department's rules of professional conduct and all additional rules and regulations that govern the Texarkana Police Department. In

accordance with Department policy, all sworn employees engaging in extra duty assignments will notify an on-duty supervisor of all reportable incidents, accidents or injuries.

j. Sworn employees will turn in all evidence and written reports during or immediately upon conclusion of their extra duty employment. For more information regarding the completion of written reports, refer to *General Order 1108.03---Incident Reporting Procedures*.

k. To be eligible for extra duty assignments, sworn employees must remain in good standing with the Department. Continued Departmental approval of employee's extra duty assignments is contingent upon the employee's duty performance and his/her compliance with Departmental guidelines and standards. The Chief of Police will have final approval or disapproval authority for requests of all extra duty assignments.

l. Sworn employees working extra duty assignments will wear official Departmental issued uniforms or appropriate plain clothes unless other attire has been previously approved by the Uniform Patrol Division Commander.

(1) Sworn employees cannot wear individual parts of the uniform. Sworn employees working plain clothes assignments will wear their weapons fully concealed and will have their police identification and badge readily available or as otherwise determined by duty assignment and/or weather conditions. For more information regarding the wearing of Department uniforms, refer to *General Order 1101.03---Uniforms, Equipment and Appearance*.

6. **Notification of Extra Duty Assignments**

a. Sworn employees shall notify the on-duty supervisor and the Communications Center of their location, the hours being worked and their radio number on the primary dispatch channel prior to working any police related extra duty employment. At the conclusion of the extra duty assignment, the officer should again notify dispatch in order to be removed from the Computer Aided Dispatch (CAD) system.

(1) This information will be logged into the Computer Aided Dispatch (CAD) System by the Telecommunicator receiving the radio call from the extra duty officer. The on-duty supervisor shall pass this information to the next supervisor and dispatch shift if there is an overlap of shifts.

7. **Extra Duty Assignments—Revocation of Approval**

a. Once granted, approval for extra duty assignments can be revoked or their annual renewal denied when—in the judgment of the employee's chain of command—the extra duty assignment becomes incompatible with the their Departmental duties or adversely affects the employee's job performance or efficiency. The Uniform Patrol Division Commander may deny any extra duty assignment if they believe the employment is not in the best interest of the Department or the employee.

(1) Although not inclusive, when considering the denial of a request or the revocation of approval, the Uniform Patrol Division Commander will consider the following information:

(a) The employee's work performance, attendance record and disciplinary history;

(b) The employee's overall health and fitness;

(c) The employee's medical restrictions, injury and sick leave status; and

(d) The nature of the proposed employment.

b. Failure to obey a denial or revocation of additional employment may result in disciplinary action up to and including termination.

8. **Extra Duty Assignments—Annual Approval**

a. The Uniform Patrol Division Commander shall maintain all requests for extra duty assignments for one year from the date of their submission. This shall include both *approved and denied* requests for extra duty assignments.

(1) This documentation will also be placed within the affected employee's personnel file.

b. All on-going extra duty assignments must be renewed on an annual basis. Any information regarding extra duty assignments must be renewed with the Uniform Patrol Division Commander by January 31st of each year in which the extra duty assignment is to be worked. Failure to renew extra duty assignments may result in their revocation.

B. **Secondary Employment and Public Safety Volunteer / Auxiliary Employment**

1. Any employee of the Department who owns or operates any private business, works on a commission or receives compensation in any form from any person, firm or corporation other than the City of Texarkana, Arkansas is required to submit a written memorandum requesting permission to engage in secondary employment and public safety volunteer / auxiliary employment through the respective employee's chain of command to the Chief of Police. The employee's request must be approved by the Chief of Police or his/her designee prior to the employee entering into such business or employment.

a. A copy of all approved requests for secondary employment and public safety volunteer/ auxiliary employment will be forwarded to the Personnel and Training Officer for inclusion within the approved employee's personnel file.

b. Any change of business or employment description will require the filing of a new request.

2. Department employees who seek to engage in public safety volunteer / auxiliary employment shall meet the following conditions before an approval to engage in public safety volunteer / auxiliary employment is granted:

a. The Department employee must be in good standing with the Department;

b. The Department employee must have achieved an average to above average rating on his/her most recent Department performance evaluation;

c. The Department employee must not be involved within or have experienced any recent Department disciplinary actions; and

d. The Department employee must have cleared their probationary status.

3. Employees may not engage in secondary employment or public safety volunteer / auxiliary employment that threatens to damage the officer's professional reputation or the Department's image and status as a professional law enforcement organization. Although not inclusive, the following list demonstrates such employment threats:

a. Employment at establishments that promote obscenity or pornography as defined by the Arkansas Criminal Code is prohibited;

b. Any employment where the dispensing or consumption of alcoholic beverages is a primary function of the business is prohibited;

c. With the exception of civic fund raising events where the proceeds are used to support legitimate charities or other nonprofit organizations, any employment where gambling occurs in any form is prohibited;

d. Any employment finding the employer involved in disputes originating from labor or civil rights issues, or employment finding the employer involved in collective bargaining disputes/negotiations is prohibited;

e. Any employment where the employer expects the police employee to enforce the employer's rules and regulations.

4. Employees will not engage in any secondary employment or public safety volunteer / auxiliary employment that might affect the objectivity and independence of their judgment and conduct necessary to perform their official duties and responsibilities. Employees will not engage in any secondary employment or public safety volunteer / auxiliary employment that might present potential conflicts of interest for employees between the Departmental duties and their duties for a secondary employer.

5. Work hours for all secondary employment positions and public safety volunteer / auxiliary employment positions must be scheduled in a way that does not conflict nor interfere with the performance of the employee's required Department duties. Special consideration will not be given to an employee's Department scheduled duty hours in an effort to accommodate secondary employment or public safety volunteer / auxiliary employment.

6. All employees of the Department engaged in secondary employment or public safety volunteer / auxiliary employment are subject to recall in cases of emergency and will be expected to leave any other employment in such situations. For more information regarding emergency recall to duty, refer to *General Order 1102.31---Incident Command System*.

   a. All employees of the Department engaged in secondary employment or public safety volunteer / auxiliary employment are subject to be recalled to duty in emergencies and will be expected to leave any other employment in such situations.

7. Employees absent from duty, due to sickness, may not engage in secondary employment or public safety volunteer / auxiliary employment for twenty-four (24) hours following the end of the shift for which they reported sick.

8. Employees may—as a result of disciplinary action as directed by the Chief of Police—be prohibited from working secondary employment or public safety volunteer / auxiliary employment.

   a. It shall remain the responsibility of the Department employee to notify their secondary employer or the public safety organization affiliated with their public safety volunteer / auxiliary employment during those times that find the employee's ability to function in this secondary role becomes compromised due to Department sanctioned disciplinary actions.

9. Unless approved by the Uniform Patrol Division Commander, employees must have completed their probationary period (one year) before becoming eligible to work secondary employment or public safety volunteer / auxiliary employment.

10. Employees of the Department are prohibited from accepting secondary employment or having a financial interest in any private detective agency or private security agency.

11. Employees will not report to duty physically or mentally exhausted to the point where their performance is affected because of any secondary employment or public safety volunteer / auxiliary employment.

12. While within the jurisdiction of the City of Texarkana, Arkansas—and when the circumstances of the situation necessitate immediate police action—all sworn personnel working within a secondary employment or a public safety volunteer / auxiliary employment position are required to take emergency enforcement action during those times in which the officer is engaged in duties associated with their secondary employer or duties affiliated with their public safety volunteer / auxiliary employment.

    a. Emergency enforcement action may require the sworn employee to forego their secondary employment duties to take appropriate police action. Dispatch shall be notified as soon as possible.

13. Employees may not engage in any secondary employment or public safety volunteer / auxiliary employment where the employee's official position might be used to advance private interests.

14. Employees who engage in secondary employment or public safety volunteer / auxiliary employment are reminded if they become injured while engaged in secondary employment or their public safety volunteer / auxiliary employment, their injury will not be covered by the City of Texarkana worker's compensation provider.

15. To be eligible for secondary employment and public safety volunteer / auxiliary employment, employees must remain in good standing with the Department. Continued Departmental approval of an employee's secondary employment and public safety volunteer / auxiliary employment is contingent upon the employee's duty performance and his/her compliance with Departmental guidelines and standards. The Chief of Police will have final approval or disapproval authority for requests surrounding secondary employment and public safety volunteer / auxiliary employment.

16. Employees who are engaged in public safety volunteer / auxiliary employment, and as a result of their employment therein, are placed on any type of administrative leave which affects their status as a commissioned officer will not be allowed to return to active duty with the Texarkana Police Department until their commissioned status has been cleared. Commissioned officers can either rely upon their Department accrued vacation hours or take leave without pay.

17. **Secondary Employment and Public Safety Volunteer and Auxiliary Employment—Revocation of Approval**

    a. Once granted, approval for secondary employment or public safety volunteer / auxiliary employment can be revoked or the annual renewal denied when—in the judgment of the employee's chain of command—the secondary employment or the public safety volunteer / auxiliary employment becomes incompatible with the their Departmental duties or adversely affects the employee's job performance or efficiency. The Uniform Patrol Division Commander may deny any secondary employment or public safety volunteer / auxiliary employment request if they believe the employment is not in the best interest of the Department or the employee.

    b. Employees who find themselves under suspension or under investigation of employee misconduct/violation of Department General Orders are prohibited from engaging in public safety volunteer / auxiliary employment, and any previous approval for such employment will be revoked.

        (1) Although not inclusive, when considering the denial of a secondary employment or a public safety volunteer / auxiliary employment request—or the revocation of its

approval—The Uniform Patrol Division Commander will consider the following information:

(e) The employee's work performance, attendance record and disciplinary history;

(f) The employee's overall health and fitness;

(g) The employee's medical restrictions, injury and sick leave status; and

(h) The nature of the proposed employment.

c. Failure to obey a denial or revocation of secondary employment or public safety volunteer / auxiliary employment may result in disciplinary action up to and including termination.

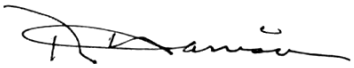
18. **Secondary Employment—Annual Approval**

a. The Uniform Patrol Division Commander shall maintain all requests for secondary employment and public safety volunteer / auxiliary employment for one year from the date of their submission. This shall include both *approved and denied* requests for secondary employment or public safety volunteer / auxiliary employment.

(1) This documentation will also be placed within the affected employee's personnel file.

19. All secondary employment and public safety volunteer / auxiliary employment must be renewed on an annual basis. Any information regarding secondary employment or public safety volunteer/ auxiliary employment must be renewed with the Uniform Patrol Division Commander by January 31st of each year in which the secondary employment or public safety volunteer / auxiliary employment is to be worked. Failure any secondary employment or public safety volunteer / auxiliary employment may result in their revocation.

TEXARKANA POLICE DEPARTMENT
POLICIES AND PROCEDURES

SUBJECT	Compensation and Benefits		
NUMBER	1101.02	EFFECTIVE DATE	August 01, 2008
SCHEDULED REVIEW DATE	November 01, 2014	ISSUE DATE	August 01, 2008
DATE REVIEWED	October 31, 2013	REVISION DATE	October 31, 2013
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to describe the compensation and benefit plans available to sworn and non sworn members of the Texarkana Police Department.

II. Policy

A. The City of Texarkana, Arkansas and the Texarkana Police Department seeks to provide and maintain a compensation and benefits program that will not only attract, but retain qualified personnel. It is the policy of the Texarkana Police Department to work closely with the City of Texarkana's Human Resources Department to see that a diversified benefits package is available to all Police Department members.

III. Compensation-Sworn Personnel

A. Salaries for sworn personnel employed by the Texarkana Police Department will be determined by the City of Texarkana, Arkansas Board of Directors and further enacted by formal ordinance, usually in conjunction with the Board's deliberation of the City's annual budget process.

1. Entry Level Patrol Officer

a. The pay plan ordinance approved by the Board of Directors provides for the entry level salary for a Patrol Officer. The entry level figure represents the annual base salary and the annual holiday pay. The aggregate of these two figures determines the total annual salary for an entry level Patrol Officer.

2. Canine Handler

a. Canine handlers are granted five hours comp time each week during the 40 hour pay period (the City of Texarkana considers a pay period for sworn personnel to be from 12:00 AM Sunday through 11:59 PM the following Saturday) for care, grooming and feeding of the dog. Although the City of Texarkana, Arkansas no longer authorizes comp time, this is granted by authorizing the handler to end his/her daily shift early and ensures the comp time granted does not accrue.

B. **Salary Differential and Related Step Increases—Sworn Personnel**

1. Texarkana Police Department's salary chart—which is derived from the City of Texarkana's pay plan ordinance—specifies incremental "step" increases for the rank of Patrol Officer and Detective which are structured and awarded on the officer's first (1st), second (2nd), third (3rd), fifth (5th), tenth (10th) and fifteenth (15th) year anniversary dates. The amount of the "step" increases will be directly proportional to and in accordance with the guidelines set forth within the ordinance.

2. Police Officers who are promoted to the rank of Sergeant are compensated according to the Texarkana Police Department's salary chart which is derived from the City of Texarkana's pay plan ordinance. The structure of the ordinance allows for three (3) separate salary levels for Sergeants. The rank of Sergeant is assigned an entry level salary, and then on the Sergeant's third (3rd) and sixth (6th) promotional anniversaries, the Sergeant's salary increases in an amount directly proportional to and in accordance with the guidelines set forth within the ordinance.

3. Sergeants who are promoted to the rank of Lieutenant are compensated according to the Texarkana Police Department's salary chart which is derived from the City of Texarkana's pay plan ordinance. The structure of the ordinance allows for three (3) separate salary levels for Lieutenants. The rank of Lieutenant is assigned an entry level salary, and then on the Lieutenant's third (3rd) and sixth (6th) promotional anniversaries, the Lieutenant's salary increases in an amount directly proportional to and in accordance with the guidelines set forth within the ordinance.

4. Lieutenants who are promoted to the rank of Captain are compensated according to the Texarkana Police Department's salary chart which is derived from the City of Texarkana's pay plan ordinance. The structure of the ordinance allows for three (3) separate salary levels for Captains. The rank of Captain is assigned an entry level salary, and then on the Captain's first third (3rd) and sixth (6th) promotional anniversaries, the Captain's salary increases in an amount directly proportional to and in accordance with the guidelines set forth within the ordinance.

5. The Chief of Police is compensated consistent with procedures established by the City's Human Resources Department, the City's Administration and the City's Board of Directors. The Chief of Police works under a contract which is negotiated with the City of Texarkana, Arkansas. The contract requires periodic renewal, and upon its renewal, the Chief's benefits package may change.

6. Job descriptions and task analyses for all sworn personnel positions utilized within the Texarkana Police Department have been provided to the City's Human Resources Department. These analyses include the duties and responsibilities of the individualized positions and describe the critical skills, knowledge and abilities inherent of the individual duty position. The job descriptions will be reviewed at least annually or more frequently if determined appropriate by the Chief of Police. Updates or modifications to the content of the job descriptions will be forwarded to the Human Resources Department. Copies will also be maintained in the Personnel and Training office, available for review by all personnel. All job descriptions must be ADA compliant.

IV. Compensation—Non Sworn Personnel

A. Salaries

1. The City Manager or his designee shall be responsible for the preparation, maintenance and revisions of all Position Classification Plans which further define all individual positions within each classified service.

2. The Position Classification Plan (PCP) shall be based upon the similarity of all duties performed and all responsibilities so assumed within each position. This serves to ensure the same

qualifications may reasonably be required of each respective position while maintaining the same schedule of pay which is equitably applied to all positions within the same grade.

3. The PCP is separated into eleven (11) grades, and each grade is further separated into incremental steps. The number of steps within each grade ranges from zero (0) to seventeen (17) which are numbered from lowest to highest, and the number of steps within each grade is dependent upon the criteria established by the respective grade. The body of the individual grades and their relative "steps" otherwise constitutes the City's PCP. Department Heads and Supervisors within the City have a duty to report to the City Manager substantial changes in duties and responsibilities of positions under their control to ensure that classification adjustments may be made and the plan kept current.

4. The City Manager or his designee shall be responsible for the preparation, maintenance and revision of a pay plan which shall be adopted by the Board of Directors and shall apply to all employees within the classified service. The pay plan shall set forth salary ranges to include minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan.

5. Salary ranges shall be further determined by the following:

   a. The relative difficulty of the position;

   b. The responsibilities and qualifications inherit of the position;

   c. The experience of the respective employee;

   d. The prevailing rates of pay for similar employment positions within the private sector; and

   e. Considerations such as cost of living, the financial condition of the City, the City's policy governing salary and any other economic considerations.

6. The Personnel Office shall periodically conduct comparative studies of all factors affecting the level of salary ranges, and the City Manager shall recommend to the Board of Directors changes in salary ranges as deemed appropriate.

7. Salaries for non-sworn personnel employed by the Texarkana Police Department will be determined by the Board of Directors of the City of Texarkana, Arkansas and enacted by ordinance, usually in conjunction with the Board's deliberation of the City's annual budget process.

   a. The ordinance establishes a compensation schedule for all non-sworn personnel that defines the entry level salary rates, the mid level rates, and the maximum rates for the position held by the employee. The City of Texarkana, Arkansas' compensation schedule provides no increased salary level for those with special skills.

8. Job descriptions and task analyses for all non-sworn personnel positions utilized within the Texarkana Police Department have been provided to the City's Human Resources Department. These analyses include the duties and responsibilities of the individualized positions and describe the critical skills, knowledge and abilities inherent of the individual duty position. The job descriptions will be reviewed at least annually or more frequently if determined appropriate by the Chief of Police. Updates or modifications to the content of the job descriptions will be forwarded to the Human Resources Department. Copies will also be maintained in the Personnel and Training office, available for review by all personnel.

V. Salary Enhancement-Sworn Personnel

A. Longevity Pay

1. All employees of the Texarkana Police Department shall be eligible for longevity pay starting with their second year of service. Civil Service employees receive longevity pay biweekly, while non-Civil Service employees receive an annual lump sum payment. Terminated employees will receive a prorated payment. The rate of longevity pay is determined by the City of Texarkana's pay plan ordinance as approved by the Board of Directors.

2. Prior employment shall not be considered for those employees who are re-employed. Longevity pay shall not be included in calculating overtime pay, and shall not be considered to be a part of base pay.

3. Longevity System Pay tabulated by years of service:

Years of Service	Bi-Weekly Pay	Yearly Pay
1	0	$ 0
2	$ 5.54	$ 144
3	$ 5.54	$ 144
4	$ 8.31	$ 216
5	$ 10.38	$ 270
6	$ 12.46	$ 324
7	$ 14.54	$ 378
8	$ 16.62	$ 432
9	$ 21.81	$ 567
10	$ 24.32	$ 630
11	$ 26.65	$ 693
12	$29.08	$ 756
13	$34.50	$ 897
14	$37.15	$ 996
15	$39.81	$ 1035
16	$42.46	$ 1104
17	$47.08	$ 1224
18	$49.85	$ 1296
19	$52.62	$ 1368
20	$55.38	$ 1440
21	$60.58	$ 1575
22	$63.46	$ 1650
23	$66.35	$ 1725
24	$69.23	$ 1800
25+	$72.12	$ 1875

B. Certificate Pay

1. After the completion of their probationary period, all sworn officers shall be eligible for a monthly Incentive Pay Plan for the attainment of the State of Arkansas Law Enforcement Standards and Training Certificates. Officer shall be paid for the highest certificate held:

   a. Basic Certificate: $20 added to monthly compensation.

   b. General Certificate: $40 added to monthly compensation.

   c. Intermediate Certificate: $60 added to monthly compensation.
   d. Advanced Certificate: $80 added to monthly compensation.

e. Senior Certificate: $100 added to monthly compensation.

f. Instructor Certificate: In addition to the other certificates, this certificate allows for $20 per month added to monthly compensation.

2. Sworn officers with prior law enforcement experience within the State of Arkansas shall, upon the completion of an initial probationary year, receive certificate pay equal to their current level of certification as awarded by the Commission on Law Enforcement Standards and Training (CLEST).

C. Education Incentive Pay

1. After completion of their probationary period, officers may apply for and receive educational incentive pay provided they have met all additional requirements. An officer's educational pay will increase as the number of approved college hours are completed and added to your education and training record. It is the officer's responsibility to apply for and ensure the Personnel & Training remains advised of your college courses.

2. To obtain college incentive pay, officers must meet the following requirements:

a. Complete a minimum of thirty (30) semester hours in an approved college program leading to a degree in law enforcement or a related field;

b. Officers must maintain a minimum of a 2.0 or "C" average for each course completed;

c. Officers are paid one (1) dollar per hour each month for every approved college hour on their college transcript they have on file with the Personnel & Training Section;

d. College incentive pay is paid bi-weekly; and

e. The maximum amount of college incentive pay an officer can receive—which corresponds to 128 college credit hours—is one hundred twenty-eight dollars $128.

3. In addition to the above certificates, all personnel will be compensated $20 once per month for the completion of an Associate degree, $20 once per month for the completion of a Bachelor's degree and $20 once per month for the completion of a Master's degree in a work related field and all degrees in Public Administration.

D. Overtime Compensation

1. All hourly compensated officers:

a. Federal FSLA Guidelines and A.C.A. 14-52-205 governs issues related to overtime compensation. Overtime compensation is paid at a rate of one and one half (1 ½) regular pay for any hours worked in excess of forty (40) hours within a seven-day period. All overtime will be turned in within twenty-four (24) hours. In an effort to better manage overtime compensation, Agency supervisors may elect to assign officers another day off or allow the officer to leave early during a shift in exchange for additional hours worked during a regular work week.

b. The City of Texarkana, Arkansas considers a pay period for sworn personnel to be from 12:00AM Sunday through 11:59PM the following Saturday.

c. Officers accruing overtime shall—at the conclusion of the work assignment—complete a Work Record Form documenting the overtime. The officer will forward this form to a

supervisor who shall review the form—and upon the supervisor's approval—the supervisor will endorse the form and forward it to the payroll clerk.

(1) An officer shall be eligible for fifteen (15) minutes of overtime compensation if he or she works at least five (5) minutes but less than twenty (20) minutes past the end of the shift.

(2) An officer shall be eligible for thirty (30) minutes of overtime compensation if he or she works at least twenty (20) minutes but less than thirty five (35) minutes past the end of the shift.

(3) An officer shall be eligible for forty five (45) minutes of overtime compensation if he or she works at least thirty five (35) minutes but less than fifty (50) minutes past the end of the shift.

(4) An officer shall be eligible for one hour of overtime compensation if he or she works at least fifty (50) minutes but less than sixty five (65) minutes past the end of the shift.

d. Officers shall be eligible for a minimum of two (2) hours of overtime for each required court appearance provided that the officer is not on duty during any portion of that court appearance.

(1) If the officer's attendance at court occurs subsequent to his/her regularly scheduled shift, the officer will only receive overtime compensation for that period in which he/she was not working their normal duty hours.

(2) If the amount of time in court exceeds two (2) hours, overtime pay shall be calculated in accordance with the additional sections within this policy that addresses overtime compensation.

(3) Travel time to and from court is not considered overtime.

(4) In an effort to manage overtime pay, a supervisor is authorized to order an officer to take off the number of hours worked over because of court during a subsequent work shift, provided that the time taken off occurs within the same pay period in which the court appearance was required.

e. Officers shall be eligible for a minimum of two (2) hours of overtime compensation for each required court appearance or approved training session that occurs on the officer's **regularly scheduled day off**.

f. Officers shall be entitled to overtime compensation for training if such training occurs during an officer's time off. **The training must be approved by the Texarkana Police Department prior to attendance**.

(1) In an effort to manage overtime pay, a supervisor is authorized to order an officer to take off the number of hours worked over because of training during a subsequent work shift, provided that the time taken off occurs within the same pay period in which the training was required.

g. Sworn personnel will work a twenty-eight (28) day work schedule pursuant to USC & 207(k).

E. Compensatory Time

1. The City of Texarkana, Arkansas no longer allows for the accrual of compensatory time for any employee. In accordance, members of the Texarkana Police Department cannot accrue compensatory time.

E. Holiday Pay

1. All police officers shall receive compensation for eleven (11) days as paid legal holidays, in lieu of actual holiday leave, in accordance with the provisions of Arkansas Law 14-52-105. Compensation for holidays is based on the officer's daily rate of pay and is in addition to the officer's base rate of pay. Holiday pay is to be prorated and paid during regular payroll periods.

(a) The City Manager may—at his own discretion—grant the Friday after Thanksgiving Day and Christmas Eve as holidays. Holidays which fall on Saturday will be observed on the preceding Friday, and holidays which fall on Sunday will be observed on the following Monday.

VI. Salary Enhancement—Non Sworn Personnel

A. Compensatory Time

1. The City of Texarkana, Arkansas no longer allows for the accrual of compensatory time for any employee. In accordance, non-sworn members of the Texarkana Police Department cannot accrue compensatory time.

B. Overtime Pay, Longevity Pay, Educational Benefits

1. Overtime pay, longevity pay, and educational benefits policies for non sworn employees of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy Handbook for Non-Uniformed Employees.

C. Certificate Pay

1. The following certificates are recognized for secretarial and support technicians. Those non-sworn personnel who have been awarded any of the following certificates shall be compensated as follows:

(a) Professional Secretaries International Organization $20/month

(b) Associate Degree Secretarial Science $20/month

VII. Vacation, Sick Leave and Meal Breaks—Sworn Personnel

A. Vacation Leave:

1. Commissioned personnel are granted paid vacation under (**A.C.A. 14-52-106**) of not less than 15 days per year. Vacation leave for all employees of the Department accumulate at the following rates:

- 1 year to 5 years 4.6 hours per pay period or 15 days per year
- 5 years to 10 years 5.0 hours per pay period or 16 ¼ days per year
- 10 years to 15 years 5.5 hours per pay period or 17 7/8 days per year
- More than 15 years 6.0 hours per pay period or 19 ½ days per year

2. Request for annual leave should normally be turned in at least ten (10) working days prior to the date(s) requested.

3. Vacation date selection will be made available on a seniority basis with senior officers selecting their vacation period first. All other officers will follow in order of seniority. The vacation schedule should be reviewed by supervisors and adjustments to manpower made to reduce the use of overtime. Once a vacation request has been approved, it will not be changed unless approved by a supervisor. Employees can not hold over more than 240 hours of accumulated annual leave as of December 31 in any year without approval in writing by the Chief of Police and City Manager.

4. During those periods that find employees requesting intermittent vacation throughout the year, it shall be the responsibility of the immediate supervisor to schedule and approve vacation leave for subordinates. Scheduling should be accomplished giving due consideration to the wishes of the employee, the needs of the division, and allow for minimal interference with the operations of the Department.

5. Employees can find more detailed information in Section 4.01 of the City Personnel Policy Manual.

6. Vacation time may be used in an emergency to supplement other leave benefits that may have been depleted with approval of the officer's supervisor.

7. No vacation time may be taken before accumulation.

8. Vacation time slots will be requested beginning in January on a seniority basis.

9. Exchange of duty time to Facilitate Leave and Regular Days Off:

(a) **Exchange of duty time or an exchange of shift assignments with another officer is discouraged.** Requests for the exchange of duty time or shift assignments will be made to the requesting officer's immediate supervisor and shall contain the specific need that precipitated the request. Excessive requests for duty time exchanges—or officers who engage in activities other than those identified within the request—are prohibited. All authorized exchanges of duty time shall be of equal rank unless otherwise approved.

B. Sick Leave

1. The Texarkana Police Department recognizes that the inability to work because of illness or injury may cause economic hardships on our employees. For this reason, the City provides paid sick leave to full-time employees. Temporary or part-time employees do not earn sick leave.

2. An employee may utilize sick leave for the following reasons:

(a) Personal illness or physical incapacity;

(b) Quarantine of an employee by a physician or health officer;

(c) Illness in the immediate family, which would require the employee to take care of a family member (s). Immediate family is defined as spouse, children, and parents; or

(d) Medical, dental, or optical medical appointments.

3. All commissioned personnel accrue sick leave with full pay computed at the rate of 6.2 hours per pay period under (**A.C.A. 14-52-107**) or 20.15 days per year.

4. **Employees needing to utilize sick leave should call or notify their immediate supervisor at least one (1) hour prior to the beginning of their shift**. If their supervisor is unavailable, then the report will be made to the on-duty supervisor for the record. **A phone call to a secretary, clerk or a dispatcher does not fulfill this requirement.** The affected employee should continue attempts to contact their immediate supervisor.

5. **All employees utilizing sick leave will confine themselves to their residence for 24 hours**. Should it become necessary to leave for any reason, the on-duty supervisor will be notified of the employee's justification for leaving the residence. **An employee going to a medical facility for treatment or medical attention does not have to report to an on-duty supervisor before leaving his/her residence.** Emergencies and picking up medications are justifications for leaving your residence without notification of the on-duty supervisor. Personnel shall not engage in off-duty employment within the same 24-hour period that sick leave is granted.

6. All employees may utilize sick leave on a limited basis to provide primary care for a sick or injured member of their immediate family as defined by City Personnel Policy. **Employees may utilize up to 24 hours of sick leave for this purpose during any 12-month period**. **The Chief of Police or his designee may approve an exception to this subsection based upon the circumstances of the illness.** Any employee desiring such an exception should make a request through the chain of command. Each case will be evaluated on its merits and seriousness of the illness. With permission from their immediate supervisor through the chain-of-command, employees may take additional time off byway of vacation hours or leave without pay in lieu of sick leave.

7. No employee, who is not actually ill, will be allowed to "burn up" accumulated sick leave in conjunction with retirement or the termination of their employment. Officers participating in the Police Pension and Relief Fund of Texarkana, Arkansas have certain rights under **Uniform Sick Leave Statute** (**A.C.A**. **14-52-107**). Sick Leave is discussed in more detail in Section 4.02 of the City Personnel Policy Manual.

8. Abuse of sick leave is considered a serious violation of rules and regulations and can result in disciplinary action up to and including termination of employment.

9. Supervisors may require a medical exam(s) of an employee, who habitually requests sick leave. A supervisor believing an employee is not capable of performing his/her required duties may recommend through the chain of command the employee submit to a medical examination. Any officer absent from duty reporting illness shall, at the discretion of the Chief of Police, submit to an examination by the City physician at the City's expense.

10. Any employee missing three (3) consecutive working shifts due to injury or illness may be required to submit a physician's statement as to his/her health prior to returning to work. In those cases where a supervisor has reason to suspect the illness is questionable, the Chief of Police shall have the authority to require second and third opinions on an employee's illness. Examinations will be by physicians of the City's choice and at the City's expense.

C. Meal Breaks

1. Officers assigned to an eight hour shift are authorized one sixty (60) minute meal break per duty shift.

2. Missed meal breaks are not compensable.

VIII. Vacation, Sick Leave, Holiday Leave and Breaks—Non Sworn Personnel

A. Vacation

1. Vacation policies for non sworn employees of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy.

B. Sick Leave

1. Sick leave policies for non sworn employees of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy.

2. Non sworn personnel shall accrue sick leave with full pay computed upon a basis of 4.0 hours per pay period, or 13 days per year.

3. **Employees needing to utilize sick leave should call or notify their immediate supervisor at least one (1) hour prior to the beginning of their shift**. If their supervisor is unavailable, then the report will be made to the on-duty supervisor for the record. **A phone call to a secretary, clerk or a dispatcher does not fulfill this requirement.** The affected employee should continue attempts to contact their immediate supervisor.

4. Abuse of sick leave is considered a serious violation of rules and regulations and can result in disciplinary action up to and including termination of employment.

C. Holiday Leave, Breaks and other Absences

1. Policies defining the various types of absences and leave for non sworn members of the Texarkana Police Department are described in the City of Texarkana's Personnel Policy.

IX. FMLA, Military Leave, Administrative Leave and Duty Absences—All employees

A. The Family Medical Leave Act **(FMLA)**

1. The Family and Medical Leave Act of 1993 was passed by Congress in 1993 and requires employers to provide up to 12 weeks of unpaid job protected leave to “eligible” employees due to a serious health condition or to care for a sick family member or to care for a new son or daughter (including by birth, adoption or foster care). Employees are eligible if they have worked for a covered employer for at least one year, and worked 1,250 hours over the previous 12 months. FMLA is explained in detail in section 4.17 of the City Personnel Policy Manual.

2. Advance Notice and Medical Certification is required. The employee must provide 30 days advance notice when the leave is “foreseeable”. The City will require medical certification to support a request for leave because of a serious health condition. The City may require a second or third opinion at the City’s expense as well as a fitness for duty report to return to work. Taking this leave may be denied if requirements of FMLA are not met.

3. While employees are off on FMLA leave, the City must maintain the employee’s health insurance under any “group health coverage plan”. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. You have certain rights as explained in Section F of Chapter 3 for taking paid sick leave with the Chief of Police’s written approval.

- **Note**: **The failure of an employee to return to work at the conclusion of the leave may subject the employee to termination.**

4. Employees who are qualified under the **Family Medical Leave Act of 1993, 29 U.S.C. 2601**, known by its abbreviated name as FMLA, may also use FMLA leave for their own serious illness or injury. Utilization of FMLA leave for the purpose of providing primary care to a qualified family member, who has a serious illness or injury, is also permitted. Employees may utilize 24 hours of sick leave for this purpose during any 12-month period. After that point, the employee may take vacation, compensatory time, or leave without pay in lieu of sick leave. The Chief of Police or designee may approve an exception to this subsection based upon the circumstances of the illness. Any employee desiring such an exception should make a request through the chain of command. All required FMLA paperwork, including the signed physician's certification, should be completed and forwarded to the Services Division Commander as soon as practical.

5. The passage of the National Defense Authorization Act of 2008 creates two (2) additional FMLA entitlements. Under FMLA, the Act establishes Qualifying Exigency Leave under which eligible employees may take up to twelve (12) weeks of FMLA leave for reasons related to the call to active duty of covered service member spouses, children or parents. Families of service members who are on active duty in the regular armed services are also eligible for this type of leave if the service member is deployed on active duty in a foreign country. The U.S. Department of Labor has declared Qualifying Exigency Leave must fit into the following categories:

   a. When the service member has received one week's or less notification of an impending deployment;

   b. For military events and related activities;

   c. For urgent—as opposed to recurring and routine—child care and school activities;

   d. For financial and legal tasks to deal with a family member's active duty status;

   e. For counseling for the employee or child who isn't already covered by FMLA;

   f. To spend time with the covered service member on rest and recuperation breaks during deployment;

   g. For post-deployment activities; and

   h. For other purposes arising out of the call to duty, as agreed upon by the employee and employer.

6. Under FMLA, the Act also establishes Military Caregiver Leave which authorizes an eligible employee to take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered service member. The eligible employee may be a spouse, parent, child or next-of-kin of a service member who is in the regular armed forces, Reserves, Guard or anyone in those categories who has been placed on a temporary disability retired list.

   a. Employees may also take military caregiver leave to care for family members who sustained a qualifying injury for up to five (5) years after they have been discharged from military service.

   b. The term "parent" does not include in-laws. The term "next-of-kin" is defined as categories of blood relatives, in order of priority; however, the service member may make a written notification that designates a specific blood relative who will serve as the service member's next-of-kin.

c. For purposes connected directly to Military Caregiver Leave, the qualifying year begins with the first date of caregiver leave and ends twelve (12) months later. The twenty-six (26) weeks of leave may be taken concurrently or intermittently.

7. In accordance with standard FMLA leave, all employees affected by the new portions of the Act shall continue to apply for such leave in a manner consistent with existing policy. The Texarkana Police Department reserves the right to request all information to which it is entitled that serves to document the conditions that justify leave beneath these conditions.

B. Military Duty Leave

1. Reserve Duty Training

a. Personnel of the agency, who are members of the National Guard or Reserve Components of any branches of the Armed Forces, are granted 15 days annually, if necessary, for military training time. The City Policy Manual Section 4.08 and Federal Law under **Uniformed Services Employment Rights Act of 1994 Title 38 U.S.C., Chapter 43**- (**USERRA**), and Arkansas (**A.C.A. 21-4-102**) **LEAVE OF ABSENCE FOR CERTAIN TRAINING** cover Military Leave.

(1) In times of national emergency, National Guard or Reserve Components are governed by **USERRA**. National Guard personnel, who are called to duty by the Arkansas Governor, are covered under Arkansas State Law.

b. Military Leave shall be granted in accordance with the requirements set forth in the above listed sections.

(1) Employee's sick leave or vacation benefits shall not be adversely affected

(2) The City will pay for 15 days for annual training requirements or other duties

(3) The employee must submit copies of his/her orders through the chain of command to their Division Commander at the earliest possible date.

(4) Employees will provide written notification to their supervisor requesting Military Leave with dates of training as soon as possible. The Agency understands military training dates are often changed without a reasonable notice provided to the affected employee. Officers affected by military orders shall notify their immediate supervisor of any changes as soon as possible.

c. In order to provide sufficient manpower staffing requirements and in the interest of public safety, officers who attend monthly drill shall have their days off changed for the week their drill is scheduled.

2. Active Duty

a. Employees granted military duty leave shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. All time accrued including sick leave and vacation leave is frozen until the employee is reinstated to duty.

b. To be eligible for reinstatement after military leave, the returnee:

(1) Will have served honorably in the Armed Forces;

(2) Will be mentally and physically fit, and;

(3) Will return to duty with the City of Texarkana within the time limits as follows:

- An employee who, as a member of a Reserve or National Guard unit, is ordered to active duty by the President of the United States for an indefinite period of time has ninety (90) days to request reinstatement with the City of Texarkana upon expiration of his or her active duty service.

- An employee who, as a member of a Reserve or National Guard unit, is ordered to active duty for a period of thirty-one (31) to one hundred eighty (180) days has thirty-one (31) days to request reinstatement with the City of Texarkana upon expiration of his or her active duty service.

- An employee who, as a member of a Reserve or National Guard unit, is ordered to active duty for fifteen (15) days encampment, weekend drills, disaster duty, or other similar duties must return to his or her regular duties the next working day following his or her release.

- Employees who have not completed their probationary period when they enter the military service will, upon their return, resume their probationary period at the point it was interrupted by military service.

- The benefit of Military Training Leave will not include employees who may be entering the military for an extended active duty period.

C. Leave Without Pay

1. A leave of absence without pay for a reasonable length of time may be approved on request if an employee can be spared from work and if such leave would not require the employment of a replacement. All requests for leaves of absence without pay must be approved by the Chief of Police and the City Manager. Such leaves of absence, if approved, will not increase or add any additional benefits or allow accrual of additional benefits. See City Personnel Policy Section 4.05.

D. Funeral Leave (City Policy 4.07)

1. Employees may be granted up to (5) consecutive days bereavement leave with pay per each loss upon the notification of a death in the employee's family. The employee's family recognized for this benefit shall include only the following: employee's spouse, child (or stepchild), parent (or stepparent), brother (or stepbrother), sister (or stepsister), legal guardian, grandparent, grandchild, grandparent-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law.

2. An employee called for service as a pallbearer may be allowed time off from work with pay for the time necessary to serve as a pallbearer.

E. Court Leave and Subpoenas (City Policy 4.04)

1. Employees will be granted leave with pay when subpoenaed for court as a witness in criminal or civil cases in which the City of Texarkana or other political subdivision or government agency is a party in which such matters are related to their employment with the City of Texarkana.

2. Employees subpoenaed in civil or criminal cases not related to actual departmental duties will be excused from work, but lost time will be deducted from their pay unless the employee requests vacation.

F. Jury Duty (City Policy 4.04)

1. Employees will be granted administrative leave with pay for time used in the performance of jury duty.

2. Employees will be responsible for presenting proper jury service documentation to their supervisor.

3. Employees will notify their supervisor as soon as practical after receiving notification for jury duty if requested.

G. Educational Leave (City Policy 4.06)

1. Educational Leave may be requested in accordance with City Personnel Policy 4.06.

H. Emergency Leave

1. The Department understands employees of the Agency will sometimes encounter unanticipated or unexpected events that prevent the employee from reporting for duty as scheduled. Should an employee encounter such circumstances, the employee must notify his/her immediate supervisor at least one (1) hour before the employee's work shift is scheduled to begin, or if the circumstances dictate, as soon as practical. At the supervisor's discretion, the employee unable to report for duty may receive annual leave for the period in question, or he/she may be carried absent.

I. **Absent From Duty (AWOL)**

1. Employees of the Agency who fail to report for duty at the scheduled date, time and place without obtaining approval from his/her immediate supervisor will be considered Absent Without Leave (AWOL). No employee of the Agency shall leave a duty assignment without obtaining proper authorization from a supervisor.

2. Whenever an employee is classified as AWOL, the Shift Commander—or appropriate supervisor within the affected Division—shall file a written report to the appropriate Division Commander that documents the absence as soon as practical. The Division Commander shall immediately forward the report to the Chief of Police.

3. **Any absence without leave exceeding three (3) days, or seventy-two (72) hours, may be treated as a voluntary resignation. Each such incident will be judged on its own merits.**

X. Educational Tuition Incentive

A. All members of the Texarkana Police Department are eligible to receive educational tuition benefits at accredited learning institutions, up to a maximum amount per semester that is established by the Human Resources Department for this benefit.

B. The City of Texarkana will pay for 100% of the tuition costs on behalf of the member, up to the maximum amount described in section A, provided that the member completes that course with a grade of "C" or higher.

C. If the member does not complete the course, or completes the course with a grade of less than a "C", then the member shall be required to reimburse the City of the total cost incurred by the City for the member's tuition benefits for that semester.

D. Applications for this benefit are to be made through the Personnel Office.

XI. Insurance Benefits

A. The City of Texarkana provides all full time members of the Texarkana Police Department with insurance benefits. Family coverage is deducted from pay bi-monthly.

B. The City of Texarkana provides all full-time members of the Texarkana Police Department with the following insurance benefits:

1. Medical Insurance;

2. Dental Insurance;

3. Vision Insurance;

4. Basic Life Insurance/Accidental Death and Dismemberment Insurance; and

5. Long Term Disability Insurance.

C. The City of Texarkana also offers each full time member of the Texarkana Police Department the opportunity to enroll in coverage for themselves and their eligible dependents for the following benefits:

1. Medical Insurance;

2. Dental Insurance; and

3. Vision.

XI. Retirement Benefits

A. All sworn members of the Texarkana Police Department will be entitled to retirement benefits as prescribed by the Arkansas Local Police and Fire Retirement System (LOPFI), pursuant to Arkansas statutes 24-10-101 through 24-10-106 or if hired before 1983, the Local Police Pension and Relief Fund.

B. All non-sworn members of the Texarkana Police Department will be entitled to retirement benefits as prescribed by the Texarkana Public Employee's Retirement System established by City of Texarkana Ordinance 3409.

XII. Workers Compensation / Occupational Injuries

A. All employees of the Department are covered for job related injuries by the City of Texarkana, Arkansas' Worker's Compensation Insurance (A.C.A 11-9-101). All employees shall be entitled to an injury leave of absence for periods of time commensurate with the nature of the injuries received while acting in the line of duty and in the course of employment for a period not to exceed six (6) months.

B. In no case will the compensation received during periods of injury leave—to include Workmen's Compensation benefits—exceed the full base-pay of the employee at the time the injury occurred.

C. The initial eight (8) day period an employee is placed on leave with a work-related injury shall be carried as standard sick leave. Upon the 9th day of the employee's leave, Worker's Compensation pays 66.67% of the employee's pay while the remaining 33.33% of the employee's pay is covered by standard sick leave.

1. The following defines the percentage of Worker' Compensation benefits:

    a. 8 hours ----- 5.34 hours of Worker's Compensation benefits and 2.66 hours of standard sick leave.

    b. 40 hours ----- 26.67 hours of Worker's Compensation benefits and 13.33 hours of standard sick leave.

    c. 80 hours ----- 53.34 hours of worker's Compensation benefits and 26.66 hours of standard sick leave.

D. Employees who become injured in job-related activities should immediately notify a supervisor. The supervisor—upon learning of the injury—will complete the respective Worker's Compensation forms no later that twenty-four (24) hours after the report was received. Once completed, the forms shall be returned to the Services Division Commander through the appropriate chain-of-command. The Services Division Commander will forward the completed paperwork to the City's Personnel Office. The eligibility requirements and rules are discussed in greater detail within Section 4.12 of the City's Personnel Manual.

E. Worker's Compensation claims are managed by the Personnel office and forwarded to the insurance carrier. Employees who find themselves on injury leave shall follow the same guidelines as set forth within Department's policy pertaining to standard sick leave.

F. Light Duty Status

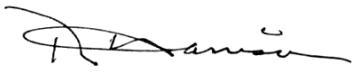
1. Employees desiring to return to duty under "light duty conditions" shall submit a letter through the appropriate chain-of-command requesting to be utilized under these conditions. The letter should be accompanied by supporting documentation from the employee's treating physician that identifies what category of duty the employee is authorized to perform.

2. The respective Division Commander will evaluate the request and determine if such an assignment is available within the Division. If no assignment is available, the Division Commander will confer with the other Commanders within the Agency to determine the availability of positions. If the determination is made a position exists, the employee will be instructed to report to the appropriate Division Commander.

3. The respective Division Commander will remain responsible for monitoring, evaluating and maintaining medical information affecting the employee so assigned to the light duty position. When deemed appropriate, and in accordance with established City policy, the Division Commander shall have the authority to compel the employee to submit to a second medical examination at the Department's expense.

4. All medical documents will be forwarded to the Personnel and Training Section for inclusion within the employee's medical file. Employees assigned to the light duty position shall provide bi-weekly status reports to the appropriate Division Commander utilizing the established chain-of-command.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Uniforms, Equipment and Personal Appearance		
NUMBER	1101.03	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	June 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	January 13, 2014	REVISION DATE	May 07, 2014
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. Wearing a Texarkana Police Department uniform is a privilege. This policy establishes the personal appearance requirements of all members of the Texarkana Police Department and describes the proper manner in which all members of the Agency will wear the Department issued uniforms. The guidelines within this policy are designed to promote uniformity in the appearance of the Texarkana Police Department while standardizing uniform maintenance requirements throughout the Agency.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish, implement and manage a set of procedures that will govern the manner in which the variety of uniforms of the Department are worn. Whether on or off-duty, all members wearing an official uniform or displaying official Texarkana Police Department badges or identification shall remain subject to the guidelines set forth within this policy. Only those items described and issued by the Agency are authorized.

B. Officers assigned to wear the police uniform shall report for their assigned duty at the designated time properly attired in the complete uniform as prescribed in this policy. Except under the following circumstances, the Texarkana Police Department police uniform shall not be worn off-duty:

1. When traveling to and from work;

2. When appearing in court;

3. When attending training; and

4. When engaging in an approved extra duty assignment or activity in an official Agency capacity.

C. Portions of the uniform will not be worn at any time. No item of a uniform will be worn at any time except when incorporated as part of the complete uniform. No substitutions for issued uniform items will be allowed unless such items are specifically authorized by the Chief of Police or his designee.

D. All members of the Texarkana Police Department shall recognize and adhere to the guidelines established within this policy.

III. Police Uniform Appearance

A. General Guidelines and Requirements

1. Whether the officer is in or out of the uniform, and during those periods in which the officer is on-duty or is engaged in any activity which reflects upon the Texarkana Police Department, he/she shall at all times be neat and clean in their appearance when they are in public.

2. All leather gear and equipment will present a clean and well-polished appearance.

3. Newly appointed officers will be provided with both summer and winter uniforms and all of the necessary equipment. The Department will also repair or replace worn uniforms and equipment as necessary. The Department's Central Supply Technician will be responsible for ordering replacement uniform apparel and equipment while maintaining all records associated with the distribution of this equipment.

4. Officers who are assigned to a position that requires the wearing of civilian attire shall receive a bi-annual clothing allowance paid in June and December. Narcotics officers and officers serving within the Services Division who wear a uniform and civilian clothing shall receive one-half (1/2) of the bi-annual clothing allowance.

5. All officers of the Agency shall wear the assigned uniform that corresponds to the season of the year. The Uniform Patrol Division Commander will designate when the seasonal change of uniforms will occur. Once this decision has been made, all supervisors will ensure the officers on their shift or within their section are aware of the date and time the change will occur and the officers make the transition at the appropriate time.

6. All officers will ensure their assigned uniforms fit properly and remain in a neat, pressed and serviceable condition. All uniforms will be dry-cleaned, pressed with military creases and starched when appropriate. All shirt sleeves shall have a defined crease passing through the center of the authorized Department patch.

7. All officers are responsible to notify the Department's Central Supply Technician when it becomes necessary to order new uniforms. Such a notification should occur no later than sixty (60) days prior to the change identified in subparagraph 5 above.

8. Handkerchiefs or other articles will not be carried in the pockets of a uniform in a manner that causes the item to be exposed. Writing pens are exempted from this requirement.

9. Lodge, club emblems, pins or buttons shall not be displayed upon the uniform. Officers are allowed to wear rings that display such symbols or emblems. Additional guidance surrounding the wearing of rings can be located in Section VI, Paragraph D within this policy.

10. All Department uniform shirts will contain the official Texarkana Police Department patch. One patch will be sewn onto each shirt sleeve in a manner that leaves the patch centered across the sleeve's natural crease line and positioned one (1) inch below the sleeve's intersection with the shoulder.

11. Department supervisors are accountable for the on-duty appearance of their subordinates.

12. All officers of the Department shall wear the designated uniform of the day during their tour of duty unless otherwise directed by their Division Commander or the Chief of Police. The wearing of civilian attire with any distinguishable portion of the Texarkana Police Department uniform is strictly prohibited. Tie tacks depicting Departmental logos are not considered an official part of the Texarkana Police Department uniform.

13. Officers or uniformed civilians shall not wear the Texarkana Police Department uniform—or any part thereof—off-duty except when traveling to and from work or while engaged in a Department assignment.

14. All employees of the Agency shall maintain proper hygiene. With the exception of those officers who are engaged in undercover or covert operations, at no time shall an employee emit an offensive body odor while engaged in a Department related function. Whenever practical, supervisors should allow employees to return to their home and shower and/or change uniforms should the circumstances dictate.

15. **Physical and Mental Condition**

    a. In order to handle the often strenuous and physical demands required of law enforcement officers, Texarkana Police Officers shall maintain a good physical, medical and mental condition.

    b. Should it become apparent an officer is not maintaining the appropriate level of physical fitness, or should an officer demonstrate signs of mental incompetence, the officer's supervisor may recommend—through the established chain-of-command—the officer undergo a medical, psychological or physical examination.

    c. Any officer or civilian employee of the Texarkana Police Department who is determined to have a substandard medical, psychological or physical condition by a competent medical professional may be transferred to an assignment or a duty status that correlates to the member's condition. Such an assignment or duty status will continue until the member has corrected the condition and is determined to be in a position to assume normal duty.

    d. All assignments to light duty status are evaluated on a case-by-case basis and must benefit the Agency. For additional information regarding light duty assignments, refer to *General Orders 1101.02---Compensation and Benefits* as well as *1101.09---Department Employee Change of Status*.

B. **Class A Dress Uniform**

1. The Texarkana Police Department's Class A Winter Dress Uniform shall consist of the official long sleeved uniform shirt containing red piping on the shirt's epaulets, uniform trousers containing red piping on the trouser's seam and highly polished leather or corfam military style low-quarters or boots. When wearing this uniform, officers shall wear the issued uniform tie in a buttoned position. Tie tacks or other similar implements are prohibited.

2. The Texarkana Police Department's Class A Summer Dress Uniform shall consist of the official short sleeved uniform shirt containing red piping on the shirt's epaulets, uniform trousers containing red piping on the trouser's seam and highly polished leather or corfam military style low-quarters or boots. The tie shall not be worn with the Class A Summer Dress Uniform.

    a. The winter and summer Class A Uniform shall be worn with metal buttons. When worn, the shirt will be configured with nine (9) metal buttons.

        (1) Five (5) metal buttons on the front centerline of the shirt;

        (2) One (1) metal button on each shirt pocket; and

        (3) One (1) metal button on each shirt epaulet.

b. Commissioned officers of a supervisory rank shall wear gold buttons. All other commissioned officers shall wear silver colored buttons. When worn, all buttons shall contain a highly shined appearance.

3. Officers will display their awarded decorations—commonly referred to as ribbons or service bars—during formal occasions or as directed by the Chief of Police or a Division Commander. Service bars shall only be worn with the Class A Uniform on special occasions as authorized by the Chief of Police.

   a. Service bars shall be worn centered above the name plate on the right side of the Class A Uniform shirt in rows of two (2) with the highest award closest to the heart. If more than one row of service bars is worn, the highest award shall be displayed on the top row in a centered fashion.

   b. For additional information related to Department awards, refer to *General Order 1104.02--- Department Awards Program*.

4. Officers will wear the issued uniform hat when outdoors, as the uniform hat is made a part of the Class A Uniform.

5. Notwithstanding any specialized assignment, all officers shall maintain a minimum of one Class A Winter Dress Uniform and one Class A Summer Dress Uniform at all times.

C. **Class B Winter Duty Uniform**

1. The Texarkana Police Department's Class B Winter Duty Uniform shall consist of the issued long sleeved uniform shirt, uniform slacks and approved footwear.

2. A white crew-neck T-shirt shall be worn beneath the uniform shirt so as to enhance the opened-collar appearance. T-shirts that contain logos or any other colorings or emblems which are visible whenever the Class B Uniform shirt is worn are prohibited.

3. The issued uniform tie is not part of the Class B Uniform and will not be worn, as the uniform shirt is required to remain open along the line of the collar. The Department issued windbreaker or duty jacket may be worn with the Class B Uniform.

D. **Class C Summer Duty Uniform**

1. The Texarkana Police Department's Class C Summer Duty Uniform shall consist of the issued short sleeved uniform shirt, uniform slacks and approved footwear.

2. A white crew-neck T-shirt shall be worn beneath the uniform shirt so as to enhance the opened-collar appearance. T-shirts that contain logos or any other colorings or emblems which are visible whenever the Class C Uniform shirt is worn are prohibited.

3. The issued uniform tie is not part of the Class C Uniform and will not be worn, as the uniform shirt is required to remain open along the line of the collar. The Department issued windbreaker or duty jacket may be worn with the Class C Uniform.

E. **Class A, B and C Uniform Accessories**

1. Officers of the Department are issued a black leather level II holster constructed with an embossed basket weave pattern. To ensure the duty weapon cannot be discharged by an outside force, the holster shall be designed in a manner that securely confines the duty weapon's trigger mechanism within the holster when the weapon is fully seated. Officers will ensure their weapon

is retained and fully seated within the holster whenever the holster is placed in an inverted position without the fastening device secured.

2. Officers of the Department are issued one (1) black leather handcuff case constructed with an embossed basket weave pattern.

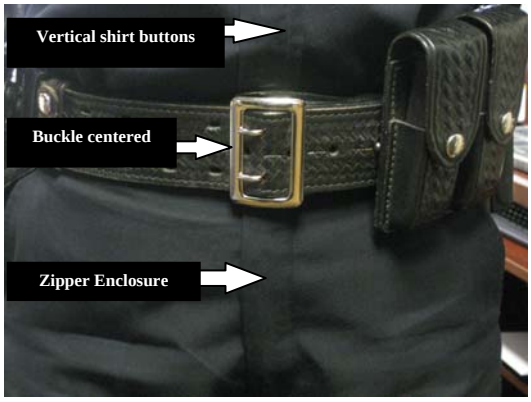
    a. Officers shall be responsible for purchasing all handcuffs, and all officers are authorize to incorporate a second pair of handcuffs onto their issued duty belt; however, all additional carriers must be of the same style of carrier issued by the Department. All handcuffs incorporated onto the duty belt shall be placed within a carrier.

3. Officers of the Department are issued one (1) black leather double magazine pouch constructed with an embossed basket weave pattern. The magazine pouch may be worn on either on the front left or front right side of the duty belt and orientated either vertically or horizontally. The approved magazine pouches will have snap enclosures on both sides.

4. Officers of the Department are issued a black leather duty belt constructed with an embossed basket weave pattern. The duty belt shall be 2 ¼ inches wide and incorporated with a single prong buckle. The buckle for supervisors of the Agency shall be gold in color, and the buckle for all other officers shall be silver in color. All buckles shall contain a high glossed shine during all times in which the duty belt is worn.

    (1) Whenever worn, the duty belt shall be positioned in a manner that brings the center of the belt's buckle, the buttons of the uniform shirt and the uniform trouser's zipper enclosure into alignment within one another. This is commonly referred to as the uniform's "gig line".

    (1) The following picture depicts the manner in which the belt's buckle shall be aligned with the buttons on the uniform shirt and the uniform trouser's zipper enclosure. This same alignment applies to the Class D Uniform and the assigned nylon belt that accompanies this uniform:



5. Officers of the Department are issued one (1) OC/ CS chemical spray carrier containing an embossed basket weave pattern with a snapped enclosure.

6. Officers of the Department are issued four (4) black leather duty belt keepers containing an embossed basket weave design. Officers are authorized to wear either single width or double width keepers. All authorized keepers shall have snap enclosures.

    a. The belt keepers for supervisors of the Agency shall be gold in color, and the belt keepers for all other officers shall be silver in color. All snap enclosures on all belt keepers shall contain a high glossed shine during all times in which the duty belt is worn.

7. The Uniform Patrol Commander—or his designee—may authorize different equipment to be worn on duty belts from time to time; however, officers are not permitted to wear colored cell phones or any other communication device on their duty belt. Cell phones and other similar devices which are black in color are authorized for wear on the duty belt.

8. All Department issued leather gear will not show any scuff marks, dull spots or raw leather. All leather gear shall be well maintained and have a shined/glossy appearance.

9. **Authorized Footwear**

   a. Officers of the Department are required to purchase their own foot wear. There are many different types of footwear that meet Agency requirements.

   b. The Department requires either a traditional slip-on boot with a round and smooth toe, a military style low-quarter lace-up type shoe with a round and smooth toe or a black leather lace-up military style boot for wear with the Department's Class A, B and C Uniforms.

   c. All foot wear shall be black and polished to a high glossy shine. Corfam (patent leather) material is authorized.

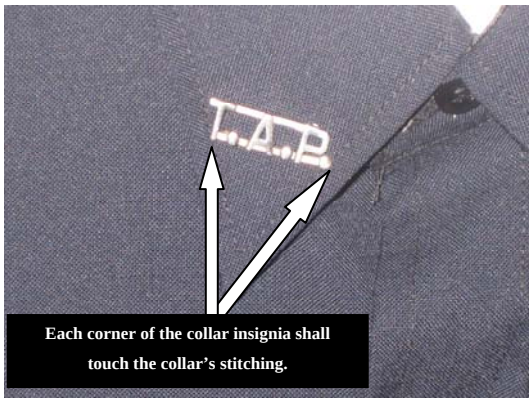
   d. Pointed toes and fancy colored or decorative stitching on footwear is prohibited.

10. **Uniform Brass Insignia**

   a. All officers holding the rank of patrol officer, detective or Sergeant shall wear "*T.A.P.*" insignia collar brass on both collar points of the uniform shirt. When worn with the Class A, B or C Uniform, the "*T.A.P*" insignia shall be worn at an angle across the collar point and orientated in a manner that places the bottom cornered edges of the insignia along the inner stitching of the collars.

      (1) The picture immediately below depicts the manner in which this collar insignia shall be affixed to the Department's uniform shirts.

      (2) All "*T.A.P.*" collar insignia for supervisors of the Agency shall be gold in color, and the "*T.A.P.*" collar insignia for all other officers shall be silver in color. All "*T.A.P.*" collar insignia shall contain a high glossed shine during all times in which the duty belt is worn.



   b. All officers holding the rank of Patrolman First Class or Corporal shall wear the "*T.A.P.*" insignia identified above on the left collar of the uniform shirt. Officers holding these ranks shall wear rank insignia that corresponds to their respective level of rank on the uniform

shirt's right collar. The rank insignia shall be nickel plated and worn at an angle across the collar point and orientated in a manner that places the bottom cornered edges of the insignia along the inner stitching of the collars.

(1) Patrolman First Class Rank Insignia (Nickel-Plated)

(2) Corporal Rank Insignia (Nickel-Plated)

(3) The following picture depicts the manner in which these rank insignias shall be affixed to the left collar of the Department's uniform shirts:

c. All officers holding the rank of Lieutenant and Captain shall wear the gold colored "*T.A.P.*" insignia identified above on the left collar of their uniform shirt. Officers holding these ranks shall wear rank insignia that corresponds to their respective level of rank on the uniform shirt's right collar. The rank insignia shall be brass plated (gold) and worn at an angle across the collar point and orientated in a manner that places the bottom cornered edges of the insignia along the inner stitching of the collars.

(1) Lieutenant's Rank Insignia (Brass)

(2) Captain's Rank Insignia (Brass)

(3) The following pictures depict the manner in which these rank insignias shall be affixed to the left collar of the Department's uniform shirts:

d. Only Department issued brass insignia shall be authorized for wear on the Department's Class A, B, and C uniforms.

11. **Sergeant Rank Insignia**

a. The rank insignia for Sergeants when wearing the Class A, B and C Uniform shall consist of chevrons which will be displayed immediately below the authorized Department patch. Each set of uniform chevrons shall be centered on each sleeve and orientated with the Department patch.

(1) Uniform Chevrons—Sergeants with 1 to 3 years time in grade:

(2) Uniform Chevrons—Sergeants with 3 to 6 years time in grade:

(3) Uniform Chevrons—Sergeants with 6 or more years time in grade:

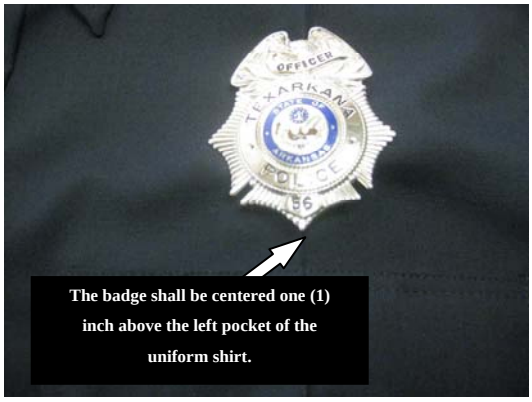
12. **Nameplates and Badges**

a. A Department issued metal name plate—of a finish respective to the officer's level of rank—shall be worn on the Class A, B, and C Uniform shirts. Officers holding a supervisory rank will wear gold colored nameplates, while all other officers will wear silver colored nameplates. No additional alteration or attachment to the nameplate is authorized.

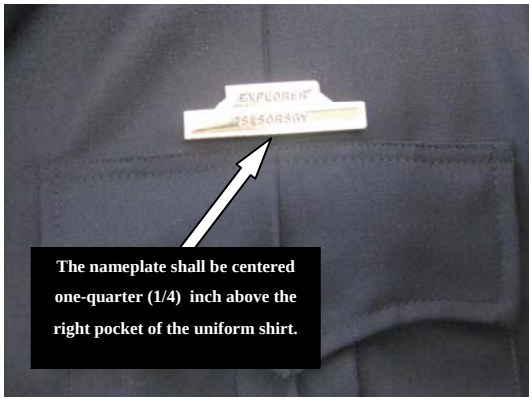
b. The metal nameplates shall 2 ½ inches in length, 3/8 inches in width and have a clutch style fastening system. When worn, the nameplate shall be centered ¼ inch above the right shirt pocket and orientated so the name plate is parallel with the pocket.

c. The official Department issued metal badge shall be worn on the Class A, B, and C Uniform shirt. All Department issued uniform shirts contain a place for the placement of the uniform badge above the left pocket.

(1) The following picture depicts the manner in which the official Texarkana Police badge shall be affixed to the Department's uniform shirts:



(2) The following picture depicts the manner in which the official Texarkana Police nameplate shall be affixed to the Department's uniform shirts:



d. **Motor Officer Insignia**

(1) Officers whose current assignment involves riding the police motorcycle are authorized to display the following insignia on their Class A, B and C Uniform shirt. When worn, this insignia will be centered one (1) inch above the officer's nameplate. When worn in conjunction with service bars on the class A Uniform shirt, this insignia will be centered one (1) inch above the service bars.

13. **Gloves**

a. Plain black gloves constructed of either leather or synthetic materials are authorized for wear during winter months. Officers are prohibited from wearing gloves with the Class C Uniform. Officers are authorized to wear puncture resistant gloves while frisking or searching suspects.

b. With the exception of those officer assigned to bicycle patrol during periods in which the officer is riding a bicycle, officers are prohibited from wearing gloves that have no fingers.

14. **Socks**

a. Plain black or dark navy colored socks shall be worn with uniform shoes. Officers who are assigned to bicycle patrol are authorized to wear white sports style socks.

15. **Headgear**

a. The authorized uniform hat shall be a round navy blue Air Force style 5 star dress hat. The hat will contain an adjustable, flexible metal hat band of a floral design which shall be either silver or gold in color.

b. When worn, officers will attach an authorized/issued hat badge to the front of the hat. The color of the hat badge and flexible metal band will correspond to the officer's level of rank. Officers holding the rank of sergeant and above shall wear gold colored insignia on their hats while those of all other ranks will wear silver colored insignia.

c. Officers who are working in temperatures near or below 32 degrees Fahrenheit may wear their issued winter toboggan during those periods in which the officer is exposed to harsh weather conditions for extended periods of time. The issued toboggan is the only authorized cold weather hat and may only be worn when the officer is out of his/her unit in the cold weather. When worn, these hats will be removed once the assignment has been completed. Officers are prohibited from wearing these hats indoors.

(1) The shift/section supervisor is responsible for approving the wearing of these hats and determining if the weather conditions warrant its use.

16. **Traffic Safety Vest**

a. The Department will issue all officers a traffic safety vest. The traffic safety vest shall be worn by all officers during those periods in which the officer is engaged in any activity involving traffic control. The issued vest will meet or exceed all ANSI/ISEA safety standards.

15. **Jackets and Windbreakers**

a. The issued cold weather jacket and windbreaker is authorized for wear with all uniform classifications. Department issued jackets and windbreakers are the only forms of these items that may be worn with the official uniform. A Department issued cloth badge shall be securely sewn onto all jackets and windbreakers. The cloth badge will be of the appropriate color depending upon the officer's rank.

F. **Class D Multi-Purpose and Emergency Call-Out Uniform**

1. The Texarkana Police Department's Class D Uniform is an alternative to the Department's Class B and Class C Uniforms. The Class D Uniform shall consist of an issued navy blue long and short sleeved shirt and one pair of navy blue BDU pants. Black leather boots with laces will be worn in conjunction with this uniform and the pants will be bloused along the top edge of each boot.

2. The short sleeved uniform shirt shall be worn during the summer months, and the long sleeved shirt shall be worn during the winter months.

3. A white crew-neck T-shirt shall be worn beneath the uniform shirt so as to enhance the opened-collar appearance. T-shirts that contain logos or any other colorings or emblems which are visible whenever the shirt is worn with the uniform are prohibited.

4. The insignia authorized for the Class D Uniform will be sewn onto the Class D shirt. Only those patches/insignia authorized and issued by the Agency is authorized for display on the Class D shirt.

   a. The insignia on all Class D shirts shall consist of the following:

      (1) One authorized badge which will be sewn onto the Class D shift in a centered fashion one (1) inch above the shirt's left pocket;

      (2) One authorized fabric name tape will be sewn onto the Class D shirt in a centered fashion along the upper edge of the shirt's right pocket; and

      (3) Each collar on the Class D shirt will contain insignia sewn onto each collar's edge. For supervisors, corporals and patrolmen first class, the insignia will consist of the officer's rank. All other insignia will be in the form of the standard TAP patch. The insignia worn by supervisors of the Agency shall be the color gold, and the insignia worn by all other officers of the Agency shall be the color silver.

      (4) **Class D Uniform Collar Insignia**

         (a) **Patrolman First Class**

         (b) **Corporal**

         (c) **Sergeant**

         (d) **Lieutenant**

         (e) **Captain**

5. The Class D Uniform may be worn at the direction of the Chief of Police or the Division Commanders. Officers working in some specialized assignments may wear the uniform daily. Other officers may be required to wear this uniform for special events, assignments or whenever a supervisor designates this uniform as the "uniform of the day".

6. **Class D Uniform Accessories**

a. A black nylon web style duty belt with the necessary accessories shall be worn with the Class D Uniform. The Department issued nylon duty belt accessories shall consist of the following:

(1) One black nylon design Level II holster;

(2) One black nylon design dual magazine carrier with snap over covers;

(3) One black nylon design single handcuff case with a snap over cover;

(4) One black nylon design flashlight ring;

(5) Four black nylon belt keepers;

(6) One black nylon design baton holder; and

(7) One black nylon design chemical spray canister carrier.

b. **Class D Uniform Footwear**

(1) All officers are required to purchase their uniform footwear. When wearing the Class D Uniform, a black lace-up leather military/tactical boot is required. All foot wear shall be black and polished to a high glossy shine.

7. **Specialized Uniforms**

a. **Special Weapons and Tactics (SWAT) Uniform**

(1) The SWAT Team Commander will designate and authorize the approved uniform for training, and depending upon the tactical situation, the uniform worn during SWAT call-outs.

b. **Bicycle Patrol Uniform**

(1) The Uniform Patrol Division Commander will authorize and designate the approved bicycle patrol uniform.

c. **Canine Officer Uniform**

(1) Unless otherwise directed by the unit/section supervisor, canine officers are permitted to wear the Class D Uniform.

d. **Honor Guard Uniform**

(1) The Honor Guard Supervisor shall be responsible to authorize and approve the specific uniform, accessories and accouterments worn by Honor Guard Officers. For additional information surrounding the Honor Guard Uniform, refer to *General Order 1102.18--- Honor Guard and Military Bearing.*

e. **Narcotics Investigators, Property Crimes Task Force and Street Crimes Unit**

(1) Due to the nature of most operations involving these specialized units, officers assigned to these duties shall be allowed discretion to wear clothing appropriate for the assignment upon approval from the Division Commander or section supervisor.

IV. Uniform and Equipment Issue Procedures

A. Sworn Members

1. The Department Central Supply Technician shall remain responsible for issuing Department uniforms and equipment to all sworn members of the Agency. These items—with the exception of duty weapons—will be issued to sworn members during their orientation period. The Personnel and Training Sergeant shall be responsible for issuing all duty weapons.

2. The Department Central Supply Technician will be responsible for ordering any replacement item, and when appropriate, return the item for repair. The Central Supply Technician will notify the officer when the item(s) is available for re-issue.

3. The Department Central Supply Technician will stock a limited amount of clothing items for issue in emergencies. All emergency issues will be evaluated on a case by case basis. All clothing items will be cleaned and placed on clothing hangers upon their return to the Central Supply Technician.

B. Equipment Accountability

1. In addition to the uniforms and equipment issued to Department personnel, there are always other items, property and equipment every employee utilizes during the performance of their assigned duties. Whether the property consists of police units, telephones or desks, the property belongs to the Department and all personnel are responsible to ensure this property is properly maintained and utilized.

2. **Damaged or Lost Equipment/Property**

a. All members of the Department are responsible for the proper care and maintenance of the Department property and equipment assigned to them. No member of the Department shall—byway of improper use, negligence or willful misconduct—damage any equipment or property belonging to the Department or the City of Texarkana, Arkansas.

b. At the discretion of the appropriate Division Commander, the Department member responsible for damaging or losing the property/equipment will be held liable for replacement of the damaged or missing item. Appropriate disciplinary action may be sought or recommended by a supervisor in accordance with the provisions set forth in *General Order 1104.03---Disciplinary Process*.

c. All members of the Department shall immediately report to their supervisor the loss or damage to all Department property placed within their possession. Members of the Department shall notify their supervisor of any defect or hazardous condition surrounding any piece of equipment/property as soon as the defect or hazardous condition is discovered.

d. Any claim for damage to clothing or other personal property belonging to a Department member when such damage occurred during the performance of the member's duty shall be made in writing to the affected officer's Division Commander. All damage claims will be reviewed on a case by case basis.

e. Should any property/equipment owned by the Department be found in a condition that bears evidence of damage—which has not yet been reported—the person who was last utilizing the property will be considered responsible for the damage.

(1) At the beginning of their shift, all officers must inspect their police unit and any other equipment to ensure these items are clean, serviceable and in good working condition. All detected discrepancies shall be brought to the attention of the officer's shift or section supervisor. All police units should be locked when the officer is required to be away from the unit.

f. Clothing items will be classified as unserviceable if they become ripped, torn, frayed, faded or the item has become discolored or otherwise unserviceable. The determination of whether an item is unserviceable shall be the responsibility of the officer's immediate supervisor and/or the Central Supply Technician responsible for issuing the equipment. A complete file of issued police equipment and uniforms shall be maintained in the Central Supply Technician's office and will document all clothing and equipment transactions.

(1) All items which have been classified as unserviceable shall be disposed of in the following manner:

(a) Shoulder patches, badges and other insignia shall be removed from uniform shirts, jackets and windbreakers.

(b) Uniform pants and shirts shall be destroyed by cutting them into pieces and disposed.

(2) Items issued as replacements for Department property that have become worn, damaged, lost or unserviceable shall be made at the request of the affected Department member. The member shall forward a replacement request through Department email to the Central Supply Technician. In addition, the affected member shall return any worn, damaged, unserviceable or clothing item of the wrong size that corresponds to the replacement item to the Central Supply Technician.

V. Civilian Attire

A. Sworn Personnel

1. Unless otherwise directed by the Chief of Police, sworn members of the Department who have been assigned to wear civilian attire shall wear clothing that conforms to the professional business standards governing office personnel in private business firms.

2. Officers assigned to the Criminal Investigation Division or other administrative functions will wear summer and winter attire consistent with the seasonal dress code governing the Uniform Patrol Division as designated by the Uniform Patrol Division Commander. The dress code does not apply to those officers who have been assigned to undercover or covert operations.

3. Winter attire for male officers assigned to the Criminal Investigation Division and administrative functions shall consist of a dress shirt, tie, dress slacks and a sports coat and/or suit. Summer attire for male officers with these assignments shall consist of a polo-type knit shift and dress slacks or a short sleeved dress shirt and dress slacks.

4. Winter and summer attire for female officers assigned to the Criminal Investigation Division of administrative functions shall consist of dress slacks with blouses, polo-type knit shirts, sweaters, dresses or skirts. All clothing not generally accepted as "casual business" attire will not be allowed.

a. Items such as halter tops, dresses that openly expose the regions of the back, dresses or blouses that do not allow for the wear of a bra, transparent or semi-transparent fabrics or dresses/skirts that extend above a horizontal line extending two (2) inches above the knees are prohibited. Sleeveless shirts, blouses or sweaters may be worn provided these clothing items do not expose any portion of the undergarments and the shoulder straps are at least two (2) inches wide.

b. Exposed midriffs, open toed sandals, tennis shoes, flip-flops, spiked high heeled shoes, bare feet, sweat shirts, tee shirts, shorts or any clothing containing pictures or slogans are prohibited.

5. Officers who are assigned to wear civilian attire shall carry their issued duty weapon in an approved holster with the officer's issued belt badge prominently displayed alongside the weapon/holster. Whenever practical, the issued duty weapon should be covered with another article of clothing while in the view of the public. During the summer months, officers assigned to wear civilian attire will not be required to cover their duty weapon when the issued belt badge remains prominently displayed alongside the assigned duty weapon/holster.

6. Unless the circumstances of a situation warrants the display of the duty weapon and badge to confirm their identity, officers assigned to undercover or covert operations shall keep their duty weapon and badge covered at all times.

7. **Department Logo Clothing and Call-Out Dress Code**

a. Officers may wear clothing that displays Department logo during the spring and summer months when approved by the appropriate Division Commander. Approved Department logo clothing contains the words *Texarkana Arkansas Police* displayed alongside a gold star.

b. The approved color for Department logo jackets is dark blue with a gray shell lining. All approved jackets shall contain the words *Texarkana Arkansas Police* displayed alongside a gold star. The approved Department call-out long sleeved shirt shall be beige in color and contain the approved Department logo with no tie. Civilian personnel are not authorized to wear clothing that displays the Department logo.

8. **Manner of Dress for Court, Training and Presentations**

a. Officers appearing in court shall wear either the Department issued uniform or a business suit with a tie. Dress slacks, dress shirts and ties incorporated with a sports coat are also permitted.

b. Officers attending in-service or out of town training sessions shall wear either the Department issued uniform or a polo-type knit shirt, a dress shirt and dress slacks.

c. Denim pants (jeans) and shorts are not permitted to be worn while attending training. Some training may require special clothing that will be authorized at the time of the officer's assignment to the specific training course.

d. Unless otherwise approved by the appropriate Division Commander, officers attending meetings, classes, civic presentations, presentations to governing bodies or any other gathering that finds the officer representing the Department in an official police capacity—whether inside or outside of the City—will wear either an appropriate Class A Uniform (summer or winter) or a business suit with a tie.

B. Non-Sworn Personnel

1. All non-sworn personnel of the Department wearing civilian clothing shall dress in accordance with their position requirements while considering their environment, public contact and duty responsibilities. All clothing not generally accepted as "casual business" attire will not be allowed.

2. Items such as halter tops, dresses that openly expose the regions of the back, dresses or blouses that do not allow for the wear of a bra, transparent or semi-transparent fabrics or dresses/skirts that extend above a horizontal line extending two (2) inches above the knees are prohibited. Sleeveless shirts, blouses or sweaters may be worn provided these clothing items do not expose any portion of the undergarments and the shoulder straps are at least two (2) inches wide. Shirts and blouses shall not be left unbuttoned in a manner that is contrary to a professional, business-like appearance.

3. Capri pants that have a business attire appearance may be worn during the summer months. Denim pants in good condition are only authorized for wear on Fridays. All clothing shall be clean, pressed and not noticeably worn, torn or patched.

4. All fabric incorporated into jackets, shirts, blouses, skirts and pants must match or be of a presentable color contrast and material. Clothing containing obscene language, slang or advertising slogans are strictly prohibited.

    a. Clothing brand logos are acceptable for display upon articles of clothing; however, the commercial names and logos of hotels, casinos, bars or any other businesses are prohibited. Flip-flops and sandals are not acceptable, but dress sandals for women may be worn if they have been approved through the appropriate unit/section supervisor.

    b. Items such as halter tops, dresses that openly expose the regions of the back, dresses or blouses that do not allow for the wear of a bra, transparent or semi-transparent fabrics or dresses/skirts that extend above a horizontal line extending two (2) inches above the knees are prohibited. Sleeveless shirts, blouses or sweaters may be worn provided these clothing items do not expose any portion of the undergarments and the shoulder straps are at least two (2) inches wide.

    c. Exposed midriffs, open toed sandals, tennis shoes, flip-flops, spiked high heeled shoes, bare feet, sweat shirts, tee shirts, shorts or any clothing containing pictures or slogans are prohibited.

C. **Displaying Department Issued Identification**

1. All non-uniformed Department employees shall carry their Department issued identification with them while they remain on-duty; however, all Department employees in uniform are not required to carry their Department issued identification. When armed, sworn officers shall carry their Department issued identification with them at all times.

2. The appropriate identification shall display a photo of the employee as well as information that denotes their sworn or non-sworn status. When worn, the Department uniform will suffice as proper identification. For all non-sworn employees, the identification cards will be worn on a lanyard or attached to the outer most layer of clothing above the employee's waistline. Unless the sworn employee is wearing his/her duty weapon and belt badge, sworn employees who are performing their duties in civilian attire will display their identification card on a lanyard or attached to the outer most layer of clothing above the employee's waistline.

VI. Personal Appearance Guidelines

A. Ornamental Body Branding, Body Piercing, Tattoos and Body Decals

1. Because police officers are highly visible representatives of municipal government and the law enforcement profession, the Agency demands a professional image from its employees. The Texarkana Police Department prohibits the wearing of earrings by male officers who are on-duty.

2. The Department strongly discourages excessive and offensive ornamental displays of tattoos, body decals, body branding, piercings or other similar body alterations by all officers during periods in which they are off-duty and within public view. Due to the permanent nature of most ornamental body alterations, coupled with the effect these alterations place on an officer's professional bearing and overall appearance, officers are encouraged to seek guidance and clarification from their supervisor.

3. While they are on-duty, all Department employees shall conceal all tattoos and/or body decals from public view.

4. Any Department employee whose off-duty professional appearance and bearing has been compromised due to ornamental body alterations/tattooing will ne notified in writing by their Division Commander. Employees whose off-duty appearance and bearing have been deemed compromised are prohibited from the following actions while off-duty:

   a. Identifying themselves as a Texarkana Police Officer;

   b. Carrying a weapon as a police officer; and

   c. Displaying Department issued identification, badges or other insignia affiliated with the Agency.

B. Hair Code for Male Employees

1. A male officer's hair shall not be worn in a manner that allows the hair to touch the uniform collar, to cover more than the top half of the ear nor extend below an imaginary horizontal line positioned one (1) inch above the eyebrows. Male employees of the Agency will not report for duty needing a haircut.

2. Hair shall be combed in a neat and orderly fashion. With the exception of those officers performing duties in special assignments, and under approval from the Chief of Police, male personnel shall wear their hair in a manner that conforms to the professional business standards.

   a. If dyes, tints or bleaches are used, the resulting colors must be natural to the color and texture of human hair. All haircuts and facial hair will be judged solely on the criteria and standards as set forth within this policy so long as the hair is maintained in a clean and neat manner.

3. Sideburns shall be neatly trimmed, worn straight and extending downward in an even width (not flared). When worn, sideburns shall not exceed past the bottom of the ear and will end in a clean shaven horizontal line.

4. When worn, mustaches shall be neatly trimmed and shall not extend over the upper lip, below the corners of the mouth and not extend more that ¼ inch beyond vertical lines located at the corners of mouth.

5. Department personnel working in non-uniformed assignments may be permitted to wear beards of a type specified and approved by the appropriate Division Commander or the Chief of Police.

At no time shall any officer working in a uniformed assignment wear any type of beard. Male employees of the Agency shall not report for duty needing a shave.

6. During periods in which the Class A Uniform hat is worn, hair shall not present a bunched or flared appearance. In no case will an officer's hairstyle interfere with the proper fit of the Class A Uniform hat.

C. **Hair Code for Females**

1. A female officer's hair shall not be worn longer than 9 ½ inches below the bottom of the collar nor extend below an imaginary horizontal line positioned one (1) inch above the eyebrows. For females assigned to patrol duty functions, hair that exceeds shoulder length shall be gathered and worn in a single, bundled strand. Non-uniformed female personnel shall wear their hair in a neat and professional manner.

   a. The length and bulk of the hair will not be excessive or present a ragged or extreme appearance.

2. Providing that such an alteration is pleasing to eye and of a natural color, hair may be frosted or dyed. Wigs may be worn as long as the hairpiece is of a color consistent with that of natural human hair and the wig's style and length conform to Departmental standards.

3. No decoration shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible and shall be of a style, color and material that blends with the hair.

   a. Implements use to hold hair in place—such as barrettes, pins and clips—must be transparent or similar to the color of the hair and inconspicuously placed. Beads, bows or similar ornamentation is prohibited.

4. To degrees that conform to professional business standards, female personnel may wear makeup. False eyelashes are prohibited while in uniform, and eye shadow—if worn—shall conform to professional business standards.

5. Only clear or natural fingernail polish may be worn while in uniform. To degrees that conform to professional business standards, female personnel may wear fingernail polish while not in uniform.

6. During periods in which the Class A Uniform hat is worn, hair shall not present a bunched or flared appearance. In no case will an officer's hairstyle interfere with the proper fit of the Class A Uniform hat.

D. **Jewelry Guidelines**

1. The following items of decorative jewelry are authorized for wear with the uniform. Visible necklaces or chains are not permitted:

   a. Wrist watches;

   b. Identification bracelets; and

   c. One ring per hand.

2. Female officer are authorized to wear one (1) earring stud in the lower portion of each ear lobe. When worn, the earring will not extend over the side of the ear at any point. Dangling types of earrings will not be worn while an officer is in uniform.

3. Male officers are forbidden from wearing earrings while on-duty.

I. Ballistic Vests

A. All officers will be issued Department approved soft body armor meeting NIJ standards for ballistic protection that meets or exceeds a minimum threat level of IIA or higher.

B. Upon approval from their Division Commander, officers who wish to purchase soft body armor of a higher threat level than purchased by the Agency may be permitted to do so.

1. If approved, the body armor must be purchased from the same vendor—and of the same material—used by the Department, and the officer must pay the difference in price. Should the officer sever his/her employment from the Agency, the body armor will remain the property of the Agency, and the officer will not be reimbursed for his/her cost.

C. Under normal conditions, soft body armor will be replaced every five (5) years—unless the circumstances dictate it be replaced sooner. It will remain the responsibility of the officer and his/her supervisor to track the replacement date as indicated on the vest itself.

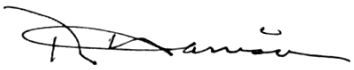
D. All officers assigned to uniform duty assignments shall wear their issued soft body armor whenever on-duty. This mandate applies to both regular and extra duty assignments. Officers who are assigned to duties that require the wear of civilian attire shall have their ballistic vest readily available for deployment.

1. The Division Commander may—for a justifiable cause—relieve the employee from the requirement to wear his/her body armor pursuant to this policy. Requests for waivers must be made in writing to the respective Division Commander.

E. Officers who are participating in pre-planned operations deemed to be "high risk" in nature—such as the execution of search warrants—shall be required to wear an issued ballistic vest during the execution of the operation.

F. Officers are responsible for maintaining their soft body armor in good condition. Damage, loss or theft shall be handled in accordance with the provisions identified in Section IV Paragraph B Subsection 2 of this policy.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Organizational Relationships		
NUMBER	1101.04	EFFECTIVE DATE	June 01,2010
Scheduled Review Date	July 01, 2016	ISSUE DATE	June 01,2010
Date Reviewed	June 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department is comprised of numerous positions that work in concert to achieve its goals, objectives and mission. The Services Division Commander maintains a complete and detailed description for all of the positions within the Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to formulate, derive and publish a series of job descriptions, duties, responsibilities and other mandates that serve to define the positions within the Department. Each member of the Agency carries the responsibility to understand, recognize and support the following guidelines.

III. Departmental Positions

A. **Chief of Police**

1. This is an exempt position responsible for the general management of the Texarkana Police Department. The Chief of Police is responsible for planning, directing, and controlling all activities of the Agency, and the Chief of Police reports to the City Manager on daily operations as well as the Mayor / City Board of Directors and Civil Service Commission on activities of the agency.

   a. The Chief of Police, as the Chief Executive Officer of the Texarkana Police Department, has the ultimate responsibility for protection of life and property, preservation of law and order as well as the investigation and suppression of all crimes and enforcement of Arkansas State Laws and Texarkana Arkansas City Ordinances.

   b. In the absence of the Chief of Police, a division commander may be appointed to act in his capacity until his return.

   c. Specific responsibilities and duties of the various Divisions described in the General Orders Manual may be expanded or modified at any time by the Chief of Police.

   d. The Chief of Police is responsible to prepare an annual budget and monitor Departmental expenditures.

e. Participates with the Bi-State Justice Center Law Enforcement Advisory Committee (LEAC) in formulating policy for the Communications & Records Center and other areas within the building as applicable.

B. **Police Captain—Division Commander**

1. This is an exempt position that is responsible for the general supervision, management, and operations within his / her assigned Division, and the Captain reports directly to the Chief of Police.

   a. Division commanders are responsible for the deployment of manpower within their Division consistent with the needs of the Department and the City of Texarkana Arkansas.

   b. Division commanders provide guidance and direction to Police Lieutenants serving as Assistant Commanders. They have primary responsibility for the supervision of the lieutenants within their Division while ensuring the lieutenants schedule available manpower to meet the mission of their respective Division and its assignment.

   c. The Texarkana Police Department's Patrol Division, Services Division, and Criminal Investigations Division are commanded by police captains. The division commanders comprise the Command Staff element of the Department, and the commanders assist the Chief of Police in managing daily operations of the Department.

2. The Patrol Division Commander is responsible for the general supervision, management and operations within the Department's Patrol Division. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Patrol Division Commander:

   - Manages and provides direction to individual Patrol Division shifts;
   - Determines the allocation of shift manpower and resources in response to crime trends;
   - Manages and provides proactive direction to the Special Operations Section;
   - Manages and coordinates the Patrol DWI/Traffic Section;
   - Manages and coordinates the Police Patrol Dog Section (K-9 Unit);
   - Manages and coordinates police vehicle maintenance and fleet accidents;
   - Manages and coordinates the Texarkana Housing Authority Officers;
   - Ensures citizen complaints are investigated and handled in a timely manner;
   - Manages the Department's Special Operations Section; and
   - Other duties as assigned by the Chief of Police.

3. The Services Division Commander is responsible for providing administrative and logistical staff support to the Chief of Police and other Division Commanders. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Services Division Commander:

   - Investigates operational and administrative issues, complaints and problems while recommending solutions tailored to addressing those issues, complaints and problems;
   - Conducts research on administrative and technical matters as requested or directed;

- Manages the Computer Information Section as well as all of the projects contained within this section;

- Manages the District Court Docket Section data entry and records section;

- Manages and provides direction to Personnel & Training;

- Manages and directs the formulation, implementation, dissemination—as well as the processes of purging and updating—of all Departmental policies, rules and regulations;

- Oversees procurement and inventory of Departmental equipment to include all military surplus items;

- Manages and provides direction to the Public Information / Education Officer;

- Manages and provides direction for the administration of the Agency's local, state, and federal grants;

- Serves as liaison officer to other government, educational, corporate, and law enforcement entities;

- Manages and provides direction to the Animal Services Section; and

- Other duties as assigned by the Chief of Police.

4. The Criminal Investigation Division Commander is responsible for coordinating the operations of the Criminal Investigation Division and supervisory responsibility of the Narcotics Task Force Commander and the Assistant Division Commander. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Criminal Investigation Division Commander:

    - Supervise, evaluate, coordinate and direct the activities of the Criminal Investigation Division while cultivating the growth and development of the division's subordinates;

    - Monitor, coordinate and evaluate the progress of major investigations while ensuring investigative services are delivered in a prompt, efficient, and professional manner;

    - Monitor actions of assigned division personnel for compliance with all statutes and Agency rules and regulations, advise personnel on investigative and supervisory matters and ensure division personnel receive adequate training;

    - Promote a positive relationship between the community and the Agency while acting as a liaison with other city department and law enforcement agencies as needed;

    - Investigate incidents relating to liability against the City of Texarkana, Arkansas and assist the city attorney's staff in investigative matters;

    - Conduct research into investigative and legal matters as directed and prepare a variety of reports on division operations and other subjects as required;

    - Develop and implement tactical and operational plans for special events and specific criminal or investigative problems; and

    - Develop and implement strategies for combating criminal activity while directing and monitoring the allocation of division resources.

C. **Police Lieutenant—Assistant Division Commander—Shift Commanders**

1. This is a non-exempt position responsible for the overall supervision, management and operational demands placed upon the Division in which the Police Lieutenant is assigned. The Police Lieutenant serves as an Assistant Division Commander within his Division, and he/she reports directly to the appropriate Division Commander.

2. The Assistant Division Commanders are responsible for providing management, guidance and direction to Police Sergeants within their respective Division thereby ensuring the continuity of the Department's mission.

3. In the absence of the Division Commander, the Police Lieutenant shall serve as the acting Division Commander carrying the necessary authority appointed therein.

4. The Police Lieutenant—Shift Commander is responsible for the management and supervision of the resources assigned to his/her respective shift or section. Their primary function rests with management requirements while providing guidance to the Police Sergeants assigned to their shift/section. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Uniform Patrol Lieutenant:

    - Police Lieutenants assigned to the Patrol Division ensure that police calls for service occurring on their shift are answered in a timely manner;

    - Ensures the geographic beats are staffed accordingly and proactively patrolled by the officers assigned to their shift in an effort to carry forward the Department's mission;

    - Reviews all of the reporting documentation generated on their respective shift thereby ensuring the documentation contains accurate and comprehensive information necessary to meet Departmental standards;
    - Formulates and submits suggestions, recommendations and/or corrective action to their respective Division Commander surrounding strategic planning within their Division and relevant crime trends occurring during their shift's duty hours;

    - Promotes and directs his/her respective shift's response to neighborhoods in transition and takes the initiative to identify the needs of the specific neighborhood while providing citizens with resources as needed.

    - In general, acts as the supervisor in charge immediately following all major crime scenes, accidents, or incidents until such time as specialized personnel or other section supervisors assume command of the scene;

    - Ensure Departmental policies, rules and regulations are followed by the employees assigned to his/her shift;

    - Evaluates the performances of the Shift Sergeants and other officers assigned to his/her shift and recommends disciplinary action as needed; and

    - Other duties as assigned by the Division Commander.

5. The Services Division Lieutenant—Assistant Division Commander reports to the Services Division Commander. This Lieutenant carries the additional responsibility of providing administrative staff support to the Chief of Police as well as the Services Division Commander. The Services Division Lieutenant provides direction, supervision and guidance to those employees serving with the Services Division. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Services Division Lieutenant:

- The Services Division Assistant Commander serves as Internal Affairs Investigator reporting directly to the Chief of Police, when acting within this capacity;

    1) The Services Division Commander may task the Planning and Research Supervisor with the responsibility to perform Internal Affairs Investigations who will report directly to the Chief of Police.

- Working in conjunction with the Services Division Commander, responds to the demands generated when pursuing, applying for or administering local, state, and federal grants having bearing upon the Department;

- Works closely with the Department's Command Staff in the development of Agency goals and objectives critical to the continuance of the Agency's mission. The Lieutenant is responsible for the overall strategic planning as well as issuing recommendations in order to meet the long-term challenges that surround the Department's goals and objectives;

- Reviews reports, information and other publications in order to develop and present to the Chief of Police and the Command Staff a written summary of the information pertinent to the Department;

- Responsible for the continued review of the Agency's Use of Force reports in order to better determine Departmental compliance with Arkansas Statutes and the Department's General Orders Manual;

- Prepares and monitors the monthly and year-end reports for Agency;

- Assists in the development, revision, and implementation of Departmental policies, procedures, rules and regulations;

- Serves as point of contact for the Computer Services section within the Department;

- Responds to requests for information from City Manager and Board of Directors as directed by the Chief of Police or the Services Division Commander;

- Frequently conducts complex and multifaceted research projects on administrative and technical matters that affect the Department during periods so requested by the Chief of Police or a member of the Command Staff;

- Evaluates the performances of subordinates within his Division and recommends disciplinary action when necessary; and

- Other duties as assigned by the Division Commander.

6. The Criminal Investigation Division Lieutenant—Assistant Division Commander reports to the Criminal Investigation Division (CID) Commander. This Lieutenant supervises the daily operation of the Criminal Investigation Division. The CID Lieutenant frequently assists the CID Commander with planning, directing and assigning assignments and other activities within the Division in a fair and equitable manner. Although not inclusive of all duties that might arise, the following is a list of essential duties of the CID Lieutenant:

    - Provides supervision, grant management assistance and guidance to the Sergeants assigned to CID and Detectives assigned to the narcotics section of the Division;

- Responsible for ensuring that all case files are reviewed and approved prior to their submission to the Prosecuting Attorney's Office;

- Required to respond to all major crimes scenes that include robberies, burglaries and homicides. The CID Lieutenant is responsible to ensure the CID Detectives adhere to agency protocol, prudent investigative techniques and all other procedures that govern crime scene operations;

- Prepares monthly, quarterly, and semi-annual narrative and statistical reports;

- Conducts research as necessary for the CID Commander;

- Serves as a liaison officer with other criminal investigators and agencies;

- Evaluates the performances of the Sergeants and Detectives assigned to the Division;

- Sets priorities for Property Crimes Section, Crimes Against Persons Section, Crime Scene Identification Section while coordinating joint investigations with other agencies;

- Coordinates joint investigations with the Department's Internal Affairs Officer on incidents surrounding the use of force by members of this Agency; and

- Perform other duties as assigned by the CID Commander.

D. **Police Sergeant—Section Supervisor**

1. This is a non-exempt position responsible for the general supervision, management and operations of the personnel assigned to the Sergeant's respective shift/section. While serving within the Patrol Division, the Sergeant acts as the Assistant Shift Commander—Supervisor. While serving within the Criminal Investigation and Services Divisions, the Sergeant acts as a Section Supervisor. Sergeants report directly to an Assistant Division Commander, or Shift Commander, which holds the rank of Lieutenant. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Police Sergeant—Section Supervisor:

    - The Police Sergeant is required to exercise initiative, discretion, and good judgment in normal and emergency situations;

    - Serves as the first line supervisor for patrol officers and detectives;

    - Holds roll call briefings at the beginning of an officer's shift or tour of duty;

    - Responsible to complete daily work records associated with his/her shift or section;

    - Conducts inspections of weapons, uniforms, and overall appearance of the officers / detectives in his / her shift or section to ensure compliance with the respective policies contained within the Department's General Orders Manual;

    - In the absence of the Lieutenant, the Sergeant assumes responsibility of the shift / section;

    - Plans, directs, and controls the activities of commissioned and non-commissioned staff in accordance with policies and at the direction of the Lieutenant—Assistant Division Commander;

- Remains responsible for Departmental vehicles and other equipment assigned to their shift or section;

- Remains ready to offer advice, guidance and information to the members of this Agency regarding operational information that surrounds a wide variety of local, state, and federal law;

- In accordance with Departmental policy governing employee performance evaluations, Sergeants are required to evaluate the performances of the officers and civilian employees assigned to their shift or section;

- Police Sergeants must achieve and maintain the ability to observe, report, and record situations clearly and accurately;

- Police Sergeants must develop and maintain good social skills as well as the general intelligence and skills necessary to support effective communication to his/her subordinates;

- Police Sergeants must achieve, maintain and employ levels of knowledge necessary to effect methods of modern policing and supervision;

- Because Police Sergeants serve as the first line of supervision within the Department's chain-of-command, the Sergeant must achieve and maintain an extensive knowledge of local, state, and federal laws to include rules of criminal procedure, laws governing search and seizure and rules of evidence;

- Stand ready to command major incidents or crime scene until properly relieved by higher authority; and

- Perform other duties as required by the Shift Commander or Assistant Commander.

E. Police Officer—Detective—Officer in Charge (OIC)

1. This is a non-exempt position. Police Officers—Detectives are assigned to work beneath the direct supervision of a Sergeant who serves as a shift or section supervisor. Police Officers—Detectives have the primary responsibility for the protection of life and property as well as the enforcement of local, state and federal laws. Police Officers—Detectives are responsible for the frequent response to and investigation of police calls for service and the preparation of subsequent reports which are advanced to the Criminal Investigation Division for follow-up and additional investigation. Police Officers—Detectives must remain available for follow-up to both misdemeanor and felony crimes as so directed by their supervisor. Although not inclusive of all duties that might arise, the following is a list of essential duties of the Police Officer—Detective:

    - Patrols a beat or investigates criminal cases in a proactive manner to deter crime while fostering positive community relations;

    - Responds to police calls for service in a prompt professional manner;

    - Investigates suspicious and criminal activities as directed by supervisors;

    - Prepares a wide variety of Departmental reports which are required to be submitted in a timely manner;

- Serves as a point of contact while acting as a community resource during the delivery of professional, basic police services and during periods that involve the investigation and/or follow-up of misdemeanor and felony cases;

- Stands ready to offer frequent testimony on criminal and traffic cases in all applicable courts having jurisdiction within Texarkana, Arkansas;

- Police Officers—Detectives are required to perform their duties in a wide variety of conditions to include both uniformed and non-uniformed assignments while patrolling our jurisdiction in both marked and unmarked police units;

- Police Officers—Detectives make frequent arrests and issue citations during the course of their enforcement efforts;

- Police Officers—Detectives with advanced training and certifications may be required to serve in an additional capacity as a Field Training Officer and assist with the in-service training of new probationary officers; and

- Perform additional duties as required by Departmental supervisors

F. Departmental Mandates for Commissioned Officers

1. Although the nature of our profession remains obvious, Departmental Commissioned Officers shall recognize and adhere to the following conditions that remain applicable to each respective assignment within the Department:

   a. The mission of the Texarkana Police Department requires all commissioned officers within the agency to make themselves available for duty twenty-four (24) hours per day throughout the year. This allows the Department to provide the necessary protection to the citizens of our community while supplying professional police services.

   b. While the Department attempts to accommodate each and every officer with respect to their assigned shift and regularly assigned days off, the officer must realize their preferred accommodation will not remain possible at all times during their tenure. While factors including seniority, personal situations and any related college schedules may be considered, all decisions regarding personnel shift assignments within the Agency will ultimately be based upon the needs of the Department as it pursues its mission.

   c. As a Commissioned Officer with the Department, the Officer will be expected to submit to the following criteria:

      1) The Officer must remain agreeable to work any shift throughout their tenure with the Department;

      2) The Officer must remain agreeable to work weekends and holidays throughout their tenure with the Department; and

      3) The Officer must remain agreeable to report for duty—at times with short notice—in accordance with the needs of the Department throughout their tenure with the Agency.

   d. Commissioned Officers who have questions, concerns or require additional guidance related to their individual ability to meet these conditions should seek this assistance and counseling byway of a request submitted through the proper channels of the Department's chain-of-command.

G. Civilian Employees—Non-commissioned Staff

1. The efficiency and effectiveness of the Texarkana Police Department is enhanced when commissioned and non-commissioned employees are appropriately utilized to perform those functions and assignments that remain best suited for the respective employee's special knowledge, skills, training and abilities. This Agency relies upon non-commissioned employees—often referred to as civilians—to perform those duties, obligations and assignments that do not require the authority of a commissioned officer. Although not inclusive, the following is a list of the Department's functions which have been designated to be staffed by non-commissioned employees:

    a. Communications Personnel;

    b. Records Personnel;

    c. Animal Services Officers;

    d. Property and Evidence Technician;

    e. Support Services Personnel;

    f. Domestic Violence Coordinator;

    g. Crime Analysis Technician;

    h. Computer Services Technician; and

    i. Communications Technician.

2. It shall be the policy of the Department to shield all non-commission employees from the responsibility of performing the duties and assuming the responsibility of a commissioned officer.

    a) Under urgent circumstances, if a female non-commissioned employee is available, and a female commissioned officer remains unavailable, the non-commissioned female employee may be required to perform the following function:

        1) Act as an observer during those times that require the care, detention or photographing of a female.

3. Non-commissioned employees are not afforded any statutory authority to enforce local, state or federal law beyond those specific authorizations afforded under the laws of the State of Arkansas. Animal Services Officers carry the limited authority to issue citations for those violations that specifically relate to animal violations.

4. Non-commissioned employees shall conform to this Department's Standards of Conduct in the same manner as its commissioned officers. All non-commissioned employees are required to submit to criminal history and background checks prior to their employment

5. All non-commissioned employees shall wear photo identification while inside the confines of the Bi State Criminal Justice Building. Non-commissioned employees are also issued Departmental Credentials solely for the purpose of identification.

6. Non-commissioned employees shall submit to in-service training intended to prepare the employee for their assignment within the Department. This training is managed by members serving within the Services Division and is designed to assist non-commissioned employees with the development of new skills and knowledge needed to enhance their career development.

a) Newly appointed non-commissioned employees will take part in an orientation program designed specifically to introduce them to the Department. This program will define and explain the Agency's role, purpose, mission, goals, policies, rules and regulations and any other applicable procedures that might relate to the employee's respective assignment.

7. Non-commissioned employees are subject to periodic performance evaluations according to Departmental policy.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Specialized Police		
NUMBER	1101.05	EFFECTIVE DATE	June 01,2010
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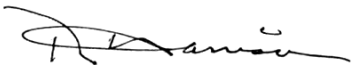
APPROVED BY		(Reserved for expansion)	

I. Purpose and Scope

A. The mission of the Texarkana Police Department requires focused attention in numerous areas of the Department in order to maintain operational readiness. To facilitate these ends, the Department has established specialized police positions uniquely focused to address operational needs in narrowly defined areas. This policy addresses the functions and requirements that surround these unique positions.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish, implement and govern specialized police positions within the Agency in order to address uniquely focused operational needs that serve to ensure operational continuity without interfering with Departmental manpower assigned to other operational requirements.

III. Medical and United States Marshal Prisoner Transport Officers

A. The Texarkana Police Department relies upon Transport Officers to address the Agency's operational requirements surrounding the transport of medical and United States Marshal Prisoners. These Transport Officers are solely responsible for the safe and effective transport of persons undergoing committal to a mental facility by competent authority established by Arkansas State Law and inmates under the custody and control of the United States Marshal Service.

1. This is a part-time position within the Department and is not afforded any benefits as outlined within the City Personnel Policy. The Department compensates the position of Transport Officer via a contract, flat rate per-hour wage. The Department also reimburses the Transport Officers for their meals and other expenses as outlined in the City's travel policy contained within the City Personnel Manual.

B. The Department provides these Transport Officers with a police radio, cellular phone and a transport vehicle which is equipped with a protective screen that serves to ensure the safety and security of the Transport Officers as well as the prisoner.

C. The chain-of-command for the Transport Officers extends through the Services Division Commander. When the operational needs of the Agency indicate the need for deployment of a Transport Officer(s), a supervisor within the Services Division will notify the respective Transport Officer(s) of the specific duty requirement as well as any logistical information necessary to complete the assignment.

D. Specialized Transport Officer operational guidelines:

1. During periods of prisoner transport, the transport shall be conducted by two (2) Transport Officers working in tandem to ensure the safe and effective transport of all prisoners. There shall be no exceptions to this policy requirement;

2. During periods of prisoner transport, the Transport Officers shall ensure handcuffs, leg irons and belly chains are properly affixed upon the prisoner(s). There shall be no exceptions to this policy requirement;

3. In the event a second Transport Officer is unavailable, a Police Officer shall be assigned to assist the remaining Transport Officer with the safe and effective transport of prisoners;

4. The Transport Officer will ensure the on-duty supervisor receives a Department Daily Work Record that documents the hours in which they worked.

E. The Services Division Commander maintains a detailed job description for this position. The Department reserves the position of Transport Officer for either retired police officers and/or off-duty correctional officers.

IV. Specialized Airport Police Officers

A. To facilitate operational mandates promulgated by Federal Aviation Administration, the Texarkana Police Department provides police protection to passenger screening areas contained within the Texarkana Arkansas Regional Airport. To maintain the Department's operational readiness, the Agency has established the position of Airport Police Officer responsible for the security and safety of airline passengers, staff and airport facilities.

B. The Airport Police Officers operate under the command of the Services Division Commander, and they have been designated as Specialized Police Officers. While on-duty, the Airport Police Officers are responsible to the Services Division Shift supervisor, and they derive all of their necessary assistance from the Services Division when such assistance is required. The Services Division Commander will maintain administrative oversight and control over the Airport Police Officers through the chain-of-command that extends through the Services Division Commander during routine, day-to-day operations.

C. Airport Police Officers are commissioned as Specialized Police Officers who are required to meet all applicable standards as set forth by the Commission on Law Enforcement Standards and Training (CLEST).

D. Airport Police Officers operate from a Departmental Police Substation located in the main terminal area of the airport. The substation is equipped with both radio and mobile data communications equipment. A marked police unit is assigned for use by the Airport Police Officers to facilitate their patrol of airport property.

E. When an Airport Police Officer arrives for duty, he/she will notify the on-duty supervisor and communications personnel by radio call number and identify themselves individually by name. The Airport Police Officer shall make the same notification when they end their respective tour of duty at the airport.

1. When on-duty, all Airport Police Officers will utilize the call number 249 for all communications purposes.

F. The Airport Police Officer placed in-charge, or his designee, shall prepare a monthly schedule and forward such schedule to the Services Division Commander. The Airport Police Officer schedule will be maintained in the Patrol Room.

G. Airport Police Officers are required to participate in Departmentally sanctioned training—to include firearms training—or other applicable events deemed necessary for the successful completion of their required duties.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Police Psychologist		
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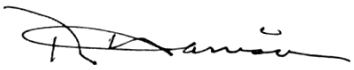
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department acknowledges the law enforcement career field is at times very stressful, as many of the situations police officers are exposed to can often evolve from routine circumstances into very hazardous situations. When linked together with the common stress experienced in society, the totality of stress experienced by police officers can sometimes be difficult to manage. For this reason, the Department has incorporated procedures and developed a program by which the officers of the Agency can receive assistance from trained professionals who are uniquely suited to address stress-related issues. In addition, these professionals are also tasked with the responsibility of assisting the Agency in selecting and evaluating employment applicants to determine their suitability for employment with the Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to recruit, enlist and maintain the services of a State Licensed and practicing Psychologist who shall be required to remain dedicated to the needs of the Department and steadfast in their willingness to assist the Agency and its officers and their families during periods and under circumstances deemed appropriate.

III. Administrative Requirements and Standards of the Police Psychologist

A. The following is a list of mandatory administrative requirements and standards a Psychologist must achieve and maintain before enlisted into the Department's Police Psychologist position:

1. The eligible Psychologist must be State Licensed and maintain a full-time practice in Texarkana;

2. In order to assist the officers of the Department, the Psychologist must make themselves available in an "on-call" basis and stand ready to respond to the needs of the Agency;

3. Foster a genuine concern for the welfare of the officers of the Department and their families;

4. Maintain an understanding of the basis of the law enforcement career field while accepting the career field's unique operational demands;

5. The eligible Psychologist must not have any felony criminal violations within his/her history;

6. The eligible Psychologist must have a valid driver's license with no history of major traffic violations;

7. Submit to a complete background investigation conducted under the command of the Services Division Commander; and

8. Must sign a waiver of liability agreement with the City of Texarkana, Arkansas before he/she can participate in any type of ride-along program with the officers of the Department.

IV. Duties and Responsibilities of the Departmental Psychologist

A. Administer pre-employment psychological testing of prospective candidates;

B. Provide counseling to Departmental officers who are experiencing family, emotional or alcohol dependency problems. This may be initiated by either the individual officer or the officer's supervisor;

C. Psychologist's response during post-shooting incidents:

1. During instances that find the deployment of deadly force by any member of the Department, the Department Psychologist shall be contacted immediately for the purpose of debriefing and counseling the officer prior to the officer's release from duty;

a. The Department Psychologist's function will commence following the collection of the affected officer's statement by a member of the Criminal Investigation Division and/or an Internal Affairs Investigator.

b. The Department Psychologist shall continue to evaluate the officer's psychological progress following the traumatic event, and the Psychologist shall determine when the officer has reached a stage that allows for his/her return to regularly assigned duties. When the Psychologist arrives at this decision, he/she shall formally advise the Department's Administrators byway of written documentation.

D. The Department Psychologist may be called upon to respond to any Department SWAT Operation involving a hostage or similar crisis situation. The Psychologist's function during such a response would be centered upon the advisement of the SWAT Commander on issues unique to his/her expertise, and if the circumstances dictate, facilitate communication with the suspect and/or meet with family members affiliated with either the hostage or the suspect.

1. During such a response, the Department Psychologist shall be under the supervision of the SWAT Commander.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Department Police Chaplain		
NUMBER	1101.07	EFFECTIVE DATE	June 01,2010
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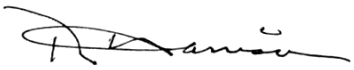
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The mission and fundamental goal of the Texarkana Police Department places the Agency in incidents and circumstances that routinely require a tremendous amount of involvement with the citizens of the community in which we serve. In addition, the officers of the Department often undergo significant changes within their lives or become involved with a wide array of stressful situations wherein spiritual guidance and counseling would become quite beneficial. In an effort to address the unique nature of many of these incidents, the Department has incorporated procedures and developed a program by which the officers of the Agency—as well as the public in which we serve—are able to gain access to confidential and meaningful spiritual guidance and counseling when appropriate.

II. Policy

A. It shall be the policy of the Texarkana Police Department to recruit, enlist and maintain the services of an ordained or licensed clergyman who shall be required to remain dedicated to the needs of the Department and steadfast in their willingness to assist the Agency and its officers, their families and at times the citizens of the community during periods and under circumstances deemed appropriate.

III. Administrative Requirements and Standards of the Police Chaplain

A. The following is a list of mandatory administrative requirements and standards a clergyman must achieve and maintain before enlisted into the Department's Police Chaplain position:

1. The eligible clergyman must either be an ordained or licensed minister who is recognized within an established religion or denomination;

2. The clergyman should be a full-time minister and affiliated with an established church within the geographic area of Texarkana, but exceptions will be considered and remain dependent upon the individual qualifications inherit of the clergyman.

3. In order to assist the officers of the Department, the Chaplain must make themselves available in an "on-call" basis and stand ready to respond to the needs of the Agency;

4. Foster a genuine concern for the welfare of the officers of the Department and their families;

5. Maintain an understanding of the basis of the law enforcement career field while accepting the career field's unique operational demands;

6. The eligible clergyman must not have any felony criminal violations within his/her history;

7. The eligible clergyman must have a valid driver's license with no history of major traffic violations; and

8. Must sign a waiver of liability agreement with the City of Texarkana, Arkansas before he/she can participate in any type of ride-along program with the officers of the Department.

IV. Duties and Responsibilities of the Police Chaplain

A. Police Chaplains will be assigned to an on-call twenty-four (24) hour system maintained on a rotation schedule with other Police Chaplains;

B. The Police Chaplain will attend funerals of active and retired members of the Texarkana Police Department;

C. The Police Chaplain will be tasked with attending graduations, promotional ceremonies, awards ceremonies, dinners, and appropriate social events. When called upon, the Police Chaplain will offer invocations and benedictions;

D. The Police Chaplain will make themselves available to all members of the Department as well as their family members in times of illness, injury, sorrow and stress;

1. The Department Police Chaplain is not intended to replace the Department member's personal clergyman/minister, and in all situations that deem it necessary to inform the Department member's personal clergyman/minister, such notifications should be made.

E. Department Police Chaplains must average a minimum of at least eight (8) hours of riding time each month;

F. Conversations occurring between a Chaplain and any officer within the Department shall remain private and confidential;

1. Police Chaplains will be provided with current personnel rosters that contain addresses, telephone numbers and other similar information that will assist in the completion of their duties. This information is strictly confidential and shall be treated as such.

G. When approved by Department Supervisors, Police Chaplains are permitted to ride with officers of the Department in order to observe the operational demands of the Department;

1. Police Chaplains are not evaluators or supervisors, and they shall not be required to report on an officer's job performance or his conduct.

H. When responding to a police incident, a Police Chaplain shall not ask to volunteer or function as a police officer;

I. Police Chaplains may attend Department sponsored in-service training, and they are encouraged to do so;

J. Police Chaplains will receive information from the Personnel and Training Officer when a member of the Department or a member within their family has been hospitalized;

K. Police Chaplains shall remain available to assist an officer with the process of delivering death notifications of any nature;

L. Upon the request of a shift supervisor, a Police Chaplain may be called upon to assist with counseling needs at family violence calls, attempted suicides, runaways, alcohol & drug abuse situations and other situations as deemed appropriate by the shift supervisor.

1. It is important to note any form of counseling that carries the tone of religious intervention shall remain the responsibility of the Police Chaplains instead of other Department employees. Because of issues related to manpower, it is not feasible for a Department police officer to remain in a stand-by mode during such intervention by a Police Chaplain. The Police Chaplain shall make the determination of the need for religious counseling and intervention, and he/she shall serve as an available resource to the person(s) in need. Other useful resources such as mental health providers or the Department of Human Services should remain viable options as indicated by the circumstances involved.

M. During instances that find the deployment of deadly force by any member of the Department, and upon the request of the affected officer, the Police Chaplain shall be remain in a position to offer spiritual counseling to the affected employee after the completion of the employee's psychological debriefing.

1. If the officer so desires, the Police Chaplain shall remain available to accompany the officer to his home for the officer's initial contact with his/her family following such an incident.

V. Notifications of Police Chaplains

A. The following list contains a series of crisis driven incidents that necessitates the notification and subsequent response of Department Police Chaplains:

1. The Police Chaplain shall be notified in the event an officer is seriously hurt, wounded and taken to the hospital;

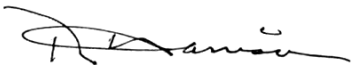
2. The Police Chaplain may be notified in the event of a fatality involving a member of the Department. The Chaplain would relate this information to the officer's family and/or clergyman. Should the Department member become seriously injured to the degree death is a consideration, and the member is of the Catholic or Episcopal faith, the need to notify a priest becomes an immediate concern;

3. During situations that find an officer investigating a serious or fatal accident, and the officer believes the Police Chaplain's assistance would be helpful to either him or others involved, the officer should contact his supervisor to receive permission to activate the assistance of the Police Chaplain.

a. The Police Chaplain shall be called to assist officers during a response to any major disaster to include train accidents, aircraft accidents, severe weather that has caused massive destruction, explosions or serious traffic crashes.

4. The Police Chaplain may be called upon to respond to any Department SWAT Operation involving a hostage or similar crisis situation. The Police Chaplain's function during such a response would be centered upon communication with the suspect and/or meet with family members affiliated with either the hostage or the suspect should the development of the circumstances allow for such an intervention. The SWAT Commander will supervise the Police Chaplain during any such response.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Ride-Along Program		
NUMBER	1101.08	EFFECTIVE DATE	June 01,2010
Scheduled Review Date	March 01, 2016	ISSUE DATE	June 01,2010
Date Reviewed	February 20, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. In order to facilitate the image of the Department while providing a more focused view of police operations, the Department has developed and instituted a program by which members of the community can request and subsequently become approved to ride-along as a passenger with a member of the Agency during the course of their tour of duty. The Agency believes this exposure will enable members of the media, members of civic organizations and members of minority organizations the opportunity to not only gain an added perspective of police field operations, but their involvement in this program will also aid in the resolution of police community problems.

II. Policy

A. It shall be the policy of the Texarkana Police Department to formulate and institute a ride-along program which shall be governed by specific rules and other mandates necessary to define the scope, requirements, limitations and other procedures that define the manner in which the program shall be administered. It shall be the duty of the members of the Department to recognize and adhere to the established program mandates.

III. Procedure

A. Due to the nature of the Texarkana Police Department, the Agency often receives requests from people within the community to be afforded an opportunity to learn about the Department's activities through observation or participation in police sponsored training programs. Most of these requests are submitted from a desire to better understand the impact the Department's mission places among the officers of the Agency and the citizens of the community.

B. All individuals requesting to participate in the Department's ride-along program shall complete a Release of Liability Waiver that holds harmless the Agency and the City of Texarkana, Arkansas for any damages or indemnity claims. These requests should be forwarded to the appropriate Division Commander through the Division's established chain-of-command. The request should ultimately be forwarded to the Services Division Commander.

C. Requirements and Procedures

1. Unless the requesting observer is an active member of the Department's Police Explorer Program, the observer must be a minimum of eighteen (18) years-of-age. Should the requesting observer be under the age of eighteen (18), the observer's parent or legally established guardian shall endorse the ride-along request form.

2. A ten (10) day waiting period is required from the date the request was presented before the observer can be scheduled to accompany an officer in the field. The waiting period has been established to allow for a screening period which includes a NCIC / ACIC check as well as a local criminal history check. These checks must be complete before permission for the ride-along is granted.

    a) A Division Commander or the Chief of Police can waive this requirement on a case-by-case basis. Such a waiver is normally utilized for visiting members of another law enforcement agency or in light of those situations when participation in the ride-along program by the observer is deemed to be in the best interest of the Department.

3. Unless additional requests are approved by the Shift Commander, Division Commander or the Chief of Police, observers are limited to a maximum of two (2) ride-along periods during any one calendar year.

4. Observers shall comply with the Department's established dress code which governs the appearance of civilian employees during ride-along periods.

IV. Forms

TEXARKANA POLICE DEPARTMENT
RIDE ALONG WAIVER

AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVER AND RELEASE OF CLAIMS AND INDEMNITY AGREEMENT

WHEREAS, I, _____, being at least eighteen (18) years of age, and not being a commissioned member of the Texarkana Police Department, Texarkana, Arkansas, have made a voluntary request to ride as an observer in a vehicle assigned to the Police Department, and to accompany a member or members of the Police Department in the performance of their official duties, or to observe the operations of the Police Department within the confines of any Police Department Facility and;

WHEREAS, the Chief of Police will consent to permitting an observer to travel in a vehicle assigned to the Police Department and accompany members of the department during performance of their duties, or to observe the operations of the Police Department within the confines of the Police Department Facilities, upon the conditions set forth hereafter; due to the public interest in having members of the community, including members of the press, educators and children's groups in the community, become familiar with the operations, duties, and nature of the Police Department.

In order for authorization to ride / observe in a vehicle assigned to the Texarkana, Arkansas Police Department and to accompany a member or members of said department during the performance of their official duties, and / or to observe or participate in the operations of the Police Department within the confines of any Police Department Facility, I do hereby agree:

1. That I am aware that the work of the Police Department is inherently dangerous and that I may be subjected to the risk of death or personal injury or damage to my property by accompanying a member or members of the Police Department during the performance of their official duties and that I freely, voluntarily, and with such knowledge assume the risk of death, personal injury or property damage arising from or in any way connected with the use of weapons; unlawful acts or forcible resistance by law violators or suspected law violators, assault, riot, breach of the peace, fire, explosion, gas, electrocution or the escape of radioactive, chemical, or biological substances, or bio-hazards while accompanying a member or members of the Police Department during the performance of their official duties.
2. That the City of Texarkana, Arkansas, the Texarkana, Arkansas Police Department, its sureties, all members of the Texarkana, Arkansas Police Department, their sureties and each of them, shall not be responsible or liable for any injury, damage, loss or expense, either to me or to my property incurred during the ride along / observation while accompanying any member or members of said department during the performance of their official duties, or observing or participating in the operations of the Police Department at any Police Department Facility, and resulting from any negligent act or omission on the part of any member of the Texarkana, Arkansas Police Department.
3. For myself, my heirs, executors, administrators and assigns to defend and indemnify the City of Texarkana, Arkansas, Chief of Police, all members of the Texarkana, Arkansas Police Department, their sureties and each of them against any and all manner of actions, causes of actions, suits, debts, claims, demands or damages or liability or expense of every kind and nature incurred or arising by reason of any actual or claimed negligent or wrongful act or omission of mine while riding in any vehicle assigned to the Police Department or while accompanying any member or members of said Police Department during the performance of their official duties, or observing or participating in the operations of the Police Department within the confines of any Police Department Facility.
4. I further acknowledge that I may have access to confidential information and agree that I will comply with the statutes of Arkansas and all rules and regulations of the Police Department regarding dissemination of any and all information which I may acquire while riding /observing the operations of the Texarkana, Arkansas Police Department.

I fully understand the contents of this document and sign the same of my own free will.

_____ Ride Along Participant Signature	_____ Date
_____ Officer Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ Shift Commander Signature	_____ Date
_____ Division Commander Signature	_____ Date

Program Application Attached: ____ Criminal History / Warrant Check Attached: ____

Texarkana Police Department

Instructions to Persons Riding in Police Unit

Please read this document carefully. You will not be permitted to participate in the ride along program of the Texarkana Arkansas Police Department unless this form and the attached "waiver of liability" are correctly and fully completed. Initial in the blocks provided before each statement. Minors must have their parent or legal guardian co-sign in order to participate in this program.

	I understand that I must stay in the patrol car at all times unless the officer gives me permission to get out.
	I agree to wear my seat belt.
	I have not consumed alcohol or any other drug or medication in the past twenty-four hours that might impair my ability to function safely.
	I have no health conditions which could create an emergency situation that I have not told the police about. I have told the officers (indicate any health problems of which you are aware such as diabetes, epilepsy, pregnancy, heart condition, etc.):_____.
	I am not carrying any weapon and I know that I may not use any weapon while participating in this ride along program.
	I understand that I may not operate the police radio except in cases of emergency or as directed by the police officer.
	I will not attempt to assist the officer in any manner which may present a threat to my safety.
	I understand that I should avoid any contact with any person that the officer may arrest while I am riding.
	If I am given permission to leave the patrol car to observe the officer working, I will do so only from a safe distance.
	I know that I have no police powers.
	I understand that in the event of any civil or criminal litigation implicating me as a participant in this program, I am not entitled to legal representation from the Texarkana Police Department.
	My safety and that of the officer are of primary concern, and I will do everything possible to minimize any risks to our safety.
	I agree to wear business casual attire during my ride, and I understand that shorts, t-shirts, and torn or faded clothing are not considered appropriate wear.

I have read these instructions and initialed each of them. I understand them and I agree to follow them. If for any reason the officer with whom I am riding believes I have failed to follow these instructions, I understand that he may revoke my privilege to continue in the program.

Signature: _____ Date:_____

Parent or Guardian of Minor:_____

RIDE ALONG PROGRAM APPLICATION

STATUS:

☐Civilian Ride Along ☐Vendor ☐Media ☐Non-Sworn Emp. ☐CRC
☐Other:_____

LASTNAME:_____ FIRSTNAME:_____

RACE: _____ SEX:_____ DOB:_____ AGE: _____

SSN:_____

ADDRESS:_____

CITY:_____ STATE:_____ ZIP:_____

EMPLOYER: _____

HEALTH ISSUES: _____

HOME PHONE: _____ WORK PHONE:_____

CELL PHONE: _____ E-MAIL: _____

EMERGENCY CONTACT PERSON:

LASTNAME: _____ FIRSTNAME: _____

ADDRESS: _____

CITY: _____STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ RELATIONSHIP: _____

APPLICANT RIDE REQUEST PREFERENCE:

DATE:_____ SHIFT:_____ OFFICER: _____

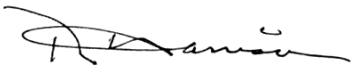
ROUTING INFORMATION:
WAIVER SIGNED / ATTACHED: ☐ INSTRUCTION FORM ATTACHED: ☐
NCIC/ACIC/IN-HOUSE CCH ATTACHED: ☐

SUPERVISOR :_____ DATE:_____
APPROVED: ☐ DISAPPROVED: ☐

SHIFT CMDR:_____ DATE:_____
APPROVED: ☐ DISAPPROVED: ☐

DIV. CMDR:_____ DATE:_____
APPROVED: ☐ DISAPPROVED: ☐

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Departmental Employee Change of Status		
NUMBER	1101.09	EFFECTIVE DATE	July 1, 2010
Scheduled Review Date	March 01, 2016	ISSUE DATE	July 1, 2010
Date Reviewed	February 20, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department recognizes circumstances surrounding individual employees change from time to time, and at times, a member's employment status with the Agency may end due to a reduction in authorized strength, a resignation, retirement, dismissal for cause, circumstances surrounding health problems or death. It is the Department's intent to establish guidelines and procedures that further define a response to such events by the affected employee and the Agency.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish clear procedural guidelines that serve to govern the Agency's response and related courses of action incumbent of all employees in light of changes that affect the employment status of all Departmental members. All Agency members shall recognize and adhere to the following guidelines.

III. Procedures

A. Reduction in Authorized Strength

1. The reduction of authorized strength is an administrative action tethered to management decisions brought forth through municipal government, and incidents of staffing reductions are very rare. The reduction of authorized strength is strictly governed by seniority in accordance with established Civil Service Rules and Regulations as outlined in Arkansas State Statutes.

B. Voluntary Resignation

1. Any employee desiring to voluntarily end their employment with the Department shall submit a written Letter of Resignation and forward that documentation to the appropriate Division Commander through the employee's chain-of-command.

2. Once submitted, a request to voluntarily resign can only be recalled or otherwise withdrawn upon the approval of the Chief of Police and/or his designee.

3. If practical—and whenever possible as a courtesy to the Agency—all Letters of Resignation shall be submitted at least fourteen (14) days prior to the resignation's effective date.

C. **Retirement from Service**

1. Service related and medically related retirement from the Agency shall be governed by established statutory law as well as rules, regulations and procedural guidelines unique to the appropriate retirement plan and related pension benefits. Additional commentary and guidelines are discussed in greater detail in the City Personnel Handbook.

D. **Dismissal for Cause**

1. An employee's dismissal from service for cause may be appealed as defined in the procedural guidelines set forth in the General Orders Manual, and the dismissal process shall at all times remain concurrent with established statutory law governing such dismissal.

2. During initial probationary periods that follow appointment to service, an employee is subject to dismissal for cause with no right to appeal. Such probationary employees are not afforded civil service protection nor may the employee serving in a probationary period at the Texarkana Police Department seek an appeal with the Civil Service Commission.

3. When an employee is no longer capable of fulfilling the basic requirements of their position due to mental and/or physical inabilities or limitations, the Texarkana Police Department may terminate the affected member's employment.

   (a) The Texarkana Police Department shall determine if another position within the Department—or positions within other city departments—is available; and

   (b) Should such a position be available, and should the affected employee be capable of fulfilling the basic job requirements of the position, the employee shall be afforded the opportunity to accept the position pursuant to city policy.

   (c) The Department recognizes there will be times when an employee becomes injured or falls ill, and the injury or illness might interfere with the employee's ability to perform his/her assigned duties. Whenever an employee encounters such circumstances, reasonable accommodations shall be provided to employees who are suffering from circumstances surrounding an injury, temporary disability or illness wherein the affected employee expects reach to a point that finds the employee in a condition to return to full duty status without restrictions.

      (1) All decisions surrounding light duty assignments shall be made after addressing and considering the needs of the Agency while balancing those needs of the Agency with the circumstances and needs of the affected employee.

   (d) Those employees who are considered permanently disabled may qualify for disability and/or pension benefits afforded by established statutory law as well as rules, regulations and procedural guidelines unique to the appropriate retirement plan and related pension benefits.

      (1) The Texarkana Police Department shall operate within the guidelines established within the *Americans with Disabilities Act of 1990 (ADA)* located within *Title 42 of the United States Code [42 U. S. C.]*; however, a police officer must be able to perform the essential functions of his/her job description as outlined in the Department's General Order's Manual to remain employed.

E. **Death**

1. In the event of employee's death, the employee's survivors and beneficiaries may be entitled to LOPFI or PPRF of Texarkana, Arkansas benefits in accordance with established statutory law as well as rules, regulations and procedural guidelines unique to the appropriate retirement plan and related pension benefits.

2. There are specific benefits that are available to members of the PPRF of Texarkana, Arkansas for those members of the Department hired prior to 1983. Members hired after 1983 are covered under the State of Arkansas LOPFI Retirement System and have specific benefits available to them.

F. **Change in Personal Status**

1. Members employed with the Texarkana Police Department shall submit written notification to the Chief of Police through the employee's chain-of-command whenever the employee experiences a change in address or telephone numbers within twenty-four (24) hours of the change.

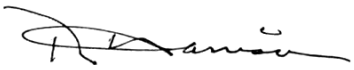
2. The Agency requires notification of changes in marital status, births and deaths of the employee's dependents to ensure current contact information is on-file in the Department.

G. **Personal Problems**

1. When officers or non-commissioned employees of the Texarkana Police Department begin experiencing personal problems which may interfere with their duty assignment, the affected employee shall inform the Department through the appropriate chain-of-command.

2. Supervisory personnel shall be required to remain alert for signs indicative of potential problems associated with their subordinates. Supervisors shall at all times remain concerned about the well-being of their employees and shall intervene if personal problems appear disruptive to the Department's efficiency and effectiveness.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Civil Actions Involving Department Employees		
NUMBER	1101.10	EFFECTIVE DATE	July 1, 2010
Scheduled Review Date	March 01, 2016	ISSUE DATE	July 1, 2010
Date Reviewed	February 20, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedural guidelines governing responses and all activity related to civil actions that involve all members of the Texarkana Police Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish procedural guidelines and mandates that serve to govern responses and related actions to civil actions involving all members of the Agency. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. Civil Actions Against Members of the Department

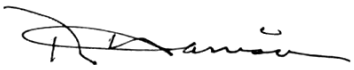
1. Any member of the Texarkana Police Department who is served with a notice that indicates the employee is being sued as a result of actions performed in the line of duty shall immediately provide written notification to the Chief of Police through the appropriate Division Commander byway of the employee's established chain-of-command. Such written documentation shall include all of the facts of the incident and specific details relating to the lawsuit itself.

B. Compensation for Injury

1. Any member of the Texarkana Police Department who has received regular sick leave compensation for an illness or an injury sustained while in an off-duty capacity shall provide written notification to the Chief of Police through the appropriate Division Commander byway of the employee's established chain-of-command anytime the employee initiates any action to seek, solicit, sue or accept any compensation for damages resulting from such illness or injury.

(a) This written notice shall be submitted to the Chief of Police through the appropriate Division Commander byway of the employee's established chain-of-command no later than five (5) business days following the initiation of such action. This notification shall include all of the facts of the claim as well as the name of the respondent.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Department Units & Safety Belt Use		
NUMBER	1101.11	EFFECTIVE DATE	July 1, 2010
Scheduled Review Date	March 01, 2016	ISSUE DATE	July 1, 2010
Date Reviewed	February 20, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department remains concerned about the safety of its employees. The purpose of this policy is set forth the mandate requiring the employees of the Agency to wear safety belts in Department vehicles.

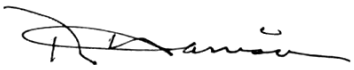
II. Policy

A. It shall be the policy of the Texarkana Police Department to require all employees of the Agency to wear safety belts when they find themselves as drivers or passengers within vehicles owned, leased or rented by the Agency as required by Arkansas Statutory Law. This mandate also extends to those privately owned or leased vehicles when they are used on-duty.

B. Whenever possible, a person placed under arrest and subsequently transported in vehicles owned, leased or rented by the Agency is required to be secured in the unit utilizing a safety belt. Circumstances that involve violent and non-compliant prisoners create an impractical situation when considering the use of safety belts on those types of individuals; however, the Agency highly recommends officers attempt to utilize safety belts on prisoners whenever deemed possible.

C. Employees of the Department shall observe, recognize and adhere to the guidelines set forth by this policy.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Requesting Federal Assistance		
NUMBER	1101.12	EFFECTIVE DATE	November 15, 2007
Scheduled Review Date	March 01, 2016	ISSUE DATE	November 15, 2007
Date Reviewed	February 20, 2014	REVISION DATE	June 23, 2010
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to define the procedures to be followed when federal assistance is needed by the Texarkana Police Department.

II. Policy

A. In the event of an emergency which, in the opinion of the Chief of Police or his designee, requires federal assistance, aid will be solicited by the Chief of Police or his designee, from the appropriate federal law enforcement agency.

B. In the event of a criminal offense in which there are concurrent enforcement responsibilities, (i.e. bank robberies, drug violations, etc.) the supervisor on duty or a member of the Criminal Investigation Division may notify the federal agency having concurrent jurisdiction.

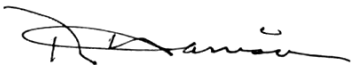
C. In the event of an emergency which, in the opinion of the Chief of Police or his designee, necessitates the call-out of the Arkansas National Guard, the Chief of Police or his designee shall coordinate through the local Office of Emergency Management and submit a request for the necessary resources through the Mayor of the City of Texarkana, Arkansas.

1. The Mayor of the City of Texarkana, Arkansas—in conjunction with the local Office of Emergency Management—will coordinate all such requests through the Miller County Judge's Office.

2. As deemed appropriate by the circumstances and the resources required, the local Office of Emergency Management will assist the Mayor of the City of Texarkana, Arkansas and/or the Miller County Judge in the further notification and subsequent request for the necessary resources through the Arkansas Department of Emergency Management (ADEM).

3. Should the circumstances involve the declaration of a local disaster, the local Office of Emergency Management can begin the process of implementing local curfews, price freezes, limiting or ceasing the sale of gasoline, liquor, ammunition, etc.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Legally Mandated Authority		
NUMBER	1101.13	EFFECTIVE DATE	November 15, 2007
Scheduled Review Date	March 01, 2016	ISSUE DATE	November 15, 2007
Date Reviewed	February 20, 2014	REVISION DATE	September 28, 2010
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to describe the legally mandated authority of all sworn members of the Texarkana Police Department.

II. Policy

A. It is the policy of the Texarkana Police Department that sworn officers shall take all appropriate police action within that authority allowed by law.

III. Legally Mandated Authority—Sworn Personnel

A. Officers of the Texarkana Police Department shall at all times, by virtue of their legally mandated authority, enforce the laws and ordinances of the City of Texarkana and the laws of the State of Arkansas relating to crimes committed within the City and take appropriate enforcement action. This authority is vested in sworn law enforcement officers and is derived from Arkansas State Statute 14-52-203.

B. Officers of the Texarkana Arkansas Police Department also have jurisdiction in the City of Texarkana, Texas and are authorized to act with the same authority as a certified Texas law enforcement officer. In a reciprocal arrangement, Texarkana, Texas Police Officers also have jurisdiction in the City of Texarkana, Arkansas and are authorized to act with the same authority as a certified Arkansas law enforcement officer. This reciprocal authority is derived from the following:

1. Texas Government Code, Chapter 791, the *Interlocal Cooperation Act*;
2. Arkansas Code Annotated 25-20-101, et seq. the *Interlocal Cooperation Act*;
3. Vernon's Annotated Texas Code of Criminal Procedure Article 2.124 (b);
4. Arkansas Code Annotated 16-81-115;
5. City of Texarkana, Arkansas Ordinance No. L-211; and
6. City of Texarkana, Texas Ordinance No. 312-06.

C. In cases where circumstances indicate that a violation of Federal law has been committed, the appropriate Federal agency will be notified.

D. For the purposes of protecting life and property, officers shall always be considered "on duty" while in the City of Texarkana and shall be prepared—under the color of authority—to act in this capacity during periods in which circumstances deem their involvement is necessary.

E. All officers shall perform their duties as required or directed by law, departmental rules and regulations, policies, directives or by lawful order from a supervisory officer.

IV. Specialized Police Officer—Sworn Personnel

A. Specialized Police Personnel are identified in Act 452 of 1975, as modified.

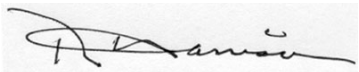
B. These officers may be either full-time or part-time officers whose duties are limited or restricted administratively to the facility or an area in which they work, and at times, may include the enforcement of criminal laws that carry a resulting penalty of a fine or imprisonment.

C. All Specialized Police Officers will participate in Department required training including firearms qualifications and other specialized schools as deemed necessary by the Services Division Commander.

V. Part-Time Officer I

A. Employed by a law enforcement unit; who is authorized by law to enforce the criminal, traffic, or highway laws of this state; and is authorized salary or wages by the law enforcement unit; and authorized to work for 20 or more hours per week but less than 40 hours per week. The Texarkana Police will use Part-Time Officer I in various positions.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Promotional Process		
NUMBER	1101.14	EFFECTIVE DATE	September 02, 2010
Scheduled Review Date	January 01, 2018	ISSUE DATE	September 02, 2010
Date Reviewed	January 12, 2016	REVISION DATE	July 20, 2016
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to describe the Texarkana Police Department's promotional process for its sworn officers, consistent with the rules and regulations promulgated by the City of Texarkana, Arkansas Civil Service Commission and applicable Arkansas law. The elements of this policy shall apply to all sworn members of the Texarkana Police Department.

II. Policy

A. It is the policy of the Texarkana Police Department to provide promotional opportunities whenever possible to qualified employees. Sworn members are encouraged to take advantage of these opportunities by qualifying themselves for advancement through further education and study, and by demonstrating a high level of job performance, service, interest and loyalty.

B. The Civil Service Commission Rules and Regulations governing promotional policy are intended to establish an effective and fair testing system, provide continuity in the promotional process and, most importantly, to help identify those candidates most qualified for promotion.

III. Definitions

A. **Testing Monitor (Agency Monitor)**—A Division Commander not eligible to test who serves in an oversight position during the test to ensure the testing procedure occurs in accordance with Departmental policy and remains available to address issues that might arise during the test's administration. The testing monitors will assist the Civil Service Commission and the Test Administrator during post-test challenging and offering insight into the specific topics which are brought under question during the challenging process.

B. **Testing Administrator**—An individual who operates within a contractual agreement with the Civil Service Commission and remains responsible to analyze the material from which the test questions originate and formulate a series of test questions. After the formulated test questions have been approved, the Testing Administrator is responsible to prepare and administer all Department promotional tests. The Testing Administrator is under the supervision of the Civil Service Commission during the actual administration of the test.

IV. Procedures

A. The City of Texarkana, Arkansas maintains a Civil Service Commission which was created under A.C.A. 14-50-201. The Civil Service Commission operates as an autonomous entity responsible for the adoption and enforcement of rules and regulations that govern the Department's hiring and subsequent promotion of personnel serving as police officers. The following is a list of the purposes surrounding the promotion policies and procedures which have been adopted by the Civil Service Commission:

1. To promote the most qualified Civil Service personnel within the police department;

2. To insure equal promotional opportunities for all Civil Service personnel; and

3. To follow the established promotional procedures which remain consistent with equal opportunity employment practices.

B. The Civil Service Commission contracts with the Testing Administrator to produce promotional examinations which are designed to measure skills, knowledge, abilities and traits needed to perform that particular job. All examinations and interviews referred to in the Civil Service Rules and Regulations and in this policy shall be open, competitive and designed to test the traits and characteristics of candidates seeking promotion.

C. The promotional process shall be based upon open and competitive examinations—which have been approved and administered by the Civil Service Commission—in conjunction with an oral interview conducted by members of the Department's command staff.

D. **Pre-Test Procedures**

1. The first phase of the promotional process occurs when the Chief of Police or his designee contacts the Civil Service Commission to set a promotional examination date for the ranks of Sergeant, Lieutenant and Captain whenever one of these positions becomes available within the Department. A promotional examination is scheduled when there is a vacancy for the applicable rank, and the current eligibility list for the applicable rank has been exhausted or expired.

2. A memorandum from the Chairman of the Civil Service Commission outlining the following information will be posted no later than thirty (30) days prior to the test. Periodic verbal reminders at staff meetings, shift briefings and through the use of the Texarkana Police Department e-mail may be utilized to augment this announcement posting:

   a. Date, time and location of the promotional examination;

   a. Eligibility requirements to participate in the promotional examination process;

   b. A list of the promotional material comprised of a reading list needed to study and prepare for the examination;

   c. The method by which all final scores are calculated; and

   d. Information directing officers to consult *General Order 1101.14---Promotional Process* for additional selection criteria used by the members of the command staff to develop their recommendation to the Chief of Police for selection from the top three (3) candidates in accordance with A.C.A. 14-50-304.

3. The Testing Administrator will forward the pool of potential promotional examination test questions—as well as information that identifies each question's origin—to the Chief of Police or

his designee no less than three (3) months prior to the scheduled test date and at least once during those years when no promotional examination takes place.

4. The Chief of Police or his designee will review the pool of potential promotional examination test questions and insure the questions and their origins are accurate. All approved promotional examination test questions will be returned to the Testing Administrator for the formulation of the promotional examination and its key.

5. The formulation of each promotional examination shall be guided by the following percentage of management questions:

   a. Promotional examinations corresponding to the rank of Captain shall contain 90% management questions;

   b. Promotional examinations corresponding to the rank of Lieutenant shall contain 75% management questions; and

   c. Promotional examinations corresponding to the rank of Sergeant shall contain 50% management questions.

6. The Services Division Commander will contact the following personnel by telephone no more than one (1) week prior to the scheduled testing date to ensure there are no issues that need attention:

   a. The Testing Administrator;

   e. The Civil Service Commission representative; and

   f. Agency monitors (Division Commanders).

7. The Services Division Commander will ensure the list containing the study material as adopted and approved by the Civil Service Commission—as well as the date, time and location of the promotional examination as approved by Civil Service Commission—has been properly posted in all of the Department's Divisions, substations and remote offices. The Services Division Commander will also ensure this information has been documented through interoffice email notification to each officer's Agency email address and covered during roll call after the notification has been posted.

8. The Services Division Commander will contact each Division to determine the approximate number of individuals who are planning to take the promotional examination. This information is required so the Civil Service Commission can correctly order the number of promotional tests needed.

   a. To ensure the security of the promotional materials, the Civil Service Commission only orders a specific number of examination packets equal to the number of applicants. The Testing Administrator will maintain possession of the examination material throughout the entire promotional process. At no time will the test packets be placed within custody or control of the Texarkana Police Department.

9. **Requests for Alternate Testing Dates**

   a. All eligible applicants who are not present at the designated testing site at the designated time wishing to take the promotional examination must forward to the Civil Service Commission through their appropriate chain-of-command a written memorandum requesting the opportunity to take the test on an alternate date. Officers who request an alternative

testing date must have experienced a genuine emergency—or other circumstances or situations beyond their control—before such a request will be considered.

b. The request must follow established Rules, Regulations, Policies and Procedures of the Civil Service Commission and the Texarkana Police Department.

c. All applicants who have not provided advanced written notice to the Civil Service Commission through their chain-of-command must have experienced a genuine emergency—or other circumstances or situations beyond their control—before such request will be considered.

d. Each request shall be considered by the Civil Service Commission upon its own individual merits.

E. **Promotional Testing Eligibility Requirements**

1. To be eligible to participate in the promotional selection process, candidates must meet the criteria and requirements set forth by the Civil Service Commission as follows. All eligible candidates must have served a total of three (3) years with the Texarkana Police Department.

a. All candidates for the position of Sergeant must possess no less than three (3) consecutive years of sworn service with the Texarkana Police Department initiating from the officer's most current date of hire. Such three-year period shall consist of one (1) year in a probationary status and a minimum of two (2) years in a non-probationary status. In addition to all other eligibility requirements, all candidates for the rank of Sergeant must hold a CLEST General Certificate.

(1) CLEST General Certificate Requirements:

THE GENERAL CERTIFICATE

Education Points and/or Training Points	15	23	30	38
AND	&	&	&	&
Years of Experience	5	4	3	2

b. No Sergeant shall be eligible, nor can they take the promotional examination, for advancement to the rank of Lieutenant until he/she has served a minimum of two (2) years within the rank of Sergeant and been awarded a CLEST Intermediate Certificate.

(1) CLEST Intermediate Certificate Requirements

THE INTERMEDIATE CERTIFICATE

Education Points And/or Training Points	30	45	60	75	Associate Degree
AND	&	&	&	&	&
Years of Experience	8	7	6	5	4

c. No Lieutenant shall be eligible, nor can they take the promotional examination, for advancement to the rank of Captain until he/she has served a minimum of two (2) years within the rank of Lieutenant and been awarded a CLEST Advanced Certificate.

(1) CLEST Advanced Certificate Requirements

THE ADVANCED CERTIFICATE

Semester Hours	6	15	30	45	Associate Degree	Bachelor's Degree
Training Hours	420	360	300	240	210	210
Years of Experience	16	14	12	10	8	6

d. The Civil Service Commission's Rules and Regulations have no provisions for lateral entry into a supervisory position or allowance for prior experience.

2. All candidates who indicate their intent to take the promotional examination will be evaluated by the Services Division to ensure the candidate meets the eligibility requirements in accordance with the above established guidelines.

3. CLEST Certificate Evaluation Criteria

a. Law Enforcement Experience — Experience acquired as a sworn law enforcement officer employed full-time and having statutory authority to enforce state or federal criminal, traffic, or highway laws may be approved. Experience acquired with a police agency whose standards are lower than minimum standards established by the Commission will be rejected. Law enforcement experience claimed is subject to staff evaluation and final approval of the Commission.

b. Training Points — Twenty (20) classroom hours of police training approved by the Commission shall equal one training point. Basic, refresher, supervisory, middle management, executive, or specialized courses certified, sponsored, or presented by the Commission will be acceptable for training credit. The Commission may approve departmental or other in-service training which is recorded and documented in the officer's training file (properly completed F-10). Training completed in other states, military police training, and other specialized training, if properly documented and approved by the Commission as being required and/or useful to the department may be allowed. With proper documentation, certified instructors may claim course completion credit for the first time the law enforcement class is instructed. College credits earned in law enforcement related subjects may be counted for either training points or education points, whichever is to the advantage of the applicant.

c. Education Points — Each semester credit unit granted by a college or university, operating on a semester schedule, shall equal one education point. Each quarter credit unit granted by a college or university, operating on a quarter schedule, shall equal .75 education points.

F. **Testing Procedures**

1. All candidates taking the promotional examination will be seated in the designated areas prior to the posted testing time. The Civil Service Commission administers the promotional examination in the Texarkana Police Department Training Room promptly on the date and at the time posted unless otherwise notified.

2. All candidates taking the promotional examination will be briefed by the Test Administrator concerning the testing procedures and practices. Time limits, if applicable, will be provided to all candidates by the Test Administrator.

3. The Test Administrator, or his designee, will pass out the testing material at the direction of the Civil Service Commission. All candidates will begin testing when directed by the Test Administrator. Any candidate requiring clarification on a question or test taking procedure during the examination shall raise their hand, and the Test Administrator will assist them. All candidates and the Test Administrator will make every effort to avoid disrupting the testing process.

4. At least one member of the Civil Service Commission shall be present during the administration of all written promotional examinations given by the Commission.

5. Upon conclusion of the test, each candidate will submit his/her test booklet and answer sheet to the Test Administrator for scoring. The Test Administrator shall solely bear the responsibility for grading all written promotional examinations.

6. All candidates must score a minimum of 65% on the promotional examination in order to remain eligible for promotion to the next highest rank.

G. **Post- Promotional Test Challenges**

1. Following the administration of the promotional examination, an applicant may review his or her own test results. The applicant must provide a list of the specific question or questions they wish to challenge to the test administrator and the Civil Service Commission Representative immediately upon the conclusion of the test. This must be completed prior to the applicant leaving the testing facility.

2. Only those questions submitted in writing will be reviewed. The Testing Administrator and the Civil Service Commission Representative—upon the advice of the testing monitor(s)—will act on the issue and amend the applicant's score, if applicable and warranted.

3. The test administrator shall have all documentation related to origin of all test questions contained on any version of the test being administered immediately available. The test administrator, the Civil Service Commission Representative and the testing monitors shall—at the conclusion of the testing procedure—review each contested test question to further determine the validity of the issue.

4. A written record will be made of all sustained complaints, and each test answer sheet will be reviewed with the applicable amendments being made at the direction of the Civil Service Commission Representative.

5. All other tests being administered will be examined to determine if the question appears on any other version of the test. If applicable, and at the direction of the Civil Service Representative, answer sheets from all other applicants will be reviewed and amended accordingly.

6. Following the review of all contested test questions, the applicants will be brought back into the testing facility for the ruling of the Civil Service Commission Representative surrounding all of the related issues. The scores derived from all of the test answer sheets shall be revealed to the respective applicant.

H. **Post- Promotional Test Review**

1. All applicants wishing to review their respective tests for inquiries surrounding incorrect answers shall remain at the testing facility until all of the applicants have completed the testing procedure. All issues surrounding test challenges will be addressed in accordance with the procedures set forth in the above section.

2. All applicants wishing to conduct this review will meet with a member of the Agency's test monitors, and at that time, the applicants will be provided a test booklet for review. The Agency test monitor will disclose to the applicant the particular question that was answered incorrectly and the incorrect answer that was chosen. At no time will the Agency's test monitor divulge the correct answer to the missed question.

3. Arkansas Statutory law—specifically ***A.C.A. 14-51-301(9)(A)(ii)***—mandates that all promotional examinations are to be protected from disclosure and copying. During the review process, the officer requesting the review may not copy any test questions in any manner whatsoever.

4. With the exception of those test booklets needed to conduct testing on alternate dates, at the conclusion of the testing procedure, all test booklets shall be retained by the Testing Administrator. Those test booklets withheld for the purpose of alternate testing—in addition to the applicable blank answer sheets and test keys—shall be provided to, retained and safeguarded by the Civil Service Commission Representative.

I. **Promotional Testing Appeal Process**

1. In accordance with Civil Service Rules and Regulations and Texarkana Police Department policies and procedures, all candidates have the right to appeal contested test questions and/or other testing issues. This must be done within three (3) days of the promotional examination.

2. All appeals arising from the promotional examination process are handled through the affected officer's chain-of-command to the Chief of Police, or his designee, who will forward all documentation surrounding such appeals to the Civil Service Commission.

J. **Promotional Test Scoring**

1. Each candidate's score on the test shall count 100% towards their total aggregate score.

2. Candidates shall be eligible for additional points to be added to their final written test score as outlined in the following criteria:

   a. Seniority Points **(Civil Service Resolution 2004-01)**

      (1) One (1) point for each year of time-in-grade as accumulated and assessed by their seniority within their current rank up to a total of ten (10) years.

   b. Education Points **(Civil Service Resolution 2004-02)**

      (1) Two (2) points for an Associates Degree, or sixty (60) college hours, accumulated while maintaining an overall grade point average (GPA) of 2.0 on a 4.0 graded scale.

      (2) Four (4) points for a Bachelors Degree, or one hundred twenty (120) college hours, accumulated while maintaining an overall grade point average (GPA) of 2.0 on a 4.0 graded scale.

      (3) Five (5) points for a Masters Degree, or one hundred sixty (160) college hours, accumulated while maintaining an overall grade point average (GPA) of 2.0 on a 4.0 graded scale.

   c. Military Points **(Civil service Resolution 2008-01)**

      (1) Two (2) points for prior active duty service within the Army, Air Force, Navy, Marine Corps, Coast Guard and related Reserve or National Guard assignments in conjunction with a separation from such service under honorable conditions.

d. Physical Fitness Points:

(1) Two (2) points will be awarded to candidates who score a minimum of 40% on any one (1) physical fitness assessment during the calendar year and awarding one (1) point will be awarded to candidates who participate in any one (1) physical fitness assessment during the calendar year.

(2) For additional information concerning physical fitness testing, please refer to General Order 1104.04---Physical Fitness and Wellness Program.

3. The candidate's aggregate score shall be the total sum of the written examination score, awarded points associated the candidate's seniority and awarded points associated with the candidate's education or prior military service.

a. Personnel are not eligible to receive a cumulative amount of education and prior military service points. Instead, personnel can either receive education points, or they can receive points for their prior military service. The selection will be made with respect to the higher point value when comparing the two options.

K. **Promotional Eligibility List**

1. As soon as practicable after the examination, the Civil Service Commission shall complete its review of the examination process and prepare the promotional eligibility list. The eligibility list shall be prepared utilizing the tests scores after adding all applicable education, military and seniority points which were submitted to the Civil Service Commission.

2. The Civil Service Commission has the duty to certify the results of the promotional examination process and ranks each candidate eligible for promotion in the order of their aggregate score. After the candidates' scores have been tabulated, the names of the candidates for promotion—along with their respective scores—shall be ranked in descending order on the Agency's promotional eligibility list with the highest total aggregate score placed at the top of the list. Once completed, the promotional eligibility list shall be certified by the Civil Service Commission.

a. In the event of a tie score, all officers having the same score shall occupy the same place on the eligibility list.

3. The promotional eligibility list—as certified by the Civil Service Commission—shall be submitted to the Chief of Police, or his designee. The certified promotional eligibility list shall be utilized during the remainder of the promotional process. The eligibility list for each rank will be in effect for a period of one year from the date of the test. Once the certified promotional eligibility list expires, all future promotional opportunities will require the initiation of a new promotional testing cycle.

L. **Promotional Review Board Process**

1. Pursuant to Arkansas Statutory Law **(A.C.A. 14-50-304)**, the Chief of Police has been afforded the reserved right to choose from among any of the top three (3) candidates contained on the eligibility list. As such, only the top three (3) candidates contained on the certified eligibility promotional list are eligible for consideration by the Promotional Review Board. Those officers—who by virtue of a tie—fall within the top three (3) positions are also eligible for consideration.

2. All candidates who are eligible to appear before the Promotional Review Board will be notified by the Personnel and Training Section of the date and time the board will convene. Candidates

for promotion will send appropriate notification to the Personnel and Training Section of their intent to participate or withdraw from further promotional consideration.

3. As part of the Department's promotional process, the Chief of Police, or his designee, will schedule a Promotional Review Board for determining each candidate's suitability for promotion to the next rank. The Promotional Review Board process will be conducted in a formal setting. The ranking officer of the Promotional Review Board shall serve as chairman of the board.

4. The prescribed dress code for those serving and appearing before the Promotional Review Board shall be the Department member's uniform of the day.

5. The Promotional Review Board shall be comprised of the following officers:

   a. Uniform Patrol Division Commander;

   b. Services Division Commander;

   c. Criminal Investigation Division Commander; and

   d. Central Records and Communications Commander.

6. The Personnel and Training Section is responsible for the preparation of a comprehensive synopsis compiled from the Personnel and Training files on each respective candidate. In addition to each candidate's synopsis, the Personnel and Training Sergeant, or his/her designee, shall provide an oral briefing to the Promotional Review Board prior to each candidate's appearance before the Board.

7. The Promotional Review Board will evaluate each candidate's suitability for promotion to the next rank. The Board will review and assess the following items:

   a. Candidate's tenure within the law enforcement career field;

   b. Candidate's previously held assignments and duties within the other Divisions of the Texarkana Police Department that serves to define the candidate's depth of experience;

   c. Candidate's relative level of education;

   d. Candidate's history of training to include the certificate level held from the Commission on Law Enforcement Standards;

   e. Candidate's ability to lead;

   f. Candidate's ability to supervise;

   g. Candidate's verbal and written skills;

   h. Candidate's ability to work with other supervisors and officers; and

   i. Candidate's relative ability to effectively manage.

M. Promotional Decision

1. Upon the conclusion of the Promotional Review Board, all information will be evaluated and a decision regarding the promotion will be made. In accordance with A.C.A. 14-50-304, the Chief of Police reserves the right to choose from among any of the top three (3) candidates. The following shall govern the final selection process:

a. Promotion to Sergeant

(1) The Chief of Police will normally make his selection based upon the recommendations received from the members of the Promotional Review Board; however, the Chief of Police reserves the right to interview each candidate in an effort to further evaluate each candidate's suitability for promotion.

b. Promotion to Lieutenant

(1) The Chief of Police will normally make his selection based upon the recommendations received from members of the Promotional Review Board; however, the Chief of Police reserves the right to interview each candidate in an effort to further evaluate each candidate's suitability for promotion.

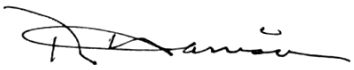
c. Promotion to Captain

(1) The Chief of Police accepts the recommendations received from members of the Promotional Review Board, and he utilizes this comprehensive information in conjunction with an interview with each candidate in an effort to further evaluate each candidate's suitability for promotion.

2. Once the Chief of Police has made his selection, the Civil Service Commission will be notified of the Chief's decision. After the candidate has been promoted, all of the remaining candidates for promotion on the eligibility list shall remain positioned on the list until the list expires.

3. After promotion, the newly appointed Sergeant, Lieutenant or Captain shall enter into a six (6) month probationary period as further prescribed under Arkansas Statutory law **[A.C.A 15-51-301 (7) (A)]**. Those individuals who fail to complete the probationary period for performance reasons may be returned to their previously held rank or position held prior to the promotion.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Mutual Aid		
NUMBER	1101.15	EFFECTIVE DATE	May 01,2008
Scheduled Review Date	March 01, 2016	ISSUE DATE	May 01,2008
Date Reviewed	February 20, 2014	REVISION DATE	February 01, 2011
APPROVED BY		(Reserved for Expansion)	*(Formerly 1100.02)*

I. Scope and Purpose

A. This policy provides for procedures and guidelines surrounding the obligation of the Texarkana Police Department in response mutual aid requests occurring between the Department and other law enforcement agencies in the area.

II. Policy

A. It shall be the policy of the Texarkana Police Department to provide assistance to other law enforcement agencies during natural or man-made disasters upon the other agency's request. Although not inclusive, such assistance may include vehicles, equipment and other police resources. The chief executive officer of the requesting agency must sign—or have previously signed—a mutual aid agreement with the Department before any such aid can be provided. All personnel of the Texarkana Police Department shall recognize and adhere to the following guidelines set forth within this policy.

III. Procedure

A. For purposes of this policy, disasters may include—but are not limited to—fire, flood, epidemic, war, civil disorder, tactical situations or any other disaster which—in the opinion of the Chief of Police or his/her authorized designee—is clearly beyond the capacity of the respective agency's ability to control and mitigate with its own resources.

B. **Requests for SWAT Services from Other Jurisdictions:**

1. In those cases wherein jurisdictions other than Texarkana, Arkansas and Texarkana, Texas request assistance from the Texarkana Metro SWAT Team, only the Chiefs of Police—or their designees—affiliated with TAPD and TTPD may authorize such a deployment the Texarkana Metro SWAT Team.

2. Only the chief law enforcement official affiliated with the requesting agency—or his/her designee—may request the deployment of the Texarkana Metro SWAT Team. Should such a deployment be authorized, immediately upon the arrival a member of the Texarkana Metro SWAT Team Command Staff will meet with the requesting chief or his/her designee and complete a mutual aid request form.

3. Texarkana Metro SWAT shall maintain operational control regarding tactical operations of the unit to include control of the Hostage Negotiating Unit. The requesting chief, or his/her designee, will be consulted throughout the incident and will retain authority to commence or cease operations. Operational command of the Texarkana Metro SWAT Team will not be relinquished to another jurisdiction.

4. Should either TAPD or TTPD require reimbursement for time and/or materials expended during the course of the operation, the appropriate Chief of Police, or his/her designee, will brief the need for reimbursement to the requesting agency prior to the deployment of the Texarkana Metro SWAT Team.

C. Arkansas' Statewide Mutual Aid System **[** *A.C.A. 12-75-119(d)* **]** establishes a participating emergency jurisdiction's obligation to provide assistance to another participating emergency jurisdiction with the prevention, mitigation and response and recovery activities related to a declared emergency or training exercise. Such an obligation is governed by the following conditions:

1. There must be a local emergency declaration under *A.C.A. 12-75-108* or a plan in place to conduct a training exercise;

2. A responding participating emergency jurisdiction may withhold its resources to the extent necessary to provide a reasonable level of protection and services for its own emergency jurisdiction;

3. An emergency responder from a participating emergency jurisdiction responding to a request for assistance from another participating emergency jurisdiction shall remain under the command and control of his/her home jurisdiction to include use of medical protocols, standard operating procedures and other protocols and procedures identified by the department.

   (a) In accordance with the incident management system of the participating emergency jurisdiction, throughout the duration of the assistance, the emergency responder shall be under the operational control of the participating emergency jurisdiction requesting assistance.

D. A.C.A. 12-75-119(c) establishes the chief executive officer of the governing body of a participating emergency jurisdiction, or his/her designee, as the person who may request assistance from another participating emergency jurisdiction in order to facilitate the following requirements:

1. To prevent, mitigate or respond and recover from a local emergency declared in accordance to *A.C.A. 12-75-108*; or

2. To conduct joint training exercises.

E. *A.C.A. 12-75-119(c)(2)(A)* states requests made for such mutual aid responses may be made verbally or in writing.

1. Verbal requests shall be followed with a written confirmation as soon as practical.

2. A request for assistance is not required to be reported to the department in advance of or concurrent with the request; however, such a request for assistance shall be reported to the department in writing as soon as practical.

F. A.C.A. 12-75-119 (h)(2)(A) states for the purposes of liability, an emergency responder acting under the operational control of a participating emergency jurisdiction requesting assistance is deemed to be an employee of the participating emergency jurisdiction requesting assistance and exercising operational control.

G. Arkansas § 12-75-119(f) states a participating emergency jurisdiction receiving assistance under the statewide mutual aid system shall reimburse a participating emergency jurisdiction responding to a request for assistance for all expenses associated with providing the assistance other than regular salaries and benefits.

1. A request for reimbursement shall be made in accordance with procedures developed by the Arkansas Homeland Security Advisory Group and adopted by the department as a rule under the Arkansas Administrative Procedure Act, *A.C.A. 25-15-201*.

2. The department shall not provide reimbursement for expenses associated with training exercises except in accordance with applicable rules.

H. Before granting another law enforcement agency's request for mutual assistance, the following information, at a minimum, should be considered as soon as it can be collected:

1. The name, rank, and law enforcement agency of the official making the request;

2. The nature and location of the emergency;

3. The number of personnel requested, and whether specialized personnel are needed;

4. The type of equipment needed;

5. Estimated duration of the need; and

6. The name, rank, and location of the individual to whom assisting personnel must report.

I. Whenever possible, assisting personnel should be deployed as supportive units.

J. Assisting personnel must respond to all lawful directives issued by the ranking officer of the requesting jurisdiction. Directives which are contrary to law, other orders, or to the Rules and Regulations of the Texarkana Police Department are not recognized unless clarified.

K. The withdrawal of personnel or equipment should be with the agreement of the requesting and assisting jurisdiction, if possible. Either the requesting or assisting jurisdiction may cause the withdrawal of personnel and equipment if agreement is not reached. Notification must be given in person to the requesting agency's chief executive officer or his or her designee upon withdrawal.

L. Written Mutual Aid Agreements will be maintained between the Texarkana Police Department and local jurisdictions. The original Mutual Aid Agreement will be maintained on file in the office of the Chief of Police.

M. The Chief of Police or his staff shall review the Mutual Aid Agreements annually. Revisions that may be deemed necessary will be made and the agreements re-negotiated.

IV. Requests for Aid from the Texarkana Police Department

A. Requests for mutual aid must be made by the Chief Executive Officer of the requesting law enforcement agency, or by his or her authorized designee.

B. The Chief of Police, or his/her designee, will decide what resources are available to the requesting agency and will authorize the level of response to be provided. This response may include, but is not limited to manpower, vehicles, equipment or other police resources.

C. The requesting agency must sign or have previously signed a Mutual Aid Agreement with the Texarkana Police Department. A list of agencies having signed such agreements is maintained in the Texarkana Police Department at the Office of the Chief of Police.

D. All requests for mutual aid assistance on behalf of the Texarkana Police Department will be made by the Chief of Police or his/her designee.

V. Supervision and Control of Officers on Loan

A. Texarkana officers assigned to a requesting law enforcement agency under mutual aid provisions shall be subject to lawful operational commands by supervisors of that agency.

B. Personnel and administrative control, including compensation of Texarkana officers, will be retained by the Texarkana Police Department. Texarkana police officers will be entitled to Worker's Compensation and other benefits to which they would be entitled were they functioning within the normal course and scope of their duties with the Texarkana Police Department.

C. Texarkana officers assigned to the requesting law enforcement agency under mutual aid provisions shall have the same jurisdiction, powers, rights and immunities of that agency and its officers.

D. There may be incidents in which the requesting agency does not have "cross talk capabilities" with the Texarkana Police Department's communications system. In those instances, communications between Texarkana officers and the requesting agency must be addressed in the following manner:

1. The requesting agency will issue appropriate radio equipment to our officers upon their arrival to the affected jurisdiction; or

2. The Texarkana Police Department will provide communications equipment to the requesting agency.

3. For additional guidelines and policy governing interoperable communication, refer to *General Order 1109.03---Radio Communications*.

E. **Officers Temporarily Assigned to the Texarkana Police Department**

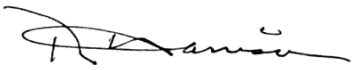
1. Officers from another law enforcement agency that are temporarily assigned to the Texarkana Police Department under mutual aid provisions are subject to the same rules, regulations, and supervisory commands as our own officers. They will possess the same powers, rights and immunities as our officers. Officers shall be compensated by their respective agency.

2. Personnel and administrative control, including compensation of the officers, will be retained by the law enforcement agency providing assistance.

3. Officers from another agency should be assigned with a Texarkana Police Officer whenever possible.

4. In the event the assigned officer does not have "cross talk" communications capability with the Texarkana Police Department, then the assigned officer should be issued a Texarkana Police Department portable radio to facilitate communications with our agency.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Line of Duty Death and Disability Benefits		
NUMBER	1101.16	EFFECTIVE DATE	March 29, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	March 29, 2011
Date Reviewed	February 20, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. This policy addresses, defines and lists death and disability benefits accorded by Arkansas State Law to those police officers who are injured or killed while performing their duties.

II. Policy

A. It shall be the policy of the Texarkana Police Department to provide its commissioned officers with comprehensive information relating to death and disability benefits accorded to them by Arkansas State Law. Because the information in this policy is connected with State mandated rules and regulations, each individual officer may be entitled to additional benefits associated with individual insurance policies respective to each individual officer.

III. Definitions

A. The State of Arkansas—as used within the language of this policy—defines the term **police officer** in ***A.C.A 21-5-701*** by the following language:

1. Any law enforcement officer, engaged in official duties, who is a member of any regular or auxiliary police force, on a full or part-time basis within the State of Arkansas;

2. A sheriff or deputy sheriff of any city of the first or second class who is engaged in official duties; and

3. Any constable or night marshal of any town within the State of Arkansas who is engaged in official duties.

IV. Death Benefits

A. ***A.C.A. 21-5-704*** indicates the State of Arkansas shall pay to the spouse or surviving children of any police officer who is killed in official line of duty the sum of fifty thousand dollars ($50,000). In addition, the municipality which employed the police officer shall—upon certification of the amount by the police department—pay to the spouse or surviving children of the deceased police officer an allowance for all sick leave, vacation hours or other accrued leave time accumulated to the credit of the police officer at the time of his/her death.

B. ***A.C.A. 21-5-705(a)*** indicates the State of Arkansas shall pay the spouse or surviving children of any police officer whose death occurred in the official line of duty **and** was the result of a criminal act of another person(s) the additional sum of one hundred fifty thousand dollars ($150,000).

1. These additional benefits provided in this section shall be paid to the spouse or surviving children in three (3) equal payments, the first of which shall be paid in the month of July following the date of the original order of the State Claims Commission—which establishes an entitlement to the additional payments—and annually thereafter. All benefits shall be paid totally from state funds appropriated therefore, and the determination for eligibility of the additional payments shall be made by the State Claims Commission in accordance with commission rules and procedures.

C. ***A.C.A. 21-5-705(b)*** indicates the State of Arkansas shall pay to the surviving spouse or surviving children under the age of twenty-two (22)—if the officer was wearing his/her vest at the time of the incident and it was in the official line of duty as the result of criminal action of another person(s)—an additional sum of twenty five thousand ($25,000).

D. For additional information related to the benefit claims identified in Paragraphs A, B and C above can be obtained from the following locations:

1. State Claims Commission
   101 E. Capital Avenue, Suite #140
   Little Rock, Ar. 72201-382
   (501) 682-1619

E. The City of Texarkana, Arkansas participates in the federal Public Safety Officers' Benefit (PSOB) Act which was enacted in 1976. This program provides a onetime financial benefit to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. The PSOB program provides the same benefit to public safety officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanently prevents the officer from performing any gainful work. Additional information can be obtained from the following location:

1. Bureau of Justice Assistance
   Office of Justice Programs
   810 Seventh Street NW
   Fourth Floor
   Washington, SC 20531
   (202) 307-0635 or 1-888-744-6513
   Email address: AskPSOB@usdoj.gov
   URL: www.psob.gov

F. The City of Texarkana, Arkansas provides life insurance for its employees. Periodically, the City's governing body—in conjunction with the City Manager—renegotiates the insurance benefits package; therefore, it is possible that certain details of an insurance benefit available from one year to the next year might change considerably. Members of the Department can find complete policy information formally describing the City's insurance benefits package within the Personnel Administrator's Office at City Hall.

G. **Death and Disability Benefits—Police Pension Relief Fund** **[Employees Hired Before January 1, 1983]**

1. **Disability Retirement**

   a. Police officers hired before January 1, 1983 are covered beneath the Police Pension Relief Fund (PPRF). A.C.A. 24-11-423 states those officers serving within the PPRF fund who become physically or mentally permanently disabled—and this fact is certified by a physician on the board of trustees—he/she shall be entitled to retire and receive a pension as provided within the statutory limitations.

b. If the disabling injury or disease occurred while not actually performing work in gainful employment for the Police Department, the monthly benefit shall be equal to the benefit paid to normal service restraints; however, if the affected police officer is injured in the line of duty, the monthly disability benefit shall either be equal to sixty-five (65%) of the salary attached to the rank held by the member in the Police Department or shall be equal to the benefit paid to normal service restraints, whichever is greater.

2. **Death Benefits**

a. Police officers hired before January 1, 1983 are covered beneath the Police Pension Relief Fund (PPRF). *A.C.A. 24-11-425* states those active police officers or retired member serving within the PPRF fund who die from any cause, leaving a surviving spouse, then the board of trustees shall direct a monthly pension during the surviving spouse's life in an amount equal to or lesser than the following:

(1) Pension attached to the rank of the deceased police officer at the time of his/her death; or

(2) Monthly pension amount being paid to the deceased police officer at the time of his/her death. In no event shall the benefit of the surviving spouse be less than three hundred fifty dollars ($350) per month.

b. *A.C.A. 24-11-425* also states if any active police officer or any retired member dies from any cause and leaves no surviving spouse but has a surviving child or children under the age of eighteen (18) who have not completed high school, then the board shall direct a monthly pension benefit to the surviving child or children under the age of eighteen (18) in an aggregate amount to the children equal to the pension attached to the rank of the deceased police officer at the time of his or her death, but in no event shall the benefits to the surviving children be less than three hundred fifty dollars ($350) per month. The board may continue a benefit for life for a dependent child who is physically or mentally permanently disabled and this fact is certified to the board by a physician.

3. **Funeral Expenses**

a. *A.C.A. 24-11-430* states the board of trustees shall appropriate from the fund a sum of not less than one hundred dollars ($100) nor more than six thousand five hundred dollars ($6,500) to pay the funeral expenses of those active police officers or retired members serving within the PPRF fund.

H. **Death and Disability Benefits--Local Police And Fire Retirement System**
[Employees Hired After January 1, 1983]

1. **Disability Retirement**

a. Police officers hired after January 1, 1983 are covered beneath the Arkansas Local Police and Fire Retirement System (LOPFI). *A.C.A. 24-10-607* states those active members with five (5) years of credited service, including credited service for seventy-five percent (75%) of the two (2) years immediately preceding his or her disability, who while an active member becomes totally and permanently physically or mentally incapacitated for any suitable duty as an employee as a result of a personal injury or disease may be retired by the Board of Trustees of the Arkansas Local Police and Fire Retirement System upon written application filed with the board by or on behalf of the member or former member.

b. The employee shall be retired only if, after a medical examination of the member or former member made by or under the direction of a physician or physicians designated by the board, the physician reports to the plan in writing that the member or former member is physically or mentally totally incapacitated for the further performance of any suitable duty, that the

incapacity will probably be permanent, and that the member or former member should be retired.

c. Disability benefits will be calculated and assigned pursuant to the provisions set forth within *A.C.A. 24-10-602* which defines the rules and guidelines surrounding the Arkansas Local Police and Fire Retirement System (LOPFI) annuities payment schedule.

2. **Death Benefits**

a. Police officers hired after January 1, 1983 are covered beneath the Arkansas Local Police and Fire Retirement System (LOPFI). *A.C.A. 24-10-608* states those active members if an active member with five (5) or more years of credited paid service, including credited service for the year immediately preceding his or her death, dies in employer-paid service before retirement, the applicable benefits provided will be calculated and assigned pursuant to the provisions set forth within *A.C.A. 24-10-602* which defines the rules and guidelines surrounding the Arkansas Local Police and Fire Retirement System (LOPFI) annuities payment schedule.

b. *A.C.A. 24-10-608* states the surviving spouse's annuity shall not be less than twenty percent (20%) of the deceased member's final average pay at the time of death, or one hundred twenty-five dollars ($125) monthly, whichever is greater.

c. *A.C.A. 24-10-608* states if an active member dies in employer-paid service before retirement as a result of a personal injury or disease which the Board of Trustees of the Arkansas Local Police and Fire Retirement System finds to have arisen out of and in the course of his or her actual performance of duty as an employee, the applicable benefits provided will be calculated and assigned pursuant to the provisions set forth within *A.C.A. 24-10-602* which defines the rules and guidelines surrounding the Arkansas Local Police and Fire Retirement System (LOPFI) annuities payment schedule.

d. For the sole purpose of computing the amount of the annuity on account of any member who does not have twenty-five (25) years of credited service in force at the time of death, *A.C.A. 24-10-608* states credited service shall be granted for the period from the date of his or her death to the date he or she would have completed twenty-five (25) years of credited service.

V. Educational Benefits

A. ***A.C.A 6-82-503*** entitles any law enforcement officer—and other assorted emergency response personnel—who suffers fatal injuries/wounds or who becomes permanently and totally disabled as a result of injuries/wounds that occurred en route to or returning from a location where a hazardous situation existed, his/her children and spouse shall be entitled to a total of eight (8) semesters—or the equivalent thereof—of scholarship awards without cost—exclusive of books, food, school supplies, materials and dues/fess for extracurricular activities—at any state-supported college, university or technical institute of his/her choice within the state. Up to four (4) semesters—or the equivalent thereof—may be taken at a technical institute.

1. Scholarship benefits shall not accrue under this mandate to any person if the wounds or injuries suffered by any law enforcement officer are self-inflicted or if the death is self-induced.

2. All educational benefits to surviving children shall be in accordance with ***A.C.A. 5-82-504***. The Arkansas State Claims Commission shall award any scholarship benefit provided by these mandates at the same time that any death benefit or total and permanent disability benefits are awarded by the Commission under the provisions located in ***A.C.A. 21-5-701 et seq***.

VI. Worker's Compensation Death Benefits

A. In accordance with ***A.C.A. 11-9-501 et seq.***, compensation for the death of an employee shall be paid to those persons who were wholly and actually dependent upon the deceased employee in the following percentage of the average weekly wage of the employee and in the following order of preference:

1. To the widow or widower if there is no child, thirty-five percent (35%), and the compensation shall be paid until her/his death or remarriage.

    a. In any case, the widow or widower shall establish—in fact—some dependency upon the deceased employee before she/he will be entitled to benefits as provided in this section.
2. To the widow or widower if there is a child, the compensation as indicated in the above paragraph and fifteen percent (15%) on account of each child.

3. To one (1) child if there is no widow or widower, fifty percent (50%).

    a. If there is no widow, widower or surviving children, the statute provides for compensation to qualifying parents, brothers, sisters, grandchildren or grandparents in the amount of fifteen percent (15%).

4. If more than one (1) child exists—and there is no widow or widower—fifteen percent (15%) for each child, and in addition thereto, thirty-five percent (35%) to the children as a class, to be divided equally among the children.

5. In the event the widow remarries before full and complete payment to her of the eligible benefits, there shall be paid to her a lump sum equal to compensation for one hundred four (104) weeks, subject to the limitations and criteria set forth therein.

6. A physically or mentally incapacitated child, grandchild, brother, or sister shall be entitled to compensation as a dependent of the deceased employee without regard to age or marital status, but if physically or mentally capacitated to earn a livelihood, dependency shall terminate with the attainment of eighteen (18) years of age or upon marriage. However, benefits to an otherwise eligible child shall not terminate at the age of eighteen (18) years provided the child is a full-time student who has not attained the age of twenty-five (25) years.

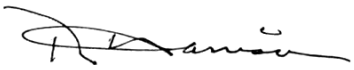
7. If the covered employee leaves dependents that are only partially dependent upon his or her earnings for support at the time of injury, the compensation payable for partial dependency shall be in the proportion that the partial dependency bears to total dependency.

    a. In any claim for partial dependency where the average weekly contributions for support were not such as to entitle all dependents to compensation in the aggregate sum of seven dollars ($7.00) per week, the dependents shall receive compensation for a period not to exceed four hundred fifty (450) weeks in an amount not to exceed the amount of average weekly contributions of the deceased employee for the support of the dependents.

B. To receive workers' compensation benefits, the surviving spouse **must take the initiative** and file a workers compensation claim through a workers' compensation attorney to receive appropriate compensation. Additional information can be obtained from the following source:

1. Workers' Compensation Commission
   324 Spring Street
   P.O. Box 950
   Little Rock, Ar. 72203
   (501) 682-3930

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Management of Agency Owned Property		
NUMBER	1101.17	EFFECTIVE DATE	June 01, 2009
Scheduled Review Date	March 01, 2016	ISSUE DATE	June 15, 2009
Date Reviewed	February 20, 2014	REVISION DATE	August 15, 2011
APPROVED BY			*(Formerly 1101.16)*

I. Purpose and Scope

A. The purpose of this policy is to establish the Texarkana Police Department's procedures for maintaining accountability of Department owned property. Department property shall include real property, installed property, general equipment, vehicles, ammunition and expendable property.

II. Policy

A. It is the policy of the Texarkana Police Department to maintain a system of accountability for its real property, all equipment, vehicles, ammunition and expendable property. The Texarkana Police Department will employ appropriate measures in an effort to ensure that its equipment remains well maintained and in a state of operational readiness. All members of the Agency shall recognize and adhere to the guidelines set forth within this policy.

III. Inventory Procedures

A. In accordance with the purchasing and acquisition guidelines established by rules, regulations, ordinances and laws as they relate to the Texarkana Police Department, the City of Texarkana Arkansas and Arkansas law, division and unit commanders are empowered—after receiving approval from the Chief of Police—to purchase/acquire equipment and other assets for use by the Texarkana Police Department.

B. Responsibility for monitoring and maintaining the Department's inventory of Agency owned property is assigned to each division commander or their designee.

C. At least annually, each division commander shall conduct a physical inventory of those items assigned to his/her respective division. The results of these annual inventories shall be forwarded to the Services Division Commander. A copy of the original inventory will be retained by the appropriate division commander.

D. At least annually—or more often as deemed appropriate by the Chief of Police—the Chief of Police shall direct the Services Division Commander to conduct an internal physical inventory of all fixed assets owned and/or managed by the Texarkana Police Department. The results of the inventory will be reconciled against the Department's fixed asset inventory log maintained in the Quartermaster's office.

E. Should a discrepancy become apparent within the inventory/fixed asset log, it shall be the responsibility of the appropriate Division Commander to prepare a detailed internal memorandum documenting the discrepancy and send the memorandum to the Chief of Police.

IV. Asset Tracking Procedures

A. For asset inventory purposes, the Department's Quartermaster will be the central receiving point when property is delivered to the Texarkana Police Department. Fixed asset forms will be completed and asset numbers affixed to the property prior to the dissemination of the property to the respective Division.

B. Generally, the inventory asset numbers should be used to identify only those *"fixed assets"* that are owned, leased or acquired by the Texarkana Arkansas Police Department. Generally, fixed assets should have a planned period of usage whenever the equipment is either classified for long term use or for the equipment valued at $500 or greater.

1. Items of a consumable nature—such as ammunition, paper and ink—are not considered "fixed assets".

2. Although not inclusive, the following is a list of the equipment that shall be deemed a fixed asset, and accordingly, assigned an inventory asset control number:

a. Electronic equipment that includes:

(1) With the exception of disposable cameras, cameras and all related camera equipment;

(2) Electronic surveillance equipment;

(3) Computer equipment, to include monitors, CPU machine desktops, CPU machine laptops, scanners, printers and related equipment; and

(4) Televisions, video tape recorders and projectors.

b. Office equipment that includes:

(1) Copy machines;

(2) Fax machines; and

(3) Shredders.

c. Miscellaneous equipment that includes:

(1) Any equipment used for testing or diagnostic analysis; and

(2) Any other equipment designated as a fixed asset by the Chief of Police.

C. Due to the construction characteristics of certain pieces of equipment, there are times when affixing an asset inventory number is either impractical or impossible. Examples of such include firearms, flashlights and protective vests. When managing such equipment, the appropriate inventory, accountability and control lists shall be maintained by those responsible for issuing the particular piece of equipment. Although not inclusive, those responsible for these lists shall include the Central Supply Technician, Division Commanders and Personnel and Training Sergeant.

D. Due to the impractical or impossible nature of attaching fixed asset control numbers, much of the Department's owned/managed equipment is maintained and controlled by methods other than the

fixed asset control labels. Most of these items are tracked by the manufacturer's serial number, an assigned radio identifier or other methods which are unique to the particular piece of equipment. Although not inclusive, the following is a list of these types of equipment and the method by which they are controlled and inventoried:

1. Mobile and portable radios, which are inventoried and controlled by an assigned radio identifier, as well as fixed asset control labels ;

2. Mobile data radio modems, which are inventoried and controlled by an assigned modem identifier, as well as fixed asset control labels;

3. Emergency vehicle equipment—such as light bars and siren controls—which are inventoried and controlled by the manufacturer's serial number; and

4. Firearms—such as handguns, shotguns, rifles and specialty weapons—which are inventoried and controlled by the manufacturer's serial number.

E. **Procedures for Transferring and Disposing Fixed Assets**

1. In preparation for the disposal of a fixed asset that has been assigned with a fixed asset control label or those fixed assets assigned a unique inventory control number, the Central Supply Technician shall complete a fixed asset disposition form endorsed by the Services Division Commander authorizing the disposal of the equipment.

2. The item's disposal shall be witnessed, and the witness shall endorse the asset disposition form in the appropriate location. Once complete, the form shall be forwarded to the Services Division Commander, and the disposed equipment will be removed from the Department's active inventory list. The Services Division Commander will maintain a file dedicated to the disposal of Department equipment that includes information unique to each equipment disposition.

V. Distribution of Agency Owned Property

A. Division Commanders or their designee shall be responsible for the issuance and distribution of approved Department property to authorized users assigned to their command. Division Commanders are also responsible for the maintenance of all records relative to that distribution. Initial issue of all Departmental approved property shall be accomplished during the orientation process of the newly appointed member. The items issued shall be fully documented by the issuing authority.

B. Texarkana Police Uniforms and related equipment shall be issued and controlled in the following manner:

1. All newly appointed sworn personnel will be issued uniforms and related equipment from the inventory located in Central Supply, provided such item is in stock at the time of issue. All issued items shall be clean and in serviceable condition at the time of the item's issue. Should sufficient items of reissue not be immediately available, those items that are in stock will be issued and additional items will be ordered, provided the combined total of items does not exceed the maximum allowable allocation listed within this section of the policy.

2. The following is an inventory/allocation list associated with uniforms and related equipment. Whether issued to new members of the Agency—or reissued to Department members—the maximum allotment shall not exceed that which is listed.

a.	Navy dress uniform pants	four (4) pair each
b.	Navy dress shirts **(long sleeved)**	four (4) shirts each

c.	Navy dress shirts **(short sleeved)**	four (4) shirts each
d.	511 Tactical Class D shirt **(short sleeved)**	two (2) shirts each
e.	511 Tactical Class D shirt **(long sleeved shirt)**	two (2) shirts each
f.	511 Tactical Class D pants	two (2) pair each
g.	Class A navy dress tie	one (1) each
h.	Class A Uniform dress hat w/ cover	one (1) each
i.	Texarkana Police Credential w/ holder	one (1) each
j.	Electronic proximity card **(veri-card)**	one (1) each
k.	Metal police badge, shirt **(silver or gold)**	two (2) each
l.	Metal police badge, belt	one (1) each
m.	Metal name plate, shirt **(silver or gold)**	two (2) each
n.	Collar insignia, T.A.P, rank **(silver, gold)**	two (2) each
o.	Black leather duty belt **(basket weave design)**	one (1) each
p.	Black leather duty holster **(basket weave design)**	one (1) each
q.	Glock Model 22 w/ three magazines	one (1) each
r.	Glock Model 27 w/ two magazines	one (1) each
s.	Black leather magazine holder **(basket weave design)**	one (1) each
t.	Black plastic holster, tactical **(Glock Model 27)**	one (1) each
u.	Duty ammunition **(Glock Models 27 & 22)**	100 (one-hundred) rounds
v.	Portable radio charger and belt carrier	one (1) each
w.	Black leather handcuff case **(basket weave design)**	one (1) each
x.	Black leather belt keepers **(silver or gold)**	four (4) each
y.	Black leather flashlight ring	one (1) each
z.	Duty flashlight, SL-20/20X w/ charger **(AC & DC)**	one (1) each
aa.	Black leather chemical spray carrier **(basket weave design)**	one (1) each
bb.	Top Cop chemical spray **(ALS Technologies)**	one (1) each
cc.	Collapsible metal baton	one (1) each
dd.	Black leather metal baton holder **(basket weave design)**	one (1) each

ee.	Portable radio w/ holder and extra battery **(Motorola XTS 5000)**	one (1) each
ff.	Soft body armor w/ carrier	one (1) each
gg.	Black nylon duty belt **(for wear with Class D Uniform)**	one (1) each
hh.	Black nylon holster **(for wear with Class D Uniform)**	one (1) each
ii.	Black nylon baton holder **(for wear with Class D Uniform)**	one (1) each
jj.	Black nylon handcuff case **(for wear with Class D Uniform)**	one (1) each
kk.	Black nylon magazine pouch **(for wear with Class D Uniform)**	one (1) each
ll.	Black nylon belt keepers **(for wear with Class D Uniform)**	one (1) each
mm.	Black nylon chemical spray carrier **(for wear with Class D Uniform)**	one (1) each
nn.	Riot helmet	one (1) each
oo.	Raincoat	one (1) each
pp.	Duty bag	one (1) each
qq.	Traffic safety vest	one (1) each
rr.	Motorola XTS 5000 shoulder mic	one (1) each

3. Some sworn officers in specialized positions may be issued additional equipment by their supervisor.

4. **Surrender of Department Property**

   d. Upon separation or termination from the Texarkana Police Department, all officers and civilians shall be required to surrender all Department property in their possession. Failure to return non-expendable items shall cause the affected member of the Department to reimburse the Department for the fair market value of the equipment not returned.

   e. The Texarkana Police Department reserves the right to pursue prosecution for theft of property in the event Department equipment is not returned to the Agency.

5. Personal use of Department owned equipment is prohibited unless such use is approved by the Department member's supervisor. In no event will Department owned equipment be utilized for personal gain or outside employment.

VI. Maintenance of Department Owned Property

A. It shall be the responsibility of the respective Division Commanders or their designees to ensure Department property is maintained in a state of operational readiness and in sufficient quantity to meet the operational requirements of the Texarkana Police Department. Division Commanders have the responsibility to regularly inspect the Department equipment within their Division to ensure the equipment is properly maintained.

B. Maintaining operational readiness of equipment shall include the following:

1. Care and cleaning;

2. Preventative maintenance;

3. Repair;

4. Serviceability; and

5. Availability.

C. **Department Buildings and Fixtures**

1. Members of the Texarkana Police Department shall not mar, mark or deface any surface in any Department building or facility. No material or article may be affixed to any wall within any Department building or facility without approval from the appropriate supervisor.

2. Members of the Texarkana Police Department shall not sit at any desk with his/her feet elevated on the desk's surface, nor shall any member stand with one foot placed against the surface of any wall in a manner that may cause damage to the wall's surface.

D. **Fleet Vehicle Maintenance**

1. Division Commanders are accountable for the fleet maintenance of those vehicles assigned to their Division. In addition to following maintenance schedules, all members of the Texarkana Police Department assigned to operate an Agency owned vehicle shall ensure the vehicle placed within their possession is kept clean and orderly at all times. All fleet vehicles will be maintained and detailed to present a professional image.

2. **Patrol Division**

a. The Texarkana Police Department maintains a vehicle maintenance schedule that ensures every vehicle assigned to the Uniform Patrol Division undergoes a monthly service check. This includes oil and oil filter changes as well as lubrication every 3,000 miles. In accordance with this schedule, transmission fluid and transmission filters will be changed every 25,000 miles on each vehicle assigned to the Uniform Patrol Division.

b. As part of the maintenance schedule, officers assigned to 1st and 2nd shift patrol shall take their assigned unit to Fleet Maintenance—located at 1000 Jefferson Avenue—on a daily basis where the unit will undergo a check of all fluids as well tire pressure checks.

c. Officers assigned to the Uniform Patrol Division shall completely check their assigned patrol unit at the beginning of their daily tour of duty. This check shall include an inventory of all assigned equipment within the unit, a visual check for damage and cleanliness as well as a check of the proper fluid levels within the vehicle. Should an officer discover a deficiency, the officer shall report this deficiency to his/her supervisor immediately before the unit is placed into service for the day. Officers shall also document the deficiency on their activity sheet.

d. When the deficiency requires a repair or further inspection, the officer assigned to the unit shall complete and submit a maintenance request form that properly documents the deficiency.

3. **Criminal Investigation Division and Services Division**

a. The Texarkana Police Department has a vehicle maintenance schedule requiring unmarked units receive service every 3 months or 4,000 miles, whichever comes first. This includes oil

and oil filter changes as well as lubrication. In accordance with this schedule, transmission fluid and transmission filters will be changed every 25,000 miles.

b. During daily routine maintenance, unmarked vehicles shall be taken to Fleet Maintenance—located at 1000 Jefferson Avenue—where the unit will undergo a check of all fluids as well tire pressure checks.

c. Those personnel who have been assigned a take-home vehicle shall be solely responsible for the unit and remain completely accountable ensuring all of the proper maintenance checks are conducted at the proper intervals. This includes the care of the equipment assigned to the unit.

VII. Utilization of Marked Patrol Units

A. Unless a police unit is undergoing maintenance or being transported for scheduled maintenance, all members of the Agency who are operating marked police units shall clearly be identified as police officers while in operation of a marked patrol unit.

B. Members of the Agency who are scheduled for training classes, court appearances, investigations or any other function that requires travel outside of the immediate jurisdiction of the Department shall utilize an unmarked vehicle unless the assignment dictates otherwise.

1. Radar certification classes, funerals or high risk prisoner transports are exceptions to this requirement.

2. Approval for out-of-town travel within a marked patrol unit must originate from the Uniform Patrol Division Commander or the Chief of Police.

C. Officers who have been assigned a take-home marked patrol unit—or officers who are engaged in special assignments while operating a marked patrol unit—will be clearly identified as a police officer while in operation of a marked patrol unit.

VIII. Department Managed Pool and Support Vehicles

A. This section of the policy establishes procedures for the use of those vehicles which have been classified and designated as fleet pool and/or support vehicles. This section institutes guidelines that will facilitate the proper tracking and management of pool and support vehicles whenever they are utilized by a specific Division, officer, detective or civilian employee. Employees of the Department shall not deviate from this policy unless approved by a Division Commander.

B. Those Department vehicles which have been designated as fleet pool and support vehicles have been assigned permanent parking assignments at facilities operated by the Agency. Some of these classified vehicles have been permanently assigned to the EOC, and some of these classified vehicles have been permanently assigned to the main covered parking awning located on the main parking lot across from the Union Pacific rail yard.

1. When not in actual use, all fleet pool and support vehicles shall be parked in their assigned parking space. When returned following their use, the officer, detective or civilian employee shall return the vehicle to its designated parking location at the designated facility.

C. The keys to each of the pool and support fleet vehicles will be secured in a locked key box located within a designated area and situated beside a dry-erase check-out board. The locked key box and the sign-out board associated with those vehicles assigned to the EOC will be located within the EOC, and the locked key box and the sign-out board associated with those vehicles assigned to main parking awning will be located in the supply room directly across the hall from the Patrol Debriefing

Room. All of the keys will be appropriately tagged in a manner that allows for their immediate identification by all personnel.

1. Supervisors will be provided access to both key boxes. All personnel utilizing a pool or support vehicle will check-out the vehicle by acknowledging the receipt of the vehicle on the dry-erase board. The dry-erase board will contain the following information for each unit:

   a. The key number of the respective vehicle;

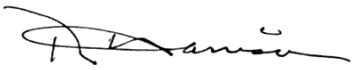
   b. The date the vehicle was signed-out; and

   c. The name of the officer, detective or civilian employee responsible for the vehicle.

2. The officer, detective or civilian employee responsible for the vehicle shall complete an entry within the Unit Check-Out Log located within each respective vehicle. The person responsible for the vehicle shall ensure the date, their name/signature, the vehicle's beginning/ending mileage and the vehicle's condition are recorded on the form; in addition, the employee shall notate the check of the vehicle's fluid levels on the form. It shall remain the responsibility of the Department employee assigned to the fleet pool or support vehicle to ensure the vehicle is properly fueled and cleaned after it is used.

3. When the employee is finished utilizing the fleet pool vehicle, the employee shall return the vehicle to its assigned location and designated parking spot. The vehicle's keys will be returned to the key box, and the employee shall note any discrepancies surrounding the vehicle on the dry-erase board.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Department Issued Take-Home Units		
NUMBER	1101.18	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	February 20, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department assigns take-home units to personnel who are assigned in different Divisions within the Agency. The take-home unit facilitates adequate and timely responses of those personnel who are subject for emergency recall to service for various crimes, emergency operations and administrative functions.

II. Policy

A. It shall be the policy of the Texarkana Police Department to institute rules and guidelines that govern the manner in which Department issued take-home units are deployed and utilized. All Department employees shall recognize and adhere to the following guidelines within this policy.

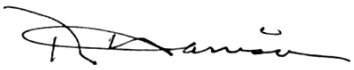
III. Procedure

A. All personnel who are assigned a Department owned take-home unit will park their issued unit in the driveway, garage, yard or parking lot located at their residence upon ending their tours of duty.

B. This policy specifically prohibits personnel from parking their assigned take-home unit on city streets, alleyways or roadways that support the flow of other vehicle traffic.

C. All personnel shall limit their use of their assigned take-home unit for those functions and duties strictly related to official police business and shall not be authorized for personal use of any nature.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Use of Discretion		
NUMBER	1101.19	EFFECTIVE DATE	November 12, 2007
Scheduled Review Date	March 01, 2016	ISSUE DATE	November 12, 2007
Date Reviewed	February 20, 2014	REVISION DATE	February 15, 2011
APPROVED BY		(Reserved for Expansion)	(*Formerly 1101.21*)

I. Purpose and Scope

A. The purpose of this policy is to establish guidelines for the use of the element of discretion during law enforcement contacts by sworn members of the Texarkana Police Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department that all sworn members utilize discretion in the performance of their duties. Public empathy can be enhanced by the careful use of discretion, and potential antagonism can be avoided between citizens involved in police contacts and officers of the Texarkana Police Department.

III. Procedure

A. **Authority to Arrest Without a Warrant**

1. Rule 4.1 contained within Arkansas Rules of Criminal Procedure, which is entitled Authority to arrest without a warrant, establishes distinct guidelines surrounding warrantless arrests. In accordance with Rule 4.1 of the Arkansas Rules of Criminal Procedure, a law enforcement officer may arrest a person without a warrant if the officer has reasonable cause to believe that such person has committed:

   a. A felony offense;

   b. A traffic offense involving the death or physical injury to a person, the damage to property and those who are driving a vehicle while under the influence of any intoxicating liquor or drug;

   c. Any violation of law in the officer's presence;

   d. Acts which constitute a crime under the laws of this state and which constitute domestic abuse as defined by law against a family or household member and which occurred within four (4) hours preceding the arrest if no physical injury was involved or twelve (12) hours preceding the arrest if physical injury—as defined in A.C.A. § 5-1-102—was involved;

   e. A private person may make an arrest where he has reasonable grounds for believing that the person arrested has committed a felony;

f. An arrest shall not be deemed to have been made on insufficient cause hereunder solely on the ground that the officer or private citizen is unable to determine the particular offense which may have been committed; and

g. A warrantless arrest by an officer not personally in possession of information sufficient to constitute reasonable cause is valid where the arresting officer is instructed to make the arrest by a police agency which collectively possesses knowledge sufficient to constitute reasonable cause.

2. **Warrantless Arrest for Gas Theft**

a. In accordance with A.C.A § 16-81-114, notwithstanding the lack of a warrant for the arrest, any person who pumps gas into a vehicle or container, which fuel is the property of a retail business entity that engages in the sale of fuel, and then leaves the premises with the fuel without paying for the fuel shall be subject to arrest during the four (4) hours following the event.

(1) Persons arrested without a warrant for gas theft shall be released within twenty-four (24) hours of the arrest unless a warrant for the arrest of the person is issued according to law.

3. **Warrantless Arrest for Misdemeanor Battery**

a. In accordance with A.C.A. § 16-81-106 (b)(2)(B), in addition to any other warrantless arrest authority granted by law or court rule, a certified law enforcement officer may arrest a person for a misdemeanor without a warrant if the officer has probable cause to believe that the person has committed battery upon another person, the officer finds evidence of bodily harm, and the officer reasonably believes that there is danger of violence unless the person alleged to have committed the battery is arrested without delay.

(1) Under narrowly defined circumstances, this section of Arkansas Law provides officers with the option of making physical arrests for a misdemeanor battery whenever the offense occurs outside of the officer's presence; however, the process of obtaining a warrant for the offender's arrest shall remain the preferred method for handling misdemeanor battery cases.

4. **Warrantless Arrest for Violation of Interference with Emergency Communication**

a. If a law enforcement officer has probable cause to believe a person has violated A.C.A. § 5-60-124 (Interference with Emergency Communication, 1st Degree) or A.C.A. § 5-60-125 (Interference with Emergency Communication, 2nd Degree), the officer may arrest the person without a warrant even if the incident did not take place in the presence of the officer if the officer has probable cause to believe the person has violated the section within the preceding:

(1) Four (4) hours; or

(2) Twelve (12) hours in those cases involving physical injury as defined in A.C.A. § 5-1-204(14).

B. **Authority to Arrest With a Warrant**

1. In accordance with Rule 4.2 of the Arkansas Code of Criminal Procedure, any law enforcement officer may arrest a person pursuant to a warrant in any county in the state.

2. In accordance with Rule 4.3 of the Arkansas Code of Criminal Procedure, a law enforcement officer need not have a warrant in his/her possession at the time of an arrest, but upon request, he/she shall show the warrant to the accused as soon as possible.

    a. If the officer does not have the warrant in his/her possession at the time of the arrest, he/she shall inform the accused of the fact the warrant has been issued.

C. **Arrest Protocol**

1. In accordance with Rule 4.4 of the Arkansas Code of Criminal Procedure, upon making an arrest, an officer of the Texarkana Police Department shall ensure the following actions are taken:

    a. The officer shall identify himself/herself as a law enforcement officer unless his/her identity is otherwise apparent;

    b. The officer shall inform the arrested person that he/she is under arrest; and

    c. As promptly as is reasonable under the circumstances, the officer shall inform the arrested person of the cause of the arrest.

2. In accordance with Rule 4.6 of the Arkansas Code of Criminal Procedure, any person arrested shall be brought promptly to the Bi-State Justice Center, the nearest appropriate police facility or other similar place of detention. However, the arresting offer may first take the person to some other place under the following circumstances:

    a. The arrested person requests to be taken some other place; or

    b. Such action is reasonably necessary for the purpose of having the person identified by a person who is otherwise unlikely to be able to make the identification or by a person near the place of the arrest or near the scene of a recently committed criminal offense.

3. In accordance with Rule 4.5 of the Arkansas Rules of Criminal Procedure, no officer shall question an arrested person if the person has indicated in any manner he/she does not wish to be questioned or those who are arrested who indicates he/she wishes to consult with counsel before submitting to any questioning.

D. **Authority to Issue Citations To Appear**

1. In accordance with Rule 5.2 of the Arkansas Rules of Criminal Procedure, officers of the Texarkana Police Department shall observe the following guidelines when issuing citations:

    a. A law enforcement officer in the field acting without a warrant who has reasonable cause to believe that a person has committed any misdemeanor may issue a citation in lieu of arrest or continued custody.

    b. When a person is arrested for any misdemeanor, the ranking officer on-duty at the place of detention to which the arrested person is taken may issue a citation in lieu of continued custody.

        (1) **No suspect who has been arrested by a Texarkana Police Officer for an offense related to domestic abuse will be issued a citation in lieu of continued custody.**

    c. Upon recommendation of a prosecuting attorney, the ranking officer on duty at the place of detention to which the arrested person is taken may issue a citation in lieu of continued custody when the person has been arrested for a felony offense.

d. Although not inclusive, when determining whether to continue custody or issue a citation, the officer shall inquire into and consider the following facts surrounding the accused:

(1) The accused person's place and length of residence;

(2) The accused person's family relationships;

(3) References;

(4) The accused person's present and past employment;

(5) The accused person's criminal record; and

(6) Other factors, such as:

(a) Whether the accused person has failed to identify themselves satisfactorily;

(b) Whether the accused person refuses to sign a promise to appear pursuant to the citation;

(c) Whether the accused person has ties to the jurisdiction which are reasonable sufficient to assure his appearance in the future as well as a substantial likelihood he/she will respond to a citation; and

(d) Whether the accused person has previously failed to appear in response to a citation.

IV. Use of Discretion

A. Physical Arrests

1. Members of the Texarkana Police Department must understand there are instances when a decision **not to make an arrest** when there are **actual grounds to arrest** is considered an appropriate law enforcement practice.

2. If an arrest is not made at the time of the offense, an officer may—if he/she determines it is necessary—obtain a warrant of arrest for the offender at a later date.

3. If an officer makes a decision not to arrest, that decision should be based upon, but not limited to, the following elements:

a. The arrest would cause greater danger to the public than not attempting to arrest the offender;

b. The arrest would cause harm to an offender who poses no threat of danger to the public such as a juvenile offender whose violation could best be handled by a warning or an informal discussion with the parents;

c. The officer should always consider the seriousness of the offense and its consequences; and

d. Should questions arise concerning a particular incident, the officer involved should confer with a supervisor.

B. Traffic Offense and Citations

1. While there are no legal defenses for violators who are exceeding the posted speed limit or those who are driving faster than conditions permit, drivers who are stopped for these violations may indicate certain factors occurring prior to the stop and otherwise unknown to the officer that may

have contributed to the violation. Officers of the Texarkana Police Department should use discretion when deciding whether to issue warnings and citations.

2. The selection of the appropriate enforcement action will primarily be left to the discretion of the officer. Some of the factors to consider when evaluating issues of discretion include the following:

   a. Observed speed;

   b. Posted speed;

   c. Volume of traffic;

   d. Condition of the roadway;

   e. Lighting conditions;

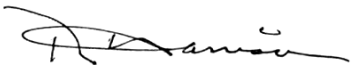
   f. Time of day;

   g. Weather conditions; and

   h. Any other relevant condition or circumstance.

3. The officer's discretion and judgment should guide the level of enforcement action taken for non-hazardous violations by considering those circumstances that exist at the time the violation occurred.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Weather Related Absences		
NUMBER	1101.20	EFFECTIVE DATE	October 1, 2008
Scheduled Review Date	March 01, 2016	ISSUE DATE	October 1, 2008
Date Reviewed	February 20, 2014	REVISION DATE	January 3, 2011
APPROVED BY		(Reserved for Expansion)	*Formerly 1102.22*

I. Purpose and Scope

A. The purpose of this policy is to define the Department's policy on work attendance during periods of inclement weather. This policy affects all employees of the Texarkana Police Department.

II. Policy

A. The City of Texarkana, Arkansas and the Texarkana Police Department collectively realize that at times inclement weather—particularly snowy and icy conditions—makes it difficult or sometimes impossible for employees to report for duty. It shall be the policy of the Texarkana Police Department to classify all of its employees as "essential personnel" who are expected to make every reasonable effort to report during their scheduled duty times. The Texarkana Police Department retains the option of providing transportation to all personnel.

B. In the event an employee is incapable of driving to work due to weather related conditions, it shall be the responsibility of every employee to contact the on-duty supervisor to request transportation. The on-duty supervisor may authorize Agency provided transportation for those employees who are classified as mission essential.

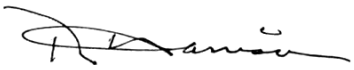
1. Should the on-duty supervisor be unable to provide Agency transportation, or should there be insufficient staffing available to provide transportation, on-duty supervisor may authorize the employee to utilize vacation hours in lieu of working, provided the employee has vacation time available.

2. If the affected employee does not have any available vacation time, the on-duty supervisor will classify the employee as on leave without pay for the hours not worked.

C. Employees of the Texarkana Police Department who call in sick on a day of inclement weather may be required to produce a physician's statement upon returning to work.

D. All employees who fail to notify the on-duty supervisor of their inability to report for duty due to inclement weather conditions will result in the employee being classified as unauthorized absence.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Employees' Expectation of Privacy		
NUMBER	1101.21	EFFECTIVE DATE	October 01, 2008
Scheduled Review Date	March 01, 2016	ISSUE DATE	October 01, 2008
Date Reviewed	February 20, 2014	REVISION DATE	March 18, 2011
APPROVED BY		(Reserved for Expansion)	*Formerly 1102.29*

I. Purpose and Scope

A. The purpose of this policy is to provide employees with the Texarkana Police Department specific guidelines that govern an employee's expectation of privacy as it relates to the utilization of Department equipment and facilities. This policy shall apply to all members of the Texarkana Police Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to development, implement and control a set of established guidelines that serve to govern issues surrounding expectations of employee privacy as they relate to Department facilities and Department equipment. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. **Telephones and Fax Machines**

1. With prior authorization from the command staff of the Department, all inbound and outbound telephone calls and/or faxes utilizing Department telephones, fax machines and communication lines may be monitored at any time without the knowledge of the caller or the person receiving the communication.

2. All communications of any description—including facsimiles—which are sent or received by the Department shall remain the exclusive property of the Texarkana Police Department. For more information regarding the use of telephones, refer to *General Order 1109.05---Telephone Use*.

B. **Computers**

1. With prior authorization from the command staff of the Department, information sent across the computer network may be audited without knowledge of the send or receiver.

2. All communications of any description sent or received by the Department shall remain the exclusive property of the Texarkana Police Department. For more information regarding the use of computer equipment, refer to *General Order 1109.01---Use of Computer Equipment*.

C. **Agency Owned Property**

1. Employees are responsible for the proper care of all Department property and/or equipment assigned to them. Employees shall maintain such property and/or equipment in a state of operational readiness as required by the Department.

2. All Agency owned property and/or equipment shall remain subject to inspection at all times by supervisory personnel. The Texarkana Police Department may have reasonable grounds to enter into Agency owned vehicles, personal desks, files or filing cabinets at any time to conduct inspections. Employees of the Department utilizing such equipment shall not have any expectation of privacy connected to their use of this property and equipment during such inspections.

D. **Lockers**

1. All lockers of any description maintained by the Department and located within any Agency facility shall remain the exclusive property of the Texarkana Police Department. Lockers are subject to inspection at all times by supervisory personnel.

2. Employees of the Texarkana Police Department are authorized to secure their assigned locker with a personally owned lock; however, employees can be required to allow supervisory access into the locker upon a supervisor's request. Employees will be notified prior to an inspection of their locker whenever practical. If an affected employee cannot be contacted and the circumstances necessitate immediate access, supervisors are authorized to remove the lock.

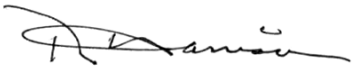
    a. Employees will not store any gear or equipment outside, on top or beneath any locker.

    b. Lockers will be kept closed and locked when not being utilized.

    c. The exterior portions of all lockers shall not contain personal notes, decorations, emblems or stickers. All such material is prohibited.

    d. Employees shall adhere to the locker assignment given to them and will remain responsible for the locker's upkeep and maintenance.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**Military Leave**		
NUMBER	**1101.22**	**EFFECTIVE DATE**	
Scheduled Review Date	**January 09, 2016**	**ISSUE DATE**	**December 09, 2014**
Date Reviewed		**REVISION DATE**	
APPROVED BY		**(Reserved for Expansion)**	

I. Purpose and Scope

A. Under the guidelines contained within the *Uniformed Services Employment and Reemployment Rights Act of 1994* (USSERRA), employees who are members of the Uniformed Services, to include members of the military Reserves and National Guard, are guaranteed certain civilian job protections. This General Order addresses the Texarkana Police Department's policy as it applies to the mandates contained within USERRA, and it is binding upon all members of the department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to support its employees who perform duty within the Uniformed Services. As specified within federal and state law, it shall remain the Department's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform services for any of the Uniformed Services. Specifically, no person will be denied employment, reemployment, reinstatement, promotion, or any other benefit on the basis of such membership.

B. All members of the Department shall recognize and adhere to the guidelines contained within this policy.

III. Definitions

A. Uniformed Services — This term includes the Armed Forces, the Army National Guard, and the Air National Guard, when engaged in active duty for training, inactive duty for training, or full- time National Guard duty; the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.

IV. Procedures

A. Advance Notification of Military Duty

1. Any employee seeking a military leave of absence must provide the Department with advance notice of their intent to take a military leave of absence unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.

a. While the guidelines contained within USERRA do not specify how far in advance notice must be given to an employer, the employee should provide notice as far in advance as reasonable under the circumstances. Unless prevented by reasons of military necessity or by reasons beyond the control of the affected employee, the affected employee should provide written notification of his or her impending military assignment to his or her supervisor in the following manner:

(1) Within ten (10) days prior to a weekend training session or as soon as the employee receives proper notification from his or her military unit. In the alternative, the employee may provide a comprehensive list of all weekend military training sessions scheduled during the federal fiscal year which will be attended by the employee.

(2) Within thirty (30) days prior to the two-week annual training period or as soon as the employee receives proper notification from his or her military unit.

(3) Within thirty (30) days prior to any other military training requirement or as soon as the employee receives proper notification from his or her military unit.

(4) If immediately ordered to active duty on a non-scheduled basis, or if the employee is mobilized for any reason, to include a declared state of emergency, the employee should make every attempt to provide his or her supervisor with proper notification as soon as practical.

(5) As specified within the guidelines presented within USERRA, exemptions from the minimum notice requirement will be granted when non-scheduled military duty is required (alert, mobilization, declaration of an emergency) or during times in which proper notice is prevented by military necessity. An officer of the uniformed service in which military duty will be performed may also provide notice on behalf of the employee.

2. Due to the critical nature of the employee's relationship with the Texarkana Police Department, as a formality, the affected employee should provide certain information to his supervisor and / or division commander. The following information should be provided at the time of hire, when an employee joins the armed forces, or when the employee changes reserve units. This information should be forwarded to the Personnel and Training Officer for inclusion within the employee's personnel file:

a. The name of the employee's reserve unit commander;

b. The location of the employee's reserve unit; and

c. A phone number where the commander of the military unit may be reached by the employee's supervisor and / or division commander.

3. The employee will be solely responsible to ensure a copy of his or her official military orders are provided to his or her supervisor as soon as practical. Copies of all official military orders and other correspondence should be forwarded to the Personnel and Training Officer for inclusion within the employee's personnel file.

B. Military Leave of Absence

1. Military leave will be authorized when employee is ordered to active duty for training, inactive duty for training, annual training or when ordered to active duty in times of emergency or under any other circumstance. Appropriate military authority must issue all orders that affect the employee's military assignment.

2. Employees who are members of the National Guard or any of the Armed Forces, or the reserve branches of the Armed Forces, will be granted paid leave at the rate of fifteen (15) days per calendar year for annual training requirements or other duties performed in an official duty status.

    a. In accordance with USERRA guidelines, employees who are affected by military training requirements or other duties performed in an official duty status service will be afforded an appropriate amount of additional leave necessary to travel safely to the uniformed service site and arrive fit to perform the service. The employee may elect to use regular vacation leave to satisfy the employee's need for additional leave. If the employee elects not to use vacation leave, the employee will be placed on leave without pay.

        (1) The appropriate amount of additional leave shall remain dependent upon an analysis of the circumstances of the employee's scheduled military commitment. These circumstances include the following:

            (a) the duration of military service commitment;

            (b) the amount of notice received;

            (c) the reporting location of the military service commitment;

            (d) the amount of additional rest time required to arrive fit to perform the service; and

            (e) The amount of time necessary to arrange personal affairs and report to duty.

    b. Employees who require additional leave in conjunction with military training requirements or other duties performed in an official duty status service must request this leave through his or her chain-of-command. All requests for additional leave must be appropriately justified utilizing the criteria contained in the above section.

3. The City Policy Manual Section 4.08 and Federal Law under Title 38 U.S.C., Chapter 43-(USERRA), and Arkansas (A.C.A. 21-4-102) LEAVE OF ABSENCE FOR CERTAIN TRAINING cover Military Leave. In times of national emergency, National Guard or Reserve Components are governed by **USERRA**. National Guard personnel, who are called to duty by the Arkansas Governor, are covered under Arkansas State Law.

    a. Military leave pursuant to this policy will be granted in addition to and completely separate from regular vacation time and sick leave. Following the completion of his or her military requirement, the employee will be eligible to apply for reemployment in the same position or a position similar to the one he or she occupied at the time of entry into military service. The right of reemployment will conform with all federal government regulations.

4. Employees who are drafted, called to active duty in the armed forces of the United States, or those who volunteer for military service will be placed on military leave without pay.

5. During any military leave of absence, the employee will be entitled to all seniority rights, promotional status, retirement privileges, life and health insurance benefits and any other rights, privileges and benefits to which he or she may be entitled.

    a. Should the employee choose to continue his or her health insurance benefits pursuant to the guidelines contained within USERRA, it will remain the employee's responsibility to contact City Hall and coordinate the continuation of care.

    b. Upon re-employment, it will remain the employee's responsibility to contact the LOPFI retirement system to properly coordinate all requirements as they apply to the employee's individual retirement account and the employee's periods of military leave.

7. Employees are reminded the Department reserves the right to adjust work schedules to accommodate military training in a manner that least affects the Department's ability to operate efficiently.

8. All employees who are placed on extended military leave in excess of sixty (60) days will be transferred to the Services Division pending their return employment with the Department. The transfer to the Services Division is administrative in nature and is aimed at consolidating information concerning the employee's absence. While not mandated within USERRA, employees who are away on extended military leave should, as a formality, remain in contact with the Services Lieutenant regarding pertinent information.

C. Reemployment Following Military Leave

1. To be eligible for reemployment with the Texarkana Police Department following the completion of his or her military leave, the employee must meet the following criteria:

   a. The employee must have served honorably in the Armed Forces;

   b. The employee must be mentally and physically fit for duty;

   c. The employee must return to duty with the City of Texarkana, Arkansas within the following time limits:

      (1) An employee, who as a member of a Reserve or National Guard unit is ordered to active duty by the President of the United States for an indefinite period of time, has ninety (90) days to request reinstatement with the City of Texarkana, Arkansas upon expiration of his or her active duty service.

      (2) An employee, who as a member of the Reserve or National Guard is involuntarily ordered to active duty for training for a period of thirty-one (31) to one hundred eighty (180) days, has thirty-one (31) days to request reinstatement with the City of Texarkana, Arkansas upon expiration of his or her active duty service.

      (3) An employee, who as a member of the Reserve or National Guard is ordered to active duty for fifteen (15) days summer encampment, weekend drills, disaster duty, or other similar duties, must return to his or her regular duties the next scheduled working day following his or her release.

      (4) Employees who have not completed their probationary period when they enter the military service will, upon their return, resume their probationary period at the point it was interrupted by military service.

   d. The employee's cumulative length of absence and of all previous absences from a position of employment with the City of Texarkana, Arkansas by reason of their military service generally cannot exceed five (5) years. As provided within the guidelines of USERRA, any employee who enlists or reenlists for military duty for more than the five (5) year limit forfeits his or her reemployment rights. The five (5) year cumulative total excludes the following military service:

      (1) Mandated National Guard and reserve training requirements as well as service performed on active duty during times of war or national emergency.

   e. Following a military deployment lasting longer than thirty (30) days, all members who request reemployment must provide the Texarkana Police Department the following documentation:

(1) A copy of a military discharge certificate or other evidence of release from active duty that documents the employee's separation or dismissal from the uniformed service does not disqualify him or her from reemployment; and

(2) Documentation that demonstrates the employee has not exceeded the five (5) year limit on the duration of service.

f. For the purposes associated with the requirements in *Paragraph e* above, acceptable forms of documentation include the following:

(1) DD (Department of Defense) Form 214 Certificate of Release or Discharge from Active Duty;

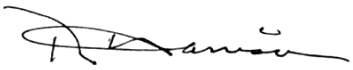
(2) Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service;

(3) Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority;

(4) Certificate of completion from military training school; and

(5) Discharge certificate showing character of service.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Allocation and Distribution of Personnel		
NUMBER	1101.23	EFFECTIVE DATE	October 01, 2008
Scheduled Review Date	March 01, 2016	ISSUE DATE	October 01, 2008
Date Reviewed	February 20, 2014	REVISION DATE	March 29, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to provide guidelines for the effective allocation of personnel within the Texarkana Police Department. This policy shall apply to all members of the Department.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to deploy its personnel in a manner that facilitates the Department's pursuit of its goals and objectives while providing for the efficient and effective delivery of professional police services. The deployment of personnel shall be consistent with the resources available and shall be adjusted as determined by workload assignment and other methods of determining appropriate allocation and distribution of personnel. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. All personnel positions within the Texarkana Police Department will be analyzed and filled utilizing data and information derived from budgetary authorizations as well as identified restrictions and constraints contained therein. Accurate accounting of positions should also facilitate recruitment, selection, training schedules and allow for decisions in filling vacant positions through transfers and promotions. To these ends, the Commander of the Services Division shall maintain an organizational staffing table that provides the following information:

1. The total number and type of each position—sworn and non-sworn—which are authorized in the annual budget of the City of Texarkana, Arkansas;

2. The number of sworn and non-sworn personnel by rank and job title within each organizational component; and

3. Position status information—whether filled or vacant—for each authorized position within the Texarkana Police Department.

B. To provide for the most efficient and effective use of personnel resources, the Texarkana Police Department will attempt to staff each organizational component in a manner consistent with that individual component's workload. Department personnel are allocated to organizational components based upon documented workload assessments, which are conducted through a combination of measurable work product and supervisory judgments.

C. Although not inclusive, the following factors serve to influence workload demands:

1. The number of tasks and their relative complexity;

2. The location of the tasks; and

3. The time required to complete the tasks.

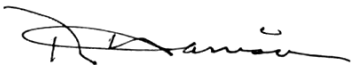
D. The Texarkana Police Department's service area is divided into beat areas which are monitored for the volume of calls for police services received within each respective beat area. Each beat area represents a percentage of the total calls for police services received by the Department. For reporting purposes, each beat is subdivided into reporting areas. A reporting area is recorded in conjunction with every call for police service received by the Department.

E. At least annually—or more often as deemed appropriate—the Uniform Patrol Division Commander will tabulate the calls for police services receiving by each respective reporting area. This tabulation and collection of data will enable the Department to reassess the demands for police services while considering the redefinition of patrol beat boundaries. The review should account for the number of incidents managed by personnel within a specific time period, the average time required to manage basic calls for police services as determined through the random selection of incidents and the current level of man-hours available.

F. The workload assessment should also account for all non-sworn positions within the Department. All positions within the Department common to other governmental agencies—which do not require the use of sworn personnel to perform the tasks—should be considered for staffing by non-sworn personnel. Such positions should be provided with a non-sworn classification (civilian positions) as authorized by the Chief of Police or a Division Commander.

G. Due to variations in workloads, the Chief of Police—or his/her designee—will reassess and revise the distribution of Department personnel as necessary. Time, location, demands for police service and other relevant factors shall be analyzed to determine if such a revision is necessary.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Legal Authority to Carry Firearms		
NUMBER	1101.24	EFFECTIVE DATE	February 28, 2009
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 28, 2009
Date Reviewed	February 20, 2014	REVISION DATE	April 13, 2011
APPROVED BY		(Reserved for Expansion)	*(Formerly 1101.07)*

I. Purpose and Scope

A. The purpose of this policy is to define the authority by which a sworn member of the Texarkana Arkansas Police Department is permitted to carry and use weapons in the performance of their duties.

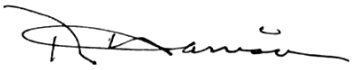
II. Policy

A. It is the policy of the Texarkana, Arkansas Police Department that all sworn officers shall be armed while on duty, provided compliance with all related departmental policies and procedures is followed. Officers shall also be armed while off duty, except where prohibited by federal law.

III. Authorization to Carry Weapons

A. Pursuant to authorization derived from *A.C.A. § 12-15-202*, all sworn members of the Texarkana Police Department are authorized to carry and use a weapon in the performance of their duties.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Firearms and Ammunition		
NUMBER	1102.01	EFFECTIVE DATE	January 15, 2009
Scheduled Review Date	March 25, 2016	ISSUE DATE	January 15, 2009
Date Reviewed	February 24, 2014	REVISION DATE	May 3, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy addresses the issues surrounding the Texarkana Police Department's deployment and utilization of firearms and ammunition. The policy specifies the types of firearms and ammunition authorized for deployment by members of the Agency and establishes guidelines surrounding the handling and training of approved weaponry.

II. Policy

A. It shall be the policy of the Texarkana Police Department to limit the deployment and use to only those firearms and ammunition approved for such use. All sworn personnel shall be instructed and trained on the use of the approved firearms and ammunition and shall demonstrate their proficiency and understanding of all policies, procedures and guidelines covering firearms, related equipment, the Department's use of force policy and the use of deadly force before any such approved weapon is assigned to the sworn member. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. Prior to the issue of all duty weapons, the weapons shall be inspected by the Agency's designated armorer(s). Any weapon deemed unsafe or inoperative shall be immediately removed from use until the weapon is repaired.

1. The only authorized on-duty firearms are those which are issued by the Department. Department issued firearms and all approved on-duty back-up weapons will be inspected and approved by the training sergeant under established Department criteria approved by the Chief of Police.

2. The Texarkana Police Department reserves the right to make changes to Department approved and authorized weapons and ammunition. These changes occur periodically as changes and variations in firearms, ballistic characteristics and ammunition technology evolves.

3. Officers remain responsible for notifying a supervisor in writing of all firearms malfunctions. The supervisor will coordinate with the Services Division to ensure the officer's weapon is replaced with another Department issued weapon.

B. The Personnel and Training Section will maintain a record of all weapons approved by the Department for official use. These records shall include the following:

1. The description of the weapon;

2. The officer to which the weapon belongs or is assigned; and

3. The firearms course of fire used to qualify the officer on the weapon as well as the officer's score.

C. **Authorized Weapons and Registration Requirements**

1. **Service Handguns**

a. Service handguns issued by the Texarkana Police Department shall be exclusively limited to the following models. Only Department issued magazines shall be utilized with these semi-automatic service weapons:

(1) Glock Model 22; and

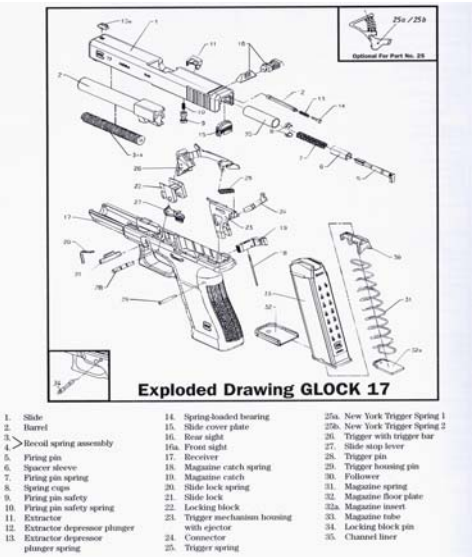
(2) Glock Model 27.

b. All such service handguns shall be equipped with night sights and configured with a five (5) pound trigger pull. The Department issues approved standard duty ammunition for all assigned weapons. This ammunition will change periodically as ballistic characteristics and technology changes.

c. Uniformed officers shall carry a Department issued .40 caliber Glock model 22 semi-automatic handgun during periods in which the officer is on-duty. Officers who are operating within a plain clothed assignment are authorized to carry either the Glock model 22 or the Glock model 27 during periods in which the plain clothed officer is on-duty.

d. Unless otherwise designated within this policy, all Department issued handguns shall be carried in an approved holster. Non-uniformed officer shall utilize holsters which have been approved by the Division Commander or those holsters that have been issued through the Department's Quartermaster.

e. **Component Parts of Department Issued Glock Handguns**



(1) Department issued Glock handguns require scheduled maintenance. Each handgun should be cleaned when it is first placed into service, after the weapon has been fired, on a monthly basis or as deemed necessary.

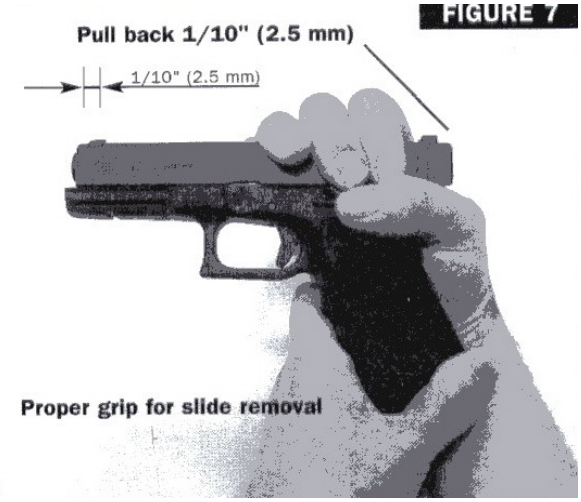
(2) Each Department issued Glock handgun should be annually examined by a Glock Armorer for a thorough cleaning of the weapon's slide and receiver. The Glock Armorer shall also inspect the weapon for worn parts.

f. **Field Stripping**

(1) When clearing the weapon, officers shall keep their fingers out of the weapon's trigger guard. Officers should point the weapon in a safe direction, depress the magazine release and remove the magazine. Officers should manipulate the slide forwards and backwards several times to ensure the weapon's chamber is empty. Officers should lock the slide back and visually and physically verify the weapon is unloaded.

(2) After the weapon has been cleared—and with the weapon pointed in a safe direction—the officer will pull the trigger leaving the trigger in a collapsed position. The weapon should be held in either hand so the officer's four fingers grasp the slide. With the four fingers, the slide should be pulled back a short distance while the officer pulls downward on the weapon's slide lock with the opposing thumb and index finger.

FIGURE 7



(3) To remove the barrel from the weapon, the officer must push the recoil spring tube slightly forward while lifting it upwards and removing it from the barrel. Finally, the barrel is removed from the slide assembly by grabbing the barrel's lug, raising the chamber end of the barrel and lifting the barrel from the slide assembly.

g. Cleaning and Lubricating

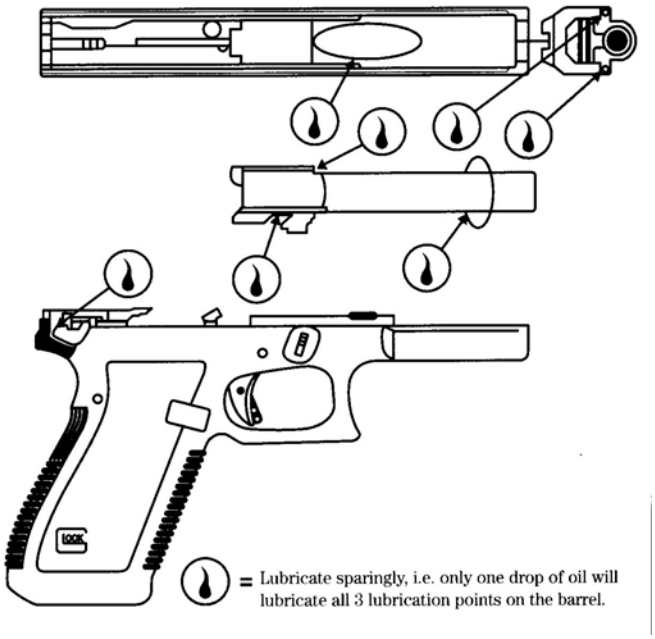
(1) To clean the weapon, officers should use the 40. caliber bore brush and cleaning rod supplied in the case of Glock pistol, nylon or bronze brush, patches, Q-tips, cleaning rag, gun cleaning solvent, and gun oil. Attach the bore brush to the cleaning rod. Apply cleaning solvent to the bore brush.

(2) Run the cleaning rod down the barrel several times. Remove the bore brush from the cleaning rod. Put a clean patch in the slit in the cleaning rod. Run the rod down the barrel. After each pass replace the patch with a clean one. Continue this step until the patch—after being run down the barrel—is still clean.

(3) Apply solvent to either a nylon or bronze brush, and use the brush to clean the throat and muzzle end of the barrel, chamber breech face, extractor on the slide, and the rails on the slide and receiver. Use a clean patch, Q-tip, or cleaning rag with solvent to wipe down the under-side of the slide and the inside of the receiver.

(4) Use a clean patch, Q-tip, or cleaning rag to wipe all solvent from all parts of the firearm leaving the firearm clean and dry. Wipe down magazines. **If any problems are noted with the magazine or debris is located inside the magazine inform your supervisor.** Look for any worn or broken parts to the firearm. **If any are noted inform your supervisor. Supervisors will inform one of the Glock Armorers, and the problem will be resolved.**

(5) To lubricate the weapon, officers must use a quality gun oil by applying one drop of oil to the barrel, barrel hood, barrel lug, the inside of the slide where it makes contact with the barrel hood, each rail on the slide, and connector where it makes contact with the trigger bar. The following diagram is an example of those areas on the weapon that require lubrication:



h. Reassembly

(1) Follow the steps of field stripping in reverse order to reassemble the firearm. Once reassembled work the slide several times to ensure the lubrication will be evenly distributed.

i. Function Tests

(1) After reassembling the firearm all function tests should be completed to ensure the proper functioning of the firearm.

- Slide Lock Test—Pull down on the slide lock. The slide lock should have no movement.

- Trigger Safety Check: Pull trigger to the rear without depressing the trigger safety. There should be no movement of the trigger.

- Recoil Spring Check: Pull the trigger putting it in the rear position. Point the firearm straight up. Pull the slide back one inch and release. The slide should go back into battery.

- Magazine Spring Check: With the slide forward insert an empty magazine. Pull the slide back fast, and as soon as it the slide is completely to the rear release the slide. The slide should lock open.

- Firing Pin Safety Check: Pull the trigger, and hold it depressed. Shake the firearm. You should hear the firing pin moving inside the slide.

- **If the firearm fails any of the function tests, the officer will inform his/her supervisor so a Glock Armorer can correct the problem.**

j. Line Inspection Procedure

(1) Supervisors will conduct both random and regularly scheduled inspections of weapons issued to personnel within their Division / Section / Shift. Shift Commanders / Section Supervisors shall schedule regular inspections no less than once every two weeks. Random inspections may be for the entire Shift / Section, or by selecting individual officers.

- At the direction of the inspecting supervisor, the officer will make the weapon safe by removing the magazine from the weapon while it is holstered and secured.

- The officer, following the above listed protocol, (including the use of the Action Target Bullet Trap), will remove the chambered round, and work the slide vigorously, locking the slide to the rear while performing a visual inspection to ensure that the chamber is empty.

- With the slide locked to the rear, the officer, by grasping the barrel of the weapon, will offer the grip, ejection port up, to the inspecting supervisor.

- The inspecting supervisor will visually inspect the weapon and magazines, checking for debris, dirt, obvious defects. The inspecting supervisor will perform the above listed Function Tests. If problems are noted, the inspecting supervisor will document the problems, and all issues that can be resolved by the officer will be resolved. If the problem requires the attention of a qualified Armorer, the inspecting supervisor will, if necessary, down the weapon and forward it to a qualified Armorer for repair. The inspecting supervisor will contact a Services Division Supervisor for temporary issuance of a replacement weapon.

- Following the inspection, following the above listed protocol, the officer will retrieve the weapon from the inspecting supervisor and make the weapon ready for duty.

- During the inspection, the inspecting supervisor will inspect the duty belt, holster, magazine holder, keepers, handcuffs, handcuff case, O.C. and holder / ASP and Holder, and any other equipment authorized by the agency that is maintained on the approved leather / nylon duty belt. Any problems / issues will be documented, and equipment will be replaced by the inspecting Supervisor after securing a replacement from the Services Division.

2. **Shotguns**

a. Department officers are either issued or have access to an Agency approved shotgun for use in the field. The standard issue shotgun of the Department shall be a Remington Model 870 12 gauge weapon designed to chamber 3 inch magnum rounds. When officers are on-duty, officers shall only carry a Department approved/issued shotgun.

b. Currently, there are several types of standard ammunition approved for deployment with the shotgun. The Department issues 12 gauge 00 buckshot and 12 gauge rifled slug rounds for general patrol use. Officers assigned to the Texarkana Metro SWAT Team are issued shotguns as well as a wide array of Department approved ammunition that remains dependent upon the threat the officer expects to encounter. This ammunition will change periodically as ballistic characteristics and technology changes. Only Department issued, factory loaded shotgun ammunition is authorized for deployment with a Department shotgun.

3. **Patrol Rifles**

a. The Texarkana Police Department currently issues a Colt M16 A1 and/or Bushmaster M4 A3 as an added weapons platform for use by officers. The Division Commanders will designate those officers—other than SWAT Team members—who will be assigned a patrol rifle within their Division. Only those officers who have received proper training will be issued a patrol rifle.

b. Officers who are assigned a patrol rifle shall be required to demonstrate their knowledge and proficiency with the weapon. All such officer will be required to annually qualify with this weapon on a CLEST certified patrol rifle course. Any officer who is assigned a patrol rifle capable of automatic or burst fire will be required to qualify with the patrol rifle on the Department's fully automatic course of fire.

c. **On-Duty Use of Patrol Rifles**

(1) Officers qualified to carry and assigned a patrol rifle will utilize the weapon as a standard issue piece of equipment and shall only deploy a patrol rifle when such a weapons platform becomes necessary. The officer's training and experience should always dictate those situations that necessitate the deployment of a patrol rifle.

(2) The patrol rifle shall not be utilized or deployed on routine calls for service. Instead, the patrol rifle offers the officers of the Department with a weapons platform that enables an appropriate deployment under the following circumstances:

(a) When confronted with stand-off situations that require additional firepower and improved ballistics. Some examples of stand-off situations include barricade suspects, robberies in progress, felony traffic stops where the suspect(s) are believed to be armed and dangerous and open field searches for armed / dangerous person(s);

(b) During periods in which the officer has reason to believe there exists a potential encounter with an adversary who is equally or better armed; or

(c) A life-threatening situation exists.

(3) When deploying a patrol rifle in the field, officers must remember some of the Agency's patrol rifles are configured with selective fire capabilities, including semi-automatic and fully automatic cycles of fire. Unless extenuating circumstances exist, all patrol rifles shall be deployed with the weapon's firing selector placed in the semi-automatic position prior to engaging a suspect. Officers must be sure of their intended target and their target's background (innocent bystanders). For more information surrounding discriminate weapon's firing, refer to *General Order 1102.03---Use of Force*.

d. **Care and Maintenance of Patrol Rifles**

(1) Each officer who is issued a patrol rifle shall be responsible for cleaning and maintaining the weapon in a ready state. Each officer shall inspect his/her assigned patrol rifle daily to ensure the weapon, magazines, ammunition, sling and case are in proper working order.

(2) Each officer shall inspect his/her rifle's bolt carrier prior to each shift to ensure adequate lubrication. Each officer shall field strip his/her assigned patrol rifle once monthly and perform routine cleaning, lubrication and function checks on the rifle after reassembly. Officers shall only utilize the Rem Oil with Teflon lubricant issued and authorized by the Agency for lubricating their issued patrol rifle.

(3) Other than sight adjustments and sling adjustments, no officer will modify their issued patrol rifle, magazines or ammunition without prior approval of the Uniform Patrol Division Commander. After approval from the Uniform Patrol Division Commander, all approved modifications—and those necessary repairs—will be conducted by a Department armorer. Each rifle will be inspected by an approved agency M16 / M4 armorer annually.

(4) Supervisors will conduct routine inspections of assigned patrol rifles to ensure compliance with this policy. During regular or special training sessions, instructors and/or approved armorers will inspect all components of the assigned patrol rifles and their accessories.

e. **Patrol Rifle Function Checks**

(1) The following guidelines shall be followed when conducting function checks of all patrol rifles:

(a) **Ensure that no magazine is in the magazine well;**

(b) **Ensure that there is no round in the chamber, visual and physical inspection;**

(c) **Point the weapon in a safe direction**;

(d) Place the selector lever on safe. If the selector switch will not go on safe, pull the charging handle to the rear and release. Place the selector lever on safe. Pull the trigger to the rear, the hammer should not fall;

(e) Place the firing selector lever on semi automatic. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear and release. Release the trigger, and pull it to the rear again. The hammer should fall.

(f) Place the firing selector lever on burst. Pull the charging handle to the rear and release. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear three times and release. Release the trigger and pull it to the rear again. The hammer should fall.

f. **Patrol Rifle Storage**

(1) Officers who are issued a patrol rifle shall store the rifle in a case provided by the Department. While not on duty, it will be the responsibility of the officer to secure the rifle in an appropriate manner while ensuring the magazines and ammunition remain stored separately from the patrol rifle.

(2) When not on duty—with the weapon stored at a location other than the Department's armory—the rifle will have the Agency issued gun lock appropriately installed on the rifle to prevent unauthorized use of the weapon. Officers shall ensure their issued rifle, magazine(s) and ammunition remain inaccessible to unauthorized person(s). Patrol rifles will not be stored or left unattended in a vehicle that is not in service.

(3) **Patrol Ready Mode**

(a) When on duty, the rifle shall be maintained and secured in Patrol ready mode. Patrol ready mode is defined as:

- No Live Round in the chamber;
- Bolt Closed;
- Dust Cover Closed;
- Fire selector switch placed in the SAFE position; and
- Issued PMag with 28 issued duty rounds inserted and locked in the magazine well.

(4) When reporting for duty, officers will inspect their issued patrol rifle, magazines and ammunition to ensure the equipment is in proper working order. The officers will ensure the magazine is removed from their rifle and the chamber is empty. The officer will both visually and physically check to ensure that no round is in the chamber before allowing the bolt to close. The safety selector switch will be placed in the SAFE position, and an issued magazine containing 28 issued duty rounds will be inserted into the weapon magazine.

(5) On duty, the patrol rifle will be stored in the patrol ready mode, secured in its issued case and placed in the unit's locked trunk.

(6) A round will not be chambered until the weapon is removed from the unit for deployment on a call. The rifle will be secured in the unit's retention device with the bolt closed, dust cover closed, 28 round magazine inserted in the magazine well with the fire selector switch placed in the SAFE position. At the conclusion of the tour of duty, the officer will remove the patrol rifle from the retention device or carrying case, and the weapon should be checked to ensure that the fire selector switch is on SAFE.

(a) The officer should then remove the magazine, open the bolt and visually and physically ensure there the chamber remains empty. After verifying the rifle's chamber is empty, the officer should allow the bolt to close.

(b) The safety selector switch will remain in the SAFE position. The dust cover should be closed, and the patrol rifle weapon should be placed in the issued rifle case. The patrol rifle will not be stored with a magazine inserted in the magazine well. Upon the officer's return to his/her residence, the patrol rifle will be configured with the gun lock until the beginning of the officer's next tour of duty.

(7) For those officers who are assigned a patrol rifle and are authorized to store the rifle within the Department's facility, the officer will follow the above described process for making the weapon safe following their tour of duty. The patrol rifle will be placed in its carry case with the patrol rifle's firing selector switch placed in the SAFE position, no round in the chamber, no magazine in the magazine well, bolt closed with the dust cover closed. The patrol rifle, rifle case, magazines and ammunition will be secured in the authorized Uniform Patrol Division Gun Locker.

(a) The Shift Commander or designee will open the Uniform Patrol Division Gun Locker gun locker at the beginning and end of each shift as needed. Unless directed to do so by a supervisor or armorer for inspection or repair purposes, no patrol rifle will be removed from the weapon case within the building. The weapon will be

checked for readiness pursuant to this policy immediately prior to placing the weapon into patrol ready mode.

IV. Ammunition

A. The Texarkana Police Department will provide all ammunition for training and on-duty use for all issued weapons. Only Department issued ammunition will be carried by officers and will not undergo any modification.

B. Unless written authorization is received from the appropriate Division Commander, all ammunition carried in all on-duty back-up weapons shall be approved by the Personnel and Training Section utilizing the same characteristics and specifications listed below:

1. Only Department issued, factory loaded ammunition will be used in all Department issued weapons.

2. Although not inclusive, the following is a list of all types of prohibited ammunition:

(a) All ammunition which has been reloaded or remanufactured;

(b) All ammunition which is explosive, poisonous or toxic;

(c) All ammunition classified as either tracer rounds or incendiary rounds;

(d) All ammunition classified as armor-piercing or Teflon-coated;

(e) Glaser rounds or any pre-fragmented ammunition; and

(f) Any ammunition which has been deemed unsuitable for duty use by the Personnel and Training Section.

C. The duty round for all Department issued patrol rifles shall be a 5.56 NATO round approved for Departmental use.

V. Off-Duty / Back-Up Weapons Guidelines

A. Officers are permitted to carry a back-up weapon while on-duty. All such approved weapons shall be no smaller than .38 caliber (9mm) or larger than .45 caliber.

B. Should an officer desire to carry a back-up duty weapon, he/she shall forward a written request to the Chief of Police through his/her Division Commander. Such a request shall contain the brand of weapon, the weapon's caliber, the weapon's serial number as well as the type and brand of ammunition the officer intends to deploy. Once approved by the Chief of Police, this information will be forwarded to the Personnel and Training Section and placed within the officer's training file.

1. Once approved, officers shall not make any modifications to off-duty weapons. Any repairs will require the weapon to be re-submitted for a secondary approval using the above identified process.

C. Officers must demonstrate satisfactory knowledge of the weapon's mechanical operation as well as adequate safe handling skills of the personally owned weapon. Officers must also demonstrate a satisfactory proficiency in target identification and acquisition when deploying the weapon.

D. Officers must qualify with their chosen back-up weapon once annually in accordance with the CLEST qualification and training guidelines established within this policy.

E. Officers of the Agency are required to carry a weapon while they are off-duty. It is the duty of every officer of this Department—both day and night—to preserve public peace and to protect life and

property within the jurisdiction of Texarkana, Arkansas. It is recommended officers carry their Glock Model 27 duty weapon during such periods; however, officers may carry any other handgun of their choice.

F. Pursuant to *A.C.A. §12-15-203*, any certified law enforcement officer may carry a concealed handgun as long as the officer meets the following established guidelines:

1. Presently employed with a public law enforcement department, office or agency;

2. Authorized by the public law enforcement department, office or agency to carry a firearm during the course and within the scope of his/her duties;

3. Not subject to any disciplinary action by the public law enforcement department, office or agency;

4. Carrying a badge and appropriate written identification issued by the law enforcement department, office or agency that identified him/her as a certified law enforcement officer; and

5. Not otherwise prohibited under federal law.

G. In accordance with these established requirements, officers of the Texarkana Police Department shall carry their issued belt badge and official credential case during periods in which they are armed off-duty.

H. Any display or use of an off-duty weapon shall be governed by the same rules, regulations, provisions, guidelines and policies affecting those officers in an on-duty capacity. Whenever practical, officers not in uniform shall display their badges contemporaneously with the drawing of their weapon.

I. Off-duty weapons carried while not in uniform must be concealed.

J. **Carry Department Weapons While Operating in an Undercover Capacity:**

1. An officer assigned in an undercover capacity is authorized to temporarily carry a Department approved secondary weapon as a primary weapon in those instances when the maximum concealment of the weapon is a significant importance.

(a) Any such deviation that finds the carrying of a secondary weapon in lieu of a duty weapon must receive authorization from the undercover officer's supervisor. The affected officer must have first qualified with the secondary weapon, and a record of that weapon must be on-file with the Personnel and Training Section in accordance with Section V, paragraph B of this policy.

(b) Such deviations are granted on a case-by-case basis. Under normal circumstances, the officer will be required to carry his/her issued duty weapon as the primary service weapon.

VI. Firearms Training

A. Proficiency in the use of firearms by members of the Texarkana Police Department is essential. Excellence in marksmanship is an area all officers should strive to improve in order to enhance their ability to protect and serve the public. All sworn officers of the Texarkana Police Department will qualify a minimum of once annually during periods a period of daylight using the Agency's issued Glock models 22 and 27.

1. The minimum firearms proficiency score for commissioned personnel—as determined by the Arkansas Commission on Law Enforcement Standards and Training (CLEST)—is eighty percent (80%). Officers who are assigned to specialized positions within the Texarkana Metro SWAT

Team are required to score a minimum of ninety percent (90%) on all weapons assigned to the individual officer.

3. All firearms training and qualification courses—as well as the respective scores of all Department officers—shall be maintained within the officer's Training File.

   (a) Unless otherwise specified within this policy, firearms proficiency training for the Texarkana Police Department will be conducted as specified by the Personnel and Training Section.

3. Only those officers demonstrating proficiency with an approved weapon at a frequency determined by the Chief of Police shall be authorized to use such weapons.

4. **Expert Marksmanship Award**

   (a) This recognition award will be noted within the training file belonging to those officers who distinguish themselves as an outstanding marksman after obtaining a firearms proficiency score of ninety percent (90%) during their scheduled firearms and proficiency qualification. The qualification course must be a CLEST recognized firearms course of fire.

5. **Distinguished Expert Marksmanship Award**

   (a) This recognition award will be noted within the training file belonging to those officers who distinguish themselves as an outstanding marksman after obtaining a firearms proficiency score of ninety eight percent (98%) during their scheduled firearms and proficiency qualification. The qualification course must be a CLEST recognized firearms course of fire.

6. Prior to receiving authorization to carry any Department issued weapon, newly appointed officers will receive copies of the Department's use of force policy and receive training related to this policy and associated guidelines through the Personnel and Training Section.

   (a) While attending the Basic Police Academy, recruit officer shall only be permitted to carry a Department issued weapon during firearms orientation training and during other applicable training sessions at the Academy.

7. Should the Department add new weapons to its inventory, officers must first receive training in their use before any such authorization to carry the weapon is granted.

8. All sworn officers of the Texarkana Police Department will also participate a minimum of once annually within a reduced lighting familiarization course.

   (a) Officers participating in the night-fire familiarization course will utilize their primary duty weapon consisting of either the issued Glock model 22 or model 27.

   (b) The Agency reserves the right to require sworn officers to participate in additional firearms training as deemed necessary by the needs of the Department. Any such training will be coordinated through the Personnel and Training Section.

9. All sworn members of the Texarkana Police Department—as directed by their Division Commander—shall qualify once annually utilizing the Department approved/issued Remington 870 shotgun. The course of fire for such qualification courses shall be determined by the Personnel and Training Section.

10. All firearms qualification training periods shall be supervised in their entirety by a Department certified Firearms Instructor.

B. **Failure to Qualify and Demonstrate Proficiency**

1. Qualification and continued proficiency of issued service weapons is a major condition of continued employment as a police officer with the Texarkana Police Department. Failure to qualify and demonstrate adequate proficiency may result in discipline up to and including termination of employment. The failure to qualify with any other Department approved weapon shall prohibit that officer from continued authorization to carry that particular weapon.

2. An officer who fails to qualify with any Department approved weapon after three (3) consecutive attempts shall undergo immediate remedial training by a Department Firearms Instructor.

   (a) The Firearms Instructor providing the remedial training shall notify the officer's Division Commander and the Chief of Police in the event the officer undertaking remedial training remains unable to qualify at the conclusion of the remedial training session.

   (b) Upon such a notification, the Division Commander shall immediately suspend the unqualified officer from duty with pay and confiscate the officer's identification and Department issued weapon(s).

   (c) The affected officer will be directed to report to the Personnel and Training Section the following duty day for additional remedial training. The officer shall remain on the suspension until such time the officer qualifies or the Firearms Instructor renders additional remedial training futile.

   (d) If the Firearms Instructor determines—in his/her opinion—the affected officer has not responded satisfactorily to the remedial training and thereby remains unqualified, the instructor will notify the officer's Division Commander who shall in turn notify the Chief of Police in writing with all applicable information.

3. Officers returning to duty after an absence exceeding six (6) months shall report to the Personnel and Training Section for remedial training and requalification prior to receiving authorization to return to full-duty status.

VII. Weapons Repair and Maintenance Guidelines

A. The Texarkana Police Department strictly prohibits any modifications to issued weapons without the approval of the Chief of Police through the member's respective Division Commander. Minor modifications—such as polishing, porting or replacing parts—is allowed if these particular modifications are completed by Department armorer who is qualified to work on the specific type of weapon that will undergo modification.

B. Only Department certified police armorers who are authorized by the Chief of Police will repair, modify or work on Department owned weapons.

C. Officers are responsible to maintain their issued and personally owned weapons in a clean and serviceable condition.

D. All Department issued weapons will be inspected as directed by the Services Division Commander.

E. After obtaining prior authorization from the Personnel and Training Section, officers may install—at their own expense—approved after market grips, laser sights and/or tactical flashlights on the personally owned weapon authorized for on-duty deployment.

VIII. Weapons Handling and Storage Guidelines

A. One of the primary responsibilities of every officer continues to be the safe, proper handling and storage of firearms—both on and off-duty. Weapon should be secured when not in the officer's immediate care, custody and control.

1. In an effort to assist officers with the security of their issued weapons when off-duty, all officers are provided with a locking cable at the time of the weapon's issue intended to be used during those periods in which the weapon is stored. In addition to the locking cable, each weapon was issued with a hardened plastic case that can be configured with a padlock for added safety.

2. **Officers should make every attempt to ensure their issued weapons are secure at all times. The Department strongly encourages officers to utilize this safety locking cable—or some other means of secure storage when off-duty—particularly if there are small children within the officer's family who could gain access to the duty weapon.**

B. Shotguns assigned to specific units shall be secured in either the vehicle shotgun rack installed within the unit or secured in the unit's trunk. Department owned weapons not issued shall remain stored in the Agency's armory or within the patrol shotgun locker. Weapons issued to patrol units will be secured in the armory—or the patrol shotgun locker—whenever a unit is rendered inoperable and requires service or repair. Weapons issued to the Texarkana Metro SWAT Team shall remain secured in the SWAT section of the Agency's armory.

C. When loading or unloading a weapon inside the building, officers will utilize one of the bullet traps intended for this purpose.

D. Officers are reminded that all weapons other than issued handguns and Department approved back-up weapons carried on the officer's person will be unloaded prior to entering the Bi-State Justice Center. This includes all long guns and specialized weapons assigned to SWAT Team members.

1. Shotguns will be carried inside the building with the breech open. There are exceptions to this guideline. Officers transporting prisoners to the basement of the building may leave their assigned shotgun locked within the vehicle. This order does not apply to officers responding to calls for police service within the building when the circumstances of the situation call for the use of a long gun or other specialized weapon.

E. When deployed in the field, shotguns shall be stored in accordance with paragraph B above with the breech closed, chamber empty, magazine full and the safety mechanism engaged. Shotguns stored in this fashion are commonly referred to as "*patrol ready*".

1. Under no circumstances shall a shotgun be placed in the shotgun rack on within the trunk of any unit with a round in the chamber or with the safety mechanism disengaged.

F. Officers shall at all times adhere to the standard firearms safety instruction provided by the Department training they have received and defined within this policy. Firearms at all times shall be maintained and deployed in a manner that precludes accidental discharges.

1. During periods of Department firearms training and qualification, Firearms Instructors will instruct officers in the correct methods of carrying, clearing and unloading weapons. Officers are required to exercise due care and safety while carrying and unloading all Department issued weapons and reminded to keep their finger off of the trigger unless the officer intends to shoot.

G. All firearms—whether Department issued or personally owned and carried as a secondary or off-duty weapon—shall be maintained in a clean, functional and safe working condition at all times.

IX. SWAT Weapons and Ammunition

A. Specialized weapons—other than assigned duty weapons—shall only be authorized for deployment to those officers who are qualified with the respective weapon and whose assignments require for the deployment of such weapons.

1. Specialized weapons include rifles, carbines, fully-automatic weapons, rifles or shotguns configured with a sawed-off or shortened barrel, silencer, suppressors and those weapons configured with laser sights.

B. The Commander of the Texarkana Metro SWAT Team shall determine the need for specialized weapons. The Commander will also be responsible to ensure the Personnel and Training Section is supplied with an accurate list and description of all specialized weapons utilized by the SWAT Team. The following is a list of weapons authorized for deployment:

1. Glock Model 22, .40 caliber;

2. Benelli M-1, 12 gauge shotgun;

3. Winchester Sportsman 12, 12 gauge shotgun;

4. Remington Model 870, 12 gauge shotgun;

5. H & K MP5, 9mm submachine gun;

6. H & K MP5, 9mm submachine gun with suppressor;

7. H & K KA 33, 5.56mm NATO assault rifle;

8. Colt M-4, 5.56mm NATO assault rifle;

9. Colt M-16, 5.56mm NATO assault rifle;

10. Arnold Arms Police Sniper rifle, .308 caliber;

11. Remington Model 40 Police Sniper rifle; 7.62mm NATO caliber; and

12. Remington Model 700 Police Sniper rifle, 5.62mm NATO caliber.

C. **Weapons not Specified**

1. Due to the fluid nature of SWAT operations, it remains impossible to predict the needs of Texarkana Metro SWAT Team members with regard to weapon selection. On occasion, a weapon system not specifically outlined and defined within the Texarkana Metro SWAT Operational Policy may be deployed.

2. All such weapons must receive approval by a member of the Texarkana Metro SWAT Team Command Staff before any such deployment of the weapon becomes authorized. At all times, such weapons must only be deployed by those SWAT officers having a familiarization with the operation of the weapon.

3. Whenever the deployment of a non-specified weapon occurs, a member of the Texarkana Metro SWAT Team Command Staff shall generate written documentation that specifies the weapon system deployed as well as the circumstances that necessitated the departure from the standard weapons authorized for deployment. This documentation should be generated as soon as practical following the conclusion of the SWAT operation.

D. **Specifications for Ammunition Authorized for Deployment by SWAT**

1. The Texarkana Metro SWAT Team Commander will authorize the types of ammunition utilized within all SWAT issued weapons. All such ammunition and authorization shall be consistent and dependent upon the specific use of each weapon.

2. Due to manufacturing improvements, technical upgrades and advances in ballistic technology, the Commander is authorized to make changes in ammunition as deemed appropriate.

3. Although not inclusive, the following is a list of available *Less than Lethal* options:

   (a) 37mm gas launchers;

   (b) Handheld OC foggers;

   (c) Hand deployed CS canisters;

   (d) Non-flammable OC / CS expulsion canisters;

   (e) OC hose delivery;

   (f) Pepper ball launcher;

   (g) 37mm impact munitions;

   (h) Hand deployed 37mm smoke canisters; and

   (i) Noise flash diversionary devices.

X. Retired Law Enforcement Officers

A. Retired Texarkana Arkansas Police Officers are granted the authority to carry firearms through the following established state statues and federal law:

1. Within the State of Arkansas—*A.C.A §12-15-202(b)* establishes the following guidelines:

   (a) Retired from service from a public law enforcement department, office or agency for reasons other than mental disability;

   (b) Immediately before retirement was a certified law enforcement officer authorized by a public law enforcement department, office or agency to carry a firearm in the course and scope of his/her duties;

   (c) Has nonforfeitable rights to benefits under a retirement plan of a public law enforcement department, office or agency;

   (d) Is carrying appropriate written documentation issued by a public law enforcement department, office or agency identifying him/her as a retired and former certified law enforcement officer;

   (e) Is not otherwise prohibited under federal law; and

   (f) Has fingerprint impressions on-file with the Department of Arkansas State Police together with written authorization for state and national level criminal history screening.

2. States other than Arkansas — U.S. Federal Law H.R. 218 allows qualified law enforcement officers an exemption from state laws that prohibit the carrying of concealed firearms. This

federal law also includes retired law enforcement officers and defines qualified retired law enforcement officers as:

(a) Retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;

(b) Before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of—or the incarceration of any person for any violation of law—and had statutory powers of arrest;

(c) Before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or

(1) Retired from service with such agency after completing any applicable probationary period of such service due to a service connected disability as determined by such agency.

(d) Has nonforfeitable right to benefits under the retirement plan of the agency;

(e) During the most recent 12-month period has met—at the expense of the individual—the State's standards for training and qualification for active law enforcement officer to carry firearms; and

(f) Is not prohibited by Federal law from receiving a firearm.

3. In accordance with H.R 218 and CLEST regulations 1025 and 1026, The Texarkana Police Department has established the following guidelines for those retired officers electing to carry a concealed firearm:

(a) Any retired Texarkana Arkansas Police Officer who elects to carry a concealed firearm must annually—at his/her own expense—complete a Department approved firearms qualification course using their chosen weapon under the supervision of a Department Firearms Instructor.

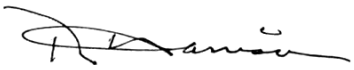
(b) In order to be deemed qualified, retired officers must meet the criteria established in Section VI, paragraph A (1) contained within this policy.

(c) The retired officer will be limited to one (1) Department approved handgun, and on the date of their scheduled qualification, the retired officer must present the firearm and ammunition he/she intends to carry to a Firearms Instructor who will inspect and approve the retired officer's selection.

(d) The retired officer must possess a Department issued identification card which identifies them as a retired officer.

(e) After successfully qualifying on the course of fire, the Personnel and Training Section will report the score to CLEST who will issue an identification card authorizing the retired officer to carry the approved weapon.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Property and Evidence Control		
NUMBER	1102.02	EFFECTIVE DATE	June 12, 2008
Scheduled Review Date	March 25, 2016	ISSUE DATE	June 12, 2008
Date Reviewed	February 24, 2014	REVISION DATE	March 29, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to specify the measures for the receipt, handling, security and disposition of property and evidence while in the custody of the Texarkana Police Department. The property and evidence control function shall provide for the security and control of seized, recovered and evidentiary property as well as abandoned, lost or found property in the custody of the Texarkana Police Department.

II. Policy

A. The Texarkana Police Department will ensure that all property in its possession is properly received and promptly recorded, securely stored, readily retrievable and—as soon as possible—disposed of in accordance with applicable laws.

B. All employees of the Texarkana Police Department shall place all property under the control of the Property and Evidence Control Function, in an approved and prescribed manner, prior to the end of their shift.

C. All employees shall make an effort to identify and notify the owner or custodian of the property and document such efforts in his or her report.

D. The personal use of any property in the custody of the Texarkana Police Department is prohibited.

E. Any items placed into the Texarkana Police Department Evidence Room shall be stored in a manner so as to prevent damage or deterioration.

F. All property or evidence submitted in a manner not compliant with this policy will not be accepted into the Evidence Room and will be returned to the officer and his/her supervisor notified.

III. Definitions

A. The following terms and their corresponding definitions shall apply for purposes of this policy:

1. **Evidence**—Property that is evidence in an investigation for which an arrest or a crime report has been made.

a. For purposes of this policy, once any item—whether the item is evidence, found property, an item secured for safekeeping item or any other item—is submitted to the Evidence Locker, it shall be referred to as "evidence".

2. **Found Property**—Found property is that property which has been found by an officer or a private citizen and is of no apparent evidentiary value.

3. **Safekeeping**—Personal property of an individual that may be taken to minimize the threat of serious physical injury or death to that individual or others. Other items of value may be submitted as "safekeeping" if at the time the submitting employee comes into contact with it there is no other responsible party available to take custody of the property.

4. **Sensitive Items**—Property that because of its value or nature is more appropriately stored separately. Sensitive items may include but are not limited to drugs, firearms, jewelry, and cash.

5. **Chain of Evidence**—The continuity of the custody of physical evidence, from the time of original collection to final disposal, which may be introduced into a judicial proceeding.

6. **Collecting Member**—Any member of the Texarkana Police Department who initially receives the evidence and initiates the chain of custody.

7. **Property and Evidence Custodian**—Member or members of the Texarkana Police Department, appointed by the Chief of Police, accountable for the control and maintenance of all property and evidence accepted by or stored in the Texarkana Police Department's Evidence Room.

8. **Evidence Room**—Facilities designated by the Chief of Police and used by members of the Texarkana Police Department to store evidence or property.

9. **Contraband**—An article possessed under circumstances prohibited by law; any weapon or instrumentality used in the commission or attempted commission of a felony; or any other article designated as contraband by law.

IV. Procedure

A. Texarkana Police Department Property and Evidence Room hours of operation

1. The Texarkana Police Department Property and Evidence Room will be staffed by the Property and Evidence Technician Monday through Friday and operate during the hours of 08:00 a.m. to 5:00 p.m.

B. All items submitted for storage in the Texarkana Police Department Property and Evidence Room shall be accompanied with a completed offense or arrest report, a completed property record and a CCN number issued by the Texarkana Police Department.

1. All evidence collected will be assigned an evidence number. The number will consist of the collecting officer's first and last initial followed by the corresponding numeric number beginning with the number one (1) and chronologically proceeding to additional numbers that correspond to the number of items collected. All evidence collected by the Crime Scene Unit will be marked CS followed by the corresponding numeric number.

2. Employees shall report the circumstances of all property seizures fully in the narrative section of their offense or arrest report in the appropriate ADSI reporting module affiliated with the Texarkana Police Department's Records Management System. The submitting officer does not have to enter the items taken for storage or as evidence on the property page of the ADSI generated offense report; instead, the property custodian will enter the item on the property page a it is logged into the Texarkana Police Department Property and Evidence Room.

3. Officers who are submitting items that are considered *found or abandoned property* will obtain a CCN and complete a property report only, as an Offense Report is not required in cases that are isolated to the *found or abandoned property*.

C. All articles of property requiring submission to the Texarkana Police Department Property and Evidence Room shall be placed under the control of the property and evidence control function prior to the end of the shift by the employee collecting and submitting the property.

D. A Texarkana Police Department Property Record shall be completed by the employee that collected the property, listing each article of property. The white copy of the property report will always stay with the property. The yellow copy of the property report will be removed and placed into locker thirty (#30)—a fact that will be documented in the narrative portion of the officer's offense, supplemental or arrest report.

1. The Property and Evidence Technician shall retrieve the yellow copy of the property report from locker thirty (#30) and ensure a white copy of the property record is filed in the Texarkana Police Department Property and Evidence Room. The yellow copy will be forwarded to the Criminal Investigation Division, and the pink copy of the Property Record will be turned in to the Communications and Records Center (CRC) before the end of the shift. Personnel may use an electronic version of the Property Record, but a copy of the electronic form must be routed as indicated above.

2. In addition to placing the locker number into the narrative of the officer's report, officers submitting property/evidence shall ensure the correct locker number that houses the submitted item(s) is placed on both the white and pink copy of the property record.

E. All property and evidence submitted shall be secured in a locker of appropriate size, if possible.

1. Large items such as lawn mowers, go-carts, weed eaters and bicycles that are collected after normal hours will be stored in the temporary storage room in the basement of the Bi-State Justice Center whenever the item is determined too large to fit into a regular evidence locker. This storage room is located along the eastern wall in the basement behind the second (2^{nd}) doorway from the basement entry door. A key to this room will be available from either the Property and Evidence Custodian during normal business hours or a patrol supervisor after hours.

2. The collecting officer shall complete a Property Record describing the property and its location and attach the white copy of the form to the item. The yellow copy of the form shall be placed in locker thirty (#30). When deemed appropriate, it shall be the responsibility of the collecting officer to post signs around the property identifying it as evidence and indicating the need for evidence preservation for fingerprinting purposes.

F. Whenever possible, all evidence shall be packaged in the smallest appropriate containers (boxes, paper sacks, or envelopes).

1. If the evidence is placed in a box, then the box should be sealed with evidence or packing tape and initialed by the collecting member with half of their initials on the tape and half extending upon the box.

2. If the evidence is submitted in a paper sack, then the sack should be sealed with evidence tape and initialed by collecting member with half of their initials on the tape and half extending upon the paper sack.

3. If the evidence is submitted in an envelope, then the envelope should be sealed and initialed. If no adhesive is present, then the flap of the envelope should be taped down and initialed by the

collecting officer. In either case, half of the collecting member's initials should be written on the tape and half extending upon the envelope.

4. *Staples will never to be used to seal a package*, as they do not provide a solid seal and can create biohazard issues when the property custodian is cut while removing them.

G. If at the time of submission the collecting officer determines the evidence will require submission to a laboratory for additional analysis, then this particular evidence should be separated from any other evidence and packaged separately from all other evidence to facilitate the Property and Evidence Technician's ability to barcode the evidence separately. The collecting officer must complete the Arkansas Crime Laboratory Submission Form. An example of this form can be located in Section V of this policy.

H. **Special Considerations**

1. **Biohazards**

a. Any property soiled or impregnated with blood or any other possible bodily fluid including but not limited to urine samples, syringes and blood vials will be submitted to the Texarkana Police Department Property and Evidence Room within sealed paper bags or sealed cardboard boxes in a manner consistent with accepted evidence handling procedures. The words "**CAUTION BIOHAZARD**" should be clearly written on the outside of the package by the collecting officer.

2. **Syringes**

a. The collecting officer shall place hypodermic syringes that pose a threat of causing accidental punctures to other personnel in a biohazard syringe container. These containers are available in the Patrol Squad Room. The submitting officer must document on the item's potential for danger on Property Record—as well as on the packaging that contains the item—the words "**Danger Sharp Object**". The submitting officer must also attach a "Biohazard" sticker to the package's exterior.

3. **Blood Vials**

a. Vials of blood shall be placed in a biohazard syringe container prior to being sealed in a plastic evidence bag and placed in the refrigerator. These containers are available in the evidence processing area. The refrigerator shall be kept locked by padlock at all times. The key to the padlock will be available from the patrol supervisor. The yellow copy of the Property Record will be placed in locker thirty (# 30).

b. Blood samples collected in response to a DWI/DUI investigation must be accompanied by either an Arkansas State Crime Laboratory Submission Form or the Blood Alcohol Report Form originating from the Arkansas Department of Health. For more information regarding the completion of these forms, refer to *General Order 1107.01---DWI/DUI Enforcement.*

4. **Urine Samples**

a. Urine sample containers shall be sealed with a biohazard label and then sealed in a plastic evidence bag prior to being placed in the refrigerator. In addition to the Property Record form, an Arkansas State Crime Laboratory submission form shall be completed. Since no chain-of-custody form is incorporated within this form, officers must document the chain-of-custody information within the narrative of their report and by completing a Property Record. For more information regarding the completion of the submission form in response to urine specimens, refer to *General Order 1107.01---DWI/DUI Enforcement.*

b. The white copy of the Property Record shall remain with the property, and the yellow copy shall be placed within locker thirty (#30). The refrigerator shall be kept locked by padlock at all times, and the key to the padlock will be available from the Patrol Supervisor.

5. **Sexual Assault Ki**ts

a. When a sexual assault kit is collected as evidence, the kit shall receive a bar code separately from any other evidence collected. When a sexual assault kit is collected, it shall be placed in a regular evidence locker since they are no longer required to be refrigerated.

6. **Fingerprints**

a. Any property the collecting officer desires to have examined for the presence of fingerprints shall be placed in a paper sack and marked "**TO BE PRINTED**".

I. No member of the Texarkana Police Department will submit for storage within the Texarkana Police Department Property and Evidence Room any item being stored with the intent to punish or inconvenience any individual whenever the storage such item is clearly unnecessary.

J. The Texarkana Police Department Property and Evidence Room ***will not*** accept for storage any of the following items:

1. Explosives or detonators will not be stored. When an explosive device is found, a supervisor will be contacted who will determine if a response by trained bomb squad members is necessary. For more information, refer to *General Order 1102.24---Bomb Emergencies*;

2. Unless they are evidence in a criminal case that resulted in an arrest, fireworks will not be accepted;

3. Corrosives of any type;

4. Bottled gases;

5. Gasoline or similar flammable substances;

6. Any hazardous material or substance that would pose a health risk to personnel storing or handling the evidence. **ITEMS OF THIS NATURE WILL NOT BE BROUGHT ONTO TEXARKANA POLICE DEPARTMENT PROPERTY**;

7. Power equipment that contains gasoline. Items within this category may temporarily be stored in the temporary storage area in the basement. This area is located along the eastern wall in the basement behind the second (2^{nd}) doorway from the basement entry door;

8. Lost or stolen items in such a state of disrepair or damage that would cause a reasonable person to determine the item(s) has been abandoned thereby having no evidentiary value;

9. Animals possessed by persons at the time of arrest will not be accepted into the Texarkana Police Department Evidence Room. The animal should be released to a responsible person at the scene. If this is not possible, then an animal services officer should be contacted. The arresting officer will advise the animal services officer that the animal should not be destroyed while its owner is in custody, and the owner should be notified of the animal's location;

10. Perishable items;

11. Motor vehicles—which are defined as any piece of property containing a motor and capable of transporting a person from one location to another—will not be stored. Motor vehicles are to be

stored by an approved wrecker company in accordance with the Texarkana Police Department's rules and regulations regarding wrecker services.

a. Motor vehicles will not be submitted as evidence to the Texarkana Police Department Evidence Room, but the yellow copy of the completed Property Record shall be submitted to the Property Technician and placed in evidence locker thirty (#30) whenever a motor vehicle is seized as evidence;

12. Items not packaged according to Department policy; and

13. Unless the evidence is part of an investigation being conducted by the Texarkana Police Department, evidence originating from any other law enforcement agency will not be accepted for storage or safekeeping.

K. Special Procedures for Certain Items

1. Currency

a. All currency shall be counted by two persons prior to sealing and submitting the currency to the Texarkana Police Property and Evidence Room.

b. The currency may be inserted into an envelope; however, if this practice is used, the envelope shall be sealed with evidence tape and the tape must be signed by **both** members who counted the money. One-half of each officer's signature must be on the tape with the other half extending upon the package/envelope. The names of *both* members should also be included on the Property Record Form.

c. All monies will be treated by the Property and Evidence Custodian as "sensitive" and will be stored in the safe within the Texarkana Police Department Property and Evidence Room. As such, all monies shall be bar coded separately from all other evidence submitted.

d. Any monies submitted as evidence that corresponds to an unknown owner or whose owner cannot otherwise be identified—or those monies submitted as evidence that later find the owner failing to claim the monies—shall be promptly deposited with the City of Texarkana, Arkansas' Finance Department.

2. Firearms and Weapons

a. All firearms MUST be unloaded prior to placing them into the Texarkana Police Property and Evidence Room. Members shall insert or attach a cable tie—which can be located in the evidence packaging area—in a manner that clearly demonstrates to others the weapon is not loaded. The zip tie should be positioned through the barrel or magazine through the magazine well on semi-automatics, or in the case of revolvers, with the cylinder open and a zip tie through the one of the barrel's cylinders.

b. In the unlikely event a loaded firearm—or a firearm believed to be loaded with live ammunition—must be placed into evidence, the collecting officer shall clearly and prominently mark the package with the following words: "**LOADED FIREARM**".

(1) The authorization of a supervisor is required prior to a loaded firearm being placed into evidence. An e-mail shall also be sent to the Property and Evidence Technician that alerts him/her that a possible loaded weapon has been placed in a locker.

c. Ammunition may be submitted with the firearm but it must be sealed in a separate envelope before being packaged with a firearm. If this is not possible, then separate packing will be required.

d. Other weapons—such as knives, razors, ice picks, swords, arrows and other similar items—must be covered and packaged as safely as possible prior to their submission to the Texarkana Police Property and Evidence Room.

e. All firearms used in the commission of a crime and collected by the Texarkana Police Department will be forwarded to the Arkansas State Crime Laboratory pursuant to A.C.A. § 12-12-324. The Property and Evidence Technician—or a member of the Texarkana Police Crime Scene Unit—will prepare an Arkansas State Crime Laboratory Evidence Submission Form *in addition to* the required Property Record.

f. In an effort to safely capture and encapsulate an errant round, officers are encouraged to use the "bullet trap" installed in the Patrol Squad Room as a safety precaution when checking a firearm for ammunition or when unloading a firearm.

(1) The bullet trap is not intended to be used by an officer in lieu of manually clearing a weapon containing live ammunition to ensure the loaded weapon is not brought into Texarkana Police Department facilities; however, in those instances when an officer is uncertain of a weapon's status—or in those situations that find the officer unfamiliar with the weapon's safe operation—then the bullet trap will enhance the safety of the unloading procedure.

(2) The bullet trap is configured to safely trap ammunition in calibers up to a .45 round. **UNDER NO CIRCUMSTANCES SHOULD THE BULLET TRAP BE USED IF THE AMMUNITION EXCEEDS THESE SPECIFICATIONS. IT IS NOT RATED FOR HIGHPOWERED LONG RIFLES. IT REMAINS CAPABLE FOR USE WITH HANDGUNS ONLY.**

(3) It shall be preferred for officers to clear all weapons—making them safe in the field—which includes the removal of the weapon's magazine from its well. Notwithstanding this method, officers must first remove the magazine positioned within the weapon's magazine well prior to placing the barrel of the weapon into the bullet trap. Officers should not manipulate the weapon's action until the barrel has been seated into the bullet trap's enclosure. Should an accidental discharge into the bullet trap occur, officers must submit the proper memorandum as required by *General Order 1102.03---Use of Force*. The bullet trap contains a rubber core that can be replaced after several traps by contacting the following vendor:

(a) Action Targets Inc.
3411 S. Mountain Vista Parkway (P.O. Box 636)
Provo, UT 84603
(801) 377-8033
http://actiontargetbeta.com

g. Upon removing any firearm from within any evidence locker, the Property and Evidence Custodian shall secure the firearm in the inner room of the Texarkana Police Department Property and Evidence storage area.

3. Narcotics

a. When seized, prescription pills, tablets and capsules will be counted and weighed.

b. When seized, marijuana will be packaged in paper containers. Officers must list the marijuana's approximate weight and its approximate street value. A scale used to weigh narcotics, as well as a chart depicting the drug's approximate street value, is maintained in the Patrol Debriefing Room.

c. It is important for officers to refrain from simply specifying the number of rock-like clusters of crack, methamphetamines or other drugs which are present when processing and documenting this type of evidence in lieu of weighing the drugs. Most of these rock-like clusters can easily separate, break-down in a powdery substance or altogether melt. Because of this, officers will **only** specify the drug's weight at the time the drugs are processed, packaged and recorded as evidence.

d. Officers processing and packaging this type of evidence shall seal the package with evidence or packing tape and place their signature on the packages' exterior. One-half of the officer's signature will be contained on the tape while the other half extends onto the package itself.

e. Officers should place narcotics evidence in the locker labeled "Narcotics", and should the package containing the drugs, place the package in the narcotics locker that contains an opening at the top of the locker.

f. The Property and Evidence Technician shall treat all narcotics submitted as evidence as "**sensitive**", and they will be stored in the high security area located within in the Texarkana Police Department Property and Evidence Room.

4. When submitting a device of an electronic nature as evidence, officers should remove all batteries contained within the device. Batteries which are removed from the device can be submitted as evidence and placed within the same package as long as they have been removed from the device.

5. Glass Items

a. All glass "crack pipes" shall be placed within a "**Biohazard Container**" and sealed with tape prior to being placed into an evidence locker.

b. Glass "crack" pipes that do not pose any evidentiary value may be disposed of in the large biohazard sharps container located in the Patrol Squad Room. When this container becomes full, the Services Division Commander or his/her designee—who will be responsible removal of the items within the container—should be notified.

c. Large pieces of glass shall be placed in a paper sack or wrapped in the heavy paper available within the evidence submission area prior to being placed into an evidence locker.

d. Officers will not place glass "crack pipes" or other pieces of glass in sealed plastic bags.

L. Security of Evidence Room

1. The Texarkana Police Department Property and Evidence Room will be secured during non business hours and during those periods in which the Property and Evidence Technician is not present.

2. Unless specifically and expressly authorized by the Chief of Police, the only personnel who shall have authorized access to the Texarkana Police Department Property and Evidence Room will be those personnel who have been assigned duties within that secured area. All personnel having business with the Property and Evidence Technician will conduct their business at the Property and Evidence Technician's desk and sign in and out on the log book.

3. During those periods in which non-essential personnel—such as the facility manager, pest control personnel and repair/maintenance personnel—require entry into the Texarkana Police Department Property and Evidence Room, the Property and Evidence Technician will accompany those personnel at all times while within the secured area.

a. **Unless entry into the Texarkana Police Department Property and Evidence Room specifically and expressly authorized by the Chief of Police,** the Criminal Investigation Division Commander—or his/her designee—must authorize entry into the secured area by those outside the Division's chain-of-command.

b. All entries placed within the Property and Evidence Room log book will be made by the Property and Evidence Custodian—or the entering supervisor—and shall ensure the log contains the date and time of entry, the name of the person(s) that entered the secured area and a brief narrative explaining the circumstances that necessitated entry into the area as well as the actions taken therein.

4. Unless specifically and expressly authorized by the Chief of Police, the high-security nature of the keys allowing access into the Texarkana Police Department Property and Evidence Room will not permit their issue to any person. The duplication and/or possession of these high-security keys is prohibited without permission from the Chief of Police, and all duplicated high-security keys will be maintained within the locked key cabinet in the Services Division Commander's Office. This is a restricted access key and cannot be removed from the key cabinet without the permission of the Services Division Commander or his designee.

5. All Texarkana Police Department Property and Evidence Room locks will be re-keyed when property personnel are reassigned or at any time the Division Commander believes the security of the room has been compromised.

a. As indicated in paragraph one (1) above, the Texarkana Police Department Property and Evidence Room will remain closed and locked at all times. In addition, this secured area is subject to constant monitoring of the areas located within and immediately outside the entry doorway by video/audio equipment.

M. Chain of Evidence

1. Newly submitted property or evidence—or that property or evidence which was previously submitted and returned after the Texarkana Police Department Property and Evidence Room has closed—will be secured in an appropriately sized evidence locker. As long as the item's original bar code remains attached, no additional evidence submission sheet will be required.

a. Any evidence seal that has been broken or penetrated must be resealed and re-initialed by the officer. Failure to do so will result in the Property and Evidence Technician refusing the item's return to the returning the Texarkana Police Department Property and Evidence Room.

2. Should property taken out of the Texarkana Police Department Property and Evidence Room be retained by court personnel, the individual who checked-out the property/evidence must obtain either a court order or a receipt signed by the court official detailing the item or items which are being retained by the court for evidentiary purposes.

a. Upon its completion, the individual shall deliver the court order or the receipt to the Property and Evidence Technician who will make the proper notations within the evidence tracking system.

3. Any item checked-out from the Texarkana Police Department Property and Evidence Room which has not returned by the responsible individual within seven (7) calendar days will necessitate the completion of a memorandum documenting this discrepancy which will be forwarded through the appropriate chain-of-command to the employee's Division Commander. Individuals who check-out property or evidence are responsible for ensuring the proper receipts are provided to the Property and Evidence Technician.

4. No item of evidence shall be removed from the Texarkana Police Department Property and Evidence Room before this transfer has been documented within the computerized evidence tracking system. This transaction shall include the date and time of transfer, the receiving person's name, the location of transfer outside (lab, court, etc) and the reason for transfer.

5. Upon receiving any property or evidence, the Property and Evidence Technician shall assign the item an appropriate bin number and store the property in that identified location. The Property and Evidence Technician shall also ensure the appropriate bin number is recorded on the Property Record.

6. The Property and Evidence Technician will enter the Property Record into the evidence tracking computer system and file the original copy within a file specifically intended to maintain this documentation inside the Texarkana Police Department Property and Evidence Room.

N. Disposition of Property

1. It shall be the responsibility of the collecting member to provide to the Property and Evidence Technician—to the greatest degree available to them—accurate information that lists the rightful owner of all property submitted and classified as evidence, found property or safekeeping.

   a. Where it can be established the items are no longer needed for evidentiary purposes, property submitted to the Texarkana Police Department Property and Evidence Room which has been classified as "**evidence**" shall be disposed of within a period of six (6) months. Evidence shall be returned to its lawful owner unless ownership of the evidence is transferred to the appropriate jurisdiction by a court order, the lawful owner fails to claim the evidence or the evidence has been classified as contraband. In such cases, the Property and Evidence Technician shall ensure the item(s) are properly disposed.

   b. Property submitted to the Texarkana Police Department Property and Evidence Room which has been classified as "**lost and found**"—or those items which have been retained by the Department for "**safekeeping**"—shall be returned to the lawful owner whenever possible or disposed of in accordance with State law or this policy.

      (1) Property classified as "**lost and found**" may be released to the individual who found the item(s) in accordance with Department policy and applicable State law. Property which has been retained for "**safekeeping**" may be returned to the owner immediately **unless the collecting member communicates, in writing, to the Property and Evidence Technician the reasons why the item(s) should not be returned**.

   c. It shall be the on-going responsibility of the Property and Evidence Technician to regularly evaluate the status of items stored in an effort to ensure that they are disposed of as rapidly as possible.

      (1) Should the Property and Evidence Technician identify property ready for disposal, the Technician shall prepare a memorandum addressed to the employee responsible for originally submitting the property describes the evidence, the date of submission and other pertinent information. Upon receipt of this memorandum, the employee responsible for originally submitting the property shall respond to the memorandum within fourteen (14) days by indicating whether the property can be released, to whom it may be released and the status of the criminal case whenever applicable. The employee responsible for originally submitting the property shall return this memorandum to the Property and Evidence Technician.

      (2) In all Felony cases, the memorandum will be forwarded to the Criminal Investigation Division Commander or his designee. If the completed memorandum is not returned to

the Property and Evidence Technician within fourteen (14) days, a second memorandum will be forwarded to the submitting employee's unit supervisors.

d. When the employee responsible for originally submitting the indicates the **seized or confiscated** property no longer has evidentiary value, an internal form compliant with the requirements set forth by Rule 15.2 of the Rules of Criminal Procedure shall be completed by the Property and Evidence Technician which authorizes the item(s) transfer of ownership of to the Texarkana Police Department.

(1) If the item has no useable value or function, then it shall be destroyed. The Rule 15.2 form, the original property report and the property disposition memorandum shall be stapled together and filed.

O. Asset Confiscations – Narcotics Arrests

1. **All provisions of applicable state laws and / or federal seizure guidelines must be followed by members of the Police Department.**

2. In accordance with A.C.A. 5-64-505, when any property is seized for forfeiture, the seizing member shall prepare and sign a Confiscation Report. The party from whom the property was seized shall also sign the report, if present, and shall immediately be provided a copy by the confiscating officer. If the party refuses to sign the report, the report shall be signed by one (1) additional law enforcement officer stating the party refused to sign the report.

3. The Confiscation Report will be submitted to the Narcotics Unit Commander, **not placed into evidence. In all cases, the Confiscation Report must be completed prior to the end of the shift in which the confiscation occurred.** The completed form may be placed into the Narcotics Unit mailbox or may be hand-carried to a Narcotics Unit Supervisor. The Department's Finance Technician will be provided with a copy of the Confiscation Report if it involves money or a vehicle.

4. The Narcotics Unit Commander will maintain a report of all confiscations and will supply an up-to-date copy of this report to the Property and Evidence Technician.

P. Inspection of the Evidence Room

1. On a monthly basis, the supervisor of the Property and Evidence Custodian shall inspect the evidence storage facility to ensure adherence to all applicable policies and procedures. Although not inclusive, the following list represents the supervisor's responsibility:

a. The monthly inspection shall verify that all of the property contained within is being stored in a manner consistent with proper police procedures and—to the greatest extent possible—protected from damage and deterioration;

b. The monthly inspection shall verify that proper accountability procedures are being maintained;

c. The monthly inspection shall verify that property having no further evidentiary value is being disposed of promptly and properly; and

d. The monthly inspection shall verify the cleanliness of the Texarkana Police Department Property and Evidence Room Evidence.

2. Unannounced inspections of the evidence storage facility and records system shall be conducted at least once a year, or as deemed appropriate, at the direction of the Chief of Police. Random

comparisons of records with actual property will occur during this unannounced inspection. Documentation of the results of this inspection will be forwarded to the Chief of Police.

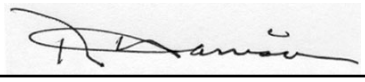
3. An annual audit of evidence held by the Texarkana Police Department shall be conducted by a commanding officer as appointed by the Chief of Police. The commanding officers should not be routinely or directly responsible with the evidence control function. Documentation of the results of this inspection will be forwarded to the Chief of Police.

4. In the event of a newly appointed Property and Evidence Technician, a joint inventory with the outgoing Property and Evidence Technician and the new Technician shall conducted to ensure proper documentation and accountability. The purpose of this inventory is to guarantee the continuity of custody and ensure the integrity and accountability of the system. The incoming Property and Evidence Technician shall ensure all records are up to date and properly annotated. All discrepancies shall be documented prior to the transfer of accountability to the new Technician and shall be reported in writing to the Chief of Police.

   a. All entry locks to any doors in the Evidence Room shall be rekeyed; and

   b. All electronic passwords to the computerized evidence tracking system will be reset.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**Use of Force**		
NUMBER	**1102.03**	**EFFECTIVE DATE**	**February 15, 2008**
Scheduled Review Date	**September 01, 2017**	**ISSUE DATE**	**February 15, 2008**
Date Reviewed	**August 28, 2015**	**REVISION DATE**	**September 14, 2015**
APPROVED BY		**(Reserved for expansion)**	

I. Purpose and Scope

A. The policies of the Texarkana Police Department regarding the use of physical force, non-lethal weapons, discharging firearms, and deadly force are set forth in this policy.

B. This policy governs all personnel who are acting or who may reasonably be expected to act in the capacity of a law enforcement officer on or off duty. This policy should not be construed as to supersede an employee's legal personal prerogatives when acting as a private citizen pursuant to A.C.A. § 5-2-606 "Use of Physical Force in Defense of a Person," § 5-2-607 "Use of Deadly Physical Force in Defense of a Person," § 5-2-608 "Use of Physical Force in Defense of Premises" and/or § 5-2-609 "Use of Physical Force in Defense of Property." However, employees must recognize that any actions taken under statutory authority granted private citizens will be investigated and evaluated as such; however, you are still Texarkana police officers and your conduct would be considered law enforcement related.

II. Definitions

A. "Deadly Force" as used in this policy is defined as that force, which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury.

B. "Serious Physical Injury" as used in this policy is defined as physical injury that creates a substantial risk of death or that causes protracted disfigurement, protracted impairment of health, or loss or protracted impairment of the function of any bodily member or organ. (A.C.A. § 5-1-102.(19))

C. "Physical Force" as used in this policy is defined as any bodily impact, restraint, or confinement, or the threat thereof. (A.C.A. § 5-2-601(3)).

D. "Reasonably Believe" or "Reasonable Belief" as used in this policy is defined as belief that an ordinary, prudent person would form under the circumstances in question and one not recklessly or negligently formed (A.C.A. § 5-1-102 (18)).

E. "Exigent Circumstances" as used within this policy is defined as an independent belief on the part of an individual officer who has reasonably determined—based upon the totality of the circumstances immediately available to him/her at that instant—the benefits of deploying some force option

available to him/her outweigh the potential harm associated with the deployment of the force option. Under ***Graham v. Connor [(490 U.S. 386 (1989)]***, the officer's actions will always be analyzed under the "*objective reasonableness*" standard.

III. Deadly Force

A. Statement of Philosophy

1. The Texarkana Police Department, in establishing a philosophy for the use of deadly force, places the ultimate value on human life while considering the legal, moral and ethical implications of its application.

2. The citizens of Texarkana have vested their police officers with the responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must at all times be secondary to the protection of life. Therefore, the use of Deadly Force is not allowed to protect property interests. There may be an unusual incident that requires the use of Deadly Force. If you deviate from Department policy, the procedure is to report the deviation in policy to the Chief of Police by utilizing the established chain-of-command.

3. Police officers are confronted daily with situations where control must be exercised to affect arrests and to protect the public safety. Officers may achieve control of situations by the use of verbal warnings or the use of reasonable physical force. The use of any reasonable physical force must be based on reasonable alternatives that have been considered, attempted, or were ineffective. The use of deadly force shall be the last alternative; however, the officer's responsibility to protect human life must include his own.

B. Purpose

1. This document details the Texarkana Police Department's policy regarding a police officer's use of deadly force; and,

2. Establishes policies under which the use of deadly force by police officers is permissible.

C. Avoiding the Use of Deadly Force

1. Regardless of the nature of crime or the justification for directing deadly force at a suspect, officers must remember that their basic responsibility is to protect life. Officers shall 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 physical injury. Deadly force is an act of last resort and will be used only when other reasonable alternatives are impractical or have failed.

2. Whenever possible, officers shall consider alternative courses of action that may reduce the possibility that deadly force will be required.

D. The Authorization to Use Deadly Force

1. Officers may only use deadly force to protect themselves or others from what they reasonably believe to be an imminent threat of death or serious physical injury.

E. Discharging Firearms at Moving Vehicles or into Structures

1. Discharging firearms at or from a moving vehicle is prohibited unless it is necessary to prevent imminent death or serious physical injury to the officer or another person.

2. Officers, except in the most extreme circumstances, are not to place themselves in front of an oncoming vehicle where deadly force is the probable outcome. When confronted by an oncoming vehicle, officers should move out of the way when possible and avoid firing at the vehicle.

3. Officers should not fire into a building or through doors unless the officer or someone else is drawing fire and the suspect can be identified and is clearly visible.

4. Officers may draw and/or display firearms when there is a threat or a reasonable belief there is a threat to life or when the officers develops a reasonable fear for his/her own safety and/or the safety of others.

5. Officers shall not fire warning shots.

F. Response to *Open-Carry* of Firearms by Civilians

1. It shall remain unreasonable for officers employed by the Texarkana Police Department to allow themselves to compromise the principles of officer safety and become tactically disadvantaged when responding to confrontational encounters involving civilians who are obviously armed, as law enforcement encounters can be highly emotional and spur unpredictable, erratic behavior.

2. Consistent with the inherent dangers surrounding civilians who are openly carrying firearms, during periods in which an officer employed by the Texarkana Police Department responds to a call for service involving a confrontational situation between multiple parties, or should a confrontation develop between the officer and another person, and a party to the confrontation is OPENLY CARRYING A FIREARM, the officer is authorized—pursuant to this general Order—to draw and display his/her department issued firearm until such time as the officer deems the situation has stabilized.

3. The officer should, as soon as is practicable, safely disarm the party to the confrontation / violation and secure the weapon. Following the resolution to the call for service, provided the party OPENLY CARRYING THE FIREARM has committed no violation requiring his/her arrest or the seizure of the weapon, the weapon will be returned to that party.

4. Pursuant to this section, officers will de-escalate the situation as soon as practical and will explain his/her actions as appropriate.

   a. Officers need not necessarily hold citizens who are openly carrying a firearm at gunpoint; however, an officer is not required to keep his/her duty weapon holstered and secured until such time as the situation has stabilized.

   b. The officer may hold his/her issued duty weapon in the READY POSITION, which is in the direction of the perceived threat, and in situations involving citizens who are OPENLY CARRYING A FIREARM, the perceived threat will often focus upon the armed individual who is involved in the confrontation / violation / law enforcement encounter.

5. Officers shall have the authority to make the determination to draw or display their duty weapons during law enforcement encounters based on the officer's independent analysis of the situation and the circumstances he/she encounters upon arrival.

   a. If all parties are responsive to the officer's presence, the officer's requests, and/or the officer's directions, then the officer may respond in the following manner:

      (1) Whenever the officer deems it safe to do so, the officer may temporarily disarm all parties who are involved in the law enforcement encounter; or

(2) Based upon the circumstances and all of the information made available to the officer, the officer allow armed parties to retain their weapons while the officer directs the armed parties to avoid any action that would cause the officer concern for their safety or the safety of others.

IV. Use of Physical Force and Less-Lethal Weapons

A. This section establishes the types and degrees of force which may be used to overcome a level of resistance, to control persons who are in custody and/or to prevent escape. To accomplish lawful objectives, employees will only use the type and degree of force which is reasonable and necessary based on the circumstances.

B. There are several levels of resistance or non-compliance that police officers can encounter. Officers will occasionally be required to use force when making an arrest. The level of force needed when making an arrest is based upon several factors that will influence each officer differently. The factors that officers should consider when evaluating the use of force are:

1. Psychological Intimidation: Non-verbal clues indicating subject's attitude, appearance, and physical readiness.

2. Verbal Non-compliance: Verbal responses indicating belligerent unwillingness or threats.

3. Passive Resistance: Physical actions of the subject that do not prevent the officer's attempt of control.

4. Defensive Resistance: Physical actions, which attempt to prevent the officer's control, but never attempt to harm the officer.

5. Active Aggression: Actions indicating intent to cause harm or a disregard for the officer's safety.

6. Aggravated Active Aggression: A physical assault and/or the use of deadly force.

C. A Use of Force Continuum is a set of guidelines that serve to further define the types of force and specific levels of control that may be used to overcome resistance, control persons who are in custody and to prevent their escape. The Texarkana Police Department mandates the recognition of the following Use of Force Continuum:

1. **Level 1 —** Command Presence — An officer's presence and identification of authority.

2. **Level 2 —** Verbal Direction — Verbal Directions or voice commands.

3. **Level 3 —** Aerosol Spray Weapons that contain OC or OC/CS, including the JPX 450.

4. **Level 4 —** Soft Hands Techniques; Takedowns and/or Control Techniques; Police Canine; and **Electronic Control Devices (TASER)**.

5. **Level 5 —** Intermediate Weapons – SIM's; Expandable ASP Baton; Riot Baton; Flashlight; 12ga, 37mm, and hand deployed specialty impact munitions; and Compressed Air Operated Pepper Ball Weapons that fire a pepper ball projectile containing OC or OC/CS may be used on non-lethal areas of the body.

6. **Level 6 —** Deadly Force – Use of Firearms or other weapons in a reasonable manner and in accordance with Department policy and state law.

D. Employees shall escalate or de-escalate their use of force in direct response to the other person's actions. Employees are reminded there will be occasions when the use of force continuum cannot be followed due to circumstances beyond the employee's control.

E. It is recommended that officers deploy an OC based weapon (chemical spray or the JPX 450) prior to any physical hand-to-hand combat. Law Enforcement experience on the use of aerosol spray weapons shows they decrease injuries to both the officer and prisoners when used according to police department guidelines.

F. Employees shall receive annual in-service training regarding defensive tactics, control holds and other uses of less than lethal physical force.

G. Employees are highly discouraged from using vascular neck restraints or similar weaponless control techniques which have a potential for serious injury.

H. Authorized Less Lethal Weapons

1. **Oleoresin Capsicum (O.C.) Based Weapons** The purpose of this section is to provide you with general guidelines and information on the use of OC based weapons. The Department has issued OC aerosol spray to provide officers with additional use-of-force options for gaining compliance of individuals in arrest and other enforcement situations. In addition, the Department has also issued a JPX 450 OC delivery device to officers who have successfully completed the required training. The deployment of an OC based weapon is not a replacement or substitute for otherwise less-lethal devices or tactics and therefore should only be used when it is determined to be the best available enforcement tool or tactic under the given circumstances. Similarly, the deployment of an OC based weapon is not an alternative to the use of deadly force when such force is clearly authorized and necessary as described in this policy.

   a. Uniformed officers shall carry Department issued OC while on duty. Non-Uniformed officers may carry OC in alternative devices as authorized by the Agency. Canisters shall be inspected periodically during roll call inspections.

   b. O.C. spray based weapons may be used deployed during instances in which the deployment of force becomes necessary and verbal direction is ineffective or inappropriate or whenever the officer reasonably believes he / she will become engaged in a fight with a suspect. The effects of O.C. spray vary among individuals. Therefore, all suspects shall be handcuffed as soon as possible after being sprayed.

   c. O.C. spray may also be used to effect the removal of a person from an automobile or from an enclosed area when it becomes apparent that physical force will be necessary to otherwise accomplish the person's removal.

      (1) Unless exigent circumstances develop, deploying the JPX 450 device for the removal of a person from an automobile is not authorized under this policy, as the minimum distance for the safe and effective deployment of this unit is five (5) feet.

   d. O.C. based weapons will only be used as a control and compliance measure against individuals and shall never be used for retaliation or for any illicit or unlawful purposes.

   e. Officers will use only the amount of O.C. spray reasonably necessary to achieve the desired enforcement results. Officers will discontinue the use of O.C. spray when it becomes apparent that a suspect may otherwise be taken into custody or whenever the O.C. spray appears to disable the suspect.

   f. After control has been established and/or resistance has ceased, officers will make reasonable efforts to provide the person affected by the O.C. material relief from the discomfort

associated with the application of the O.C. Water and sufficient ventilation will reduce the effects of the O.C.

g. Only officers who have completed the prescribed course of instruction on the use of O.C. aerosol spray are authorized to carry these canisters, and all officers will at all times conform to training provided by the Department in the use of O.C. aerosol spray. Officers will only carry and deploy the authorized OC aerosol spray which has been issued by the Department.

(1) Currently, the Department only authorizes an OC aerosol spray manufactured by ALS Technologies, TOPCOP. All employees shall attend annual in-service training in the use of O.C. aerosol spray.

h. The use of OC based weapons against any person will be considered a use of physical force and each incident will be documented as detailed in Section IV of this policy. Following the use of an OC based weapon upon any person, whether accidental or intentional, a "USE OF FORCE" report will be completed and submitted through the chain-of-command to the officer's immediate supervisor. A USE OF FORCE form is not necessary for discharges during testing, training, malfunction or accidental discharges where no one was exposed.

i. Officers shall not purposely deface or alter and OC based weapon other than by normal use. The Services Division Quartermaster or designee will replace expended OC aerosol canisters as well as expended JPX 450 OC cartridges. All depleted canisters must be turned in prior to receiving a new canister.

j. Individuals who have been exposed to any OC based weapon shall be monitored continuously for indications of medical problems and shall not be left alone while in police custody. If medical problems arise, the officer shall immediately summon emergency medical aid and notify the on-duty supervisor. Officers should provide assurance to suspects by encouraging the individual to relax while explaining the effects of OC are temporary.

k. Officers deploying an OC based weapon shall indicate within the narrative of their arrest report the fact that an OC based weapon was utilized during the arrest and include language within the narrative that documents efforts used to decontaminate the suspect. In addition, officers will ensure the printed copy of their arrest report is delivered to a jail correctional officer and stamped in red ink with the words *"Decontaminate OC Spray"*. The officer completing the arrest report will ensure language documenting this action is placed within the report's narrative. The red ink stamp will be maintained at the book-in desk inside the jail.

l. Assistance shall be offered to any individual who is accidentally exposed to OC or OC/CS spray and succumbs to the effects of the agent. All such incidents shall be reported as soon as possible to the officer's immediate supervisor and shall be detailed in a use of force report and offense report.

m. JPX 450 Cobra O.C. Delivery System

(1) The JPX 450 Cobra is a less-lethal weapon that uses a pyrotechnic charge (gunpowder) to deploy O.C. Although modeled after a traditional firearm, the JPX 450 does not propel a projectile. This device relies on a two-shot OC cartridge which is powered by a primer and a small wafer of gun power that forces a plunger to expel the O.C. solution from the cartridge at great speed.

(2) Uniformed officers having the requisite training shall carry a Department issued JPX 450 O.C. delivery device consistent with his/her training. Officers carrying the JPX 450

shall carry the device in an approved holster on the officer's non-dominant side of his/her duty belt. All issued JPX 450 equipment shall be properly maintained and available for inspection during roll call inspections.

(3) The OC solution propelled from the JPX 450 travels at 590 ft/second, or 405 MPH. The minimum and maximum range between the JPX 450 and its intended target is 5 feet and 23 feet, respectively. These distances are measured from the tip of the nozzle to the target of the deployment.

(4) The JPX 450 is intended to provide officers with an additional O.C. based force option necessary to achieve lawful objectives when confronted with combative or resistant people.

(5) The primary target area during all deployments of the JPX 450 is the subject's face. Officers should aim the JPX 450 using either the device's open sights or the built-in laser at the subject's nose. Acceptable secondary targets include the upper chest, neck or side of the subject's head.

(6) Officers will limit the number of projectile deployments from the JPX 450 to the minimum number of deployments necessary to take the target of the deployments into custody or whenever the deployment of the O.C. material appears to disable the suspect.

(7) Each JPX 450 OC cartridge is designed with a total of two (2) possible shots. In the event officers find themselves positioned less than five (5) feet away from the subject, officers may make a tactical decision to deploy the first JPX 450 shot at the subject's chest, then after creating additional space to get outside of the minimum distance, the officer may engage the subject with the second shot at the primary target area.

(a) Standard deployments of the JPX 450 most often result in the deployment of only one (1) O.C. charged capsule. Following standard deployments such as this, the officer will place the two-shot cartridge containing one (1) charged O.C. capsule into the Evidence Locker 1, which is labeled *JPX 450 Cartridges*.

(b) Notwithstanding the evidentiary requirements contained in the paragraph that follows, officers are not required to maintain the empty cartridge assembly resulting in the deployment of both JPX 450 O.C. charged capsules.

(8) Following the deployment of a JPX 450 O.C. Cartridge, officers should examine the person targeted by the O.C. cartridge for evidence of injury. Should the officer detect an injury, the officer should follow the guidelines set forth within in paragraph J of this section and ensure appropriate photographs are captured and placed on the server within the proper evidence folder.

(a) In addition to documenting the reported injuries with appropriate photographs, the two-shot cartridge assembly shall be placed into property and processed as evidence. For additional information concerning collecting and processing evidence, refer to *General Order 1102.02---Property and Evidence Control*.

2. **Electronic Control Device (TASER)** The purpose of this section is to provide officers with general guidelines and information on the use of an Electronic Control Device (TASER). The Texarkana Police Department has issued TASERs to provide officers with an additional use-of-force option for gaining compliance of a resistant and/or aggressive individual during periods of an arrest and other enforcement situations. It is the policy of the Texarkana Police Department that its officers deploy an issued TASER when warranted, but only in accordance with the guidelines and procedures set forth within this policy. The deployment of the TASER should

only occur when the officer can justify this level of force or when lesser methods have failed during those periods in which the officer encounters a suspect who is committing **acts of defensive resistance**. **[Hickey v. Reeder, 12 F3d 754, 757 (8th Cir. 1993)]**

a. Employees will—at all times—conform to the training provided by the Department in the use of Tasers and will carry and deploy only the authorized TASER's issued by the Department. All TASER users shall attend a TASER user course before being issued a Department TASER. All qualified officers shall attend annual recertification training as long as they continue to carry a Department TASER. All TASER Instructors shall attend a TASER Instructor Course and attend biennial recertification training, which also certifies them to carry/deploy TASER's and exempts them from the TASER user course. Only those employees who have satisfactorily completed the Agency's approved training course shall be authorized to carry a TASER. The TASER is approved for use both on-duty and during enforcement related off-duty employment.

b. The TASER shall be carried by authorized officers in an approved holster on the non-dominant side of the body or stored in an approved container.

c. The TASER shall be carried fully armed with the safety on in preparation for immediate use when authorized.

d. The TASER shall be carried with two (2) cartridges for use as deemed appropriate within the guidelines of this policy. The secondary cartridge shall be stored and carried in a manner consistent with training. All cartridges will be replaced consistent with the manufacturer's expiration requirements.

e. The TASER will be utilized in accordance with the Department's use of force policy.

f. The TASER should not be intentionally aimed at a person's head, neck or groin.

g. The TASER shall not be used in a punitive or reckless manner.

h. Deployment of the TASER is authorized on handcuffed, or otherwise secured subjects who present active physical resistance with the potential for additional injury to the officer, the subject or a third party.

i. The TASER should not be used in any environment where potentially flammable, volatile, or explosive material (gasoline, natural gas, propane, flammable chemical sprays, etc.) are present. The Texarkana Police Department is currently issuing ALS OC spray that has been tested with a TASER and found to be non-flammable. Caution must be used when deploying the TASER when a subject has been exposed to other types of O.C that may be flammable.

j. Unless exigent circumstances are present, the TASER should not be deployed on the following persons. As explained in the definitions above, exigent circumstances is defined as an independent belief on the part of an individual officer who has reasonably determined—based upon the totality of the circumstances immediately available to him/her at that instant—the benefits of deploying the TASER outweigh the potential harm associated with the TASER's deployment:

   (1) Pregnant women;

   (2) Elderly persons;

   (3) Juveniles;

(4) Suicidal persons; and

(5) Those persons who are visibly frail.

k. In preparation of deployment, the TASER shall be pointed in a safe direction, taken off safe, and then aimed. Center mass of the subject should be the primary target. Other areas may be targeted depending on the circumstances presented by the subject.

(1) Whenever the officer perceives the likelihood of TASER deployment, and when the officer is afforded an advanced opportunity, the officer should position himself in a manner that affords the region surrounding the suspect's upper back area as the target area for deployment, as this is the preferred target location.

(2) Should the officer encounter a situation that necessitates the quick deployment of the TASER, and the only available target area afforded by the suspect consists of the suspect's frontal silhouette, the officer deploying the TASER should aim a few inches below a horizontal line that extends across the suspect's breast line. The lowered, frontal target area is preferred when confronted with a frontal silhouette, as it will reduce the potential for injury to the regions that encompass the head, face, neck and breasts.

(3) Following the deployment of the TASER during any use of force application by an employee of the Agency, the Uniform Patrol Division Commander will conduct an independent review of the Use of Force Report—and any additional supporting documentation submitted through the chain-of-command—for the purpose of determining if the TASER's deployment was in accordance with the guidelines established within this policy.

k. Officers shall attempt to secure the subject while under power of the TASER as soon as practical.

~~l.~~ The TASER may also be used in the drive-stun mode. This involves pressing the unit against an appropriate area based on training. Unless exigent circumstances are present, officers of the Department should avoid using the TASER's drive-stun mode as a pain compliance technique. Its shall be the preferred method of the Texarkana Police Department to limit the use of the drive-stun mode to the following circumstances:

~~(1)~~ During those instances in which one of the two probes is ineffective or becomes dislodged and the officer must follow-up to ensure the TASER's circuit is complete. This is commonly referred to as a three (3) point follow-up; and

~~(2)~~ During those instances in which the officer finds himself/herself in close quarters, and for safety reasons, the officer must either protect themselves or create distance between them and the suspect(s).

l. When deploying the TASER within Department guidelines, officers shall deploy the TASER for one (1) five-second cycle and then evaluate whether a secondary cycle is necessary. Unless exigent circumstances are present, at no time will officers of the Texarkana Police Department deploy more than three (3) five-second cycles to any one individual.

(1) If the officer finds the TASER has not brought the suspect under control following the conclusion of the third (3rd) five-second cycle, the officer will transition to another force option.

m. Unless exigent circumstances are present, at no time will more than one (1) TASER be simultaneously deployed or cycled upon any one (1) individual.

n. The TASER shall be pointed in a safe direction with the safety on during administrative handling procedures.

o. No changes, alterations, modifications or substitutions shall be made to the TASER. All repairs to a TASER shall be completed by an authorized vendor.

p. Cartridges shall be issued by the Services Division Quartermaster or designee. A log of cartridges shall be maintained by the Services Division Quartermaster including the serial number and receiver.

q. Officers shall notify an on-duty supervisor as soon as practical after each intentional or unintentional discharge, with the exception of function tests and training exercises, and complete the Departmental Use of Force Report Form.

r. The TASER probes shall be removed in a timely manner, and the suspect checked and treated for medical injuries in accordance with Agency approved training. TASER probes that have struck the face, neck, genitals, female breasts or male nipple area shall be removed by medical personnel.

s. Individuals who have been subjected to a TASER deployment shall be screened medically by the jail nurse upon their arrival to the jail. The officer who completes the booking process in the jail is responsible to ensure his/her arrest report narrative includes language that demonstrates this medical screening took place.

t. In addition, officers will ensure the printed copy of their arrest report is delivered to a jail correctional officer and stamped in red ink with the words *"TASER Deployment"*. The officer completing the arrest report will ensure language documenting this action is placed within the report's narrative. The red ink stamp will be maintained at the book-in desk inside the jail.

   (1) All individuals who have been subjected to a TASER deployment shall be continuously monitored until their arrival at the jail. Officers must remain aware of any signs related to cardiac and/or respiratory abnormalities, and should any medical abnormality be detected, officers will request a response from an EMS unit in the field.

u. TASER probes that have struck a person's body shall be considered a biological hazard. The cartridge, wires, and probes will be collected as evidence and submitted for disposal to the property section in a biological container.

v. When the TASER cartridge deploys, twenty to thirty (20-30) small confetti-type tags of assorted colors are dispersed in the area of the deployment. These tags—or AFID's—contain the serial number of the cartridge from which they originate. During every deployment of the TASER, one such AFID shall be collected and preserved as evidence.

w. Photograph all exposures regardless of the perceived injury. The photographs are to be submitted as evidence.

x. The data port on the TASER stores the time and date the TASER was fired. The data shall be downloaded after each use and in January of each year. Any data shall be downloaded prior to any factory repairs/maintenance.

y. Supervisors or managers may request a download at any time. Any officer issued such an order will immediately respond to this request as instructed by the supervisor.

3. **Police Batons** - The ASP Baton or Riot Baton may be used by an employee to assist with suspects, who resist or fail to submit to arrest. Officers that have not completed a certified training course are not authorized to carry a baton.

4. **Flashlights** - In the event it becomes necessary to use a flashlight as a weapon, officers will use it in the same manner as a baton. Officers will carry a department-approved flashlight.

5. **Police Patrol Dogs** - The use of police patrol dogs to search for or apprehend a suspect is considered use of force under the General Order Manual if the patrol dog inflicts an injury to any person. Please refer to Texarkana Police *General Order 1108.01---Use of Police Canines* for additional information related to this force option.

6. **Police Vehicles**

   a. It is the policy of this agency that police officers will not attempt to deliberately collide with other vehicles or to use police vehicles to force any vehicle off the roadway. There may occasionally be situations were this must be done; however, officers must request permission from a shift supervisor before bumping a fleeing vehicle, if circumstances permit. In no instance will a police vehicle be used as an instrument of force if the only known violation is a traffic violation, unless it can be reasonably assumed by the driver's behavior he/she is so intoxicated and/or their continued presence on a highway constitutes an imminent and serious hazard to others, and then only after less drastic means of apprehension have been attempted without success or are not practical.

   b. The use of this type of force must conform with the same legal and policy constraints as applicable to the use of any other type of force. Supervisors and officers must make sure it is reasonable under the existing circumstances.

   c. One could argue that the act of fleeing by vehicle is a form of resistance; however, such resistance does not generally pose any kind of overt threat to the officer. Once set in motion, police officers have little control over the result of this type of force. The officer's intention may be to force the suspect vehicle over to the curb. The attempt to do this may result in the suspect's vehicle damaging a police vehicle or both going out of control and causing injury, vehicle damage, and/or death. This could result in the use of deadly force where no such result was intended or justified.

   d. The use of a Stinger Spike System and/or Stop Stick by police officers is considered use of force under this order.

   e. The use of this type of force is subject to the same type of department review as is the use of other types of force and its use should be reported in the same manner.

7. **Specialty Impact Munitions (SIMs)** - Often referred to generically as "bean bags" and are designed to incapacitate a subject with minimal potential for causing death or serious physical injury, when compared to conventional projectiles, and when used in accordance with Texarkana Police Department policy and training guidelines. The use of SIMs should be considered the last step prior to the use of deadly force, consistent with the use of force continuum.

   a. Only officers who have received certified departmental training are authorized to employ the SIMs technology.

   b. When the use of SIMs is authorized, officers will attempt to strike the following areas:

      (1) Primary Target Area – consisting of the buttocks and thighs

(2) Secondary Target Area – consisting of muscle areas of the shoulder, biceps, triceps and forearms. Or a less desirable secondary target area of the skeletal areas such as the elbow, knees or wrists.

c. A use of force form must be completed, and an investigation conducted under the direction of the Services Division Commander shall be conducted in all situations involving the discharge of a SIMs device. The depth of the investigation shall be based upon a review of the circumstances leading up to the incident.

d. Although classified as a less lethal force option, the potential exists for SIMs rounds to inflict death or serious physical injury. Any person struck with a SIM must be evaluated by medical personnel. If death or serious physical injury occurs, a Deadly Force Investigation, such as described in Item V below, will be conducted.

8. **Firearms**- Striking a person with any firearm is prohibited unless the firearm has already been drawn or displayed in accordance with subsection II of this policy and the immediate use of physical force is necessary for the defense of an officer or another person under circumstances where the use of deadly force is not justified and the opportunity to secure the firearm is not present.

I. Medical Treatment Required

1. When any type of force is used, each officer shall attempt to determine if any injuries have occurred as soon as practical.

2. If a suspect is obviously injured, alleges injury or requests medical assistance when an officer has used lethal or less-than-lethal force, the officer shall immediately notify an on-duty supervisor.

3. In these instances, supervisors and officers will see that medical attention is provided for the offender by:

a. Having a correctional facility nurse evaluate persons arrested immediately upon arrival at the Bi-State Correctional Facility; or

b. A transport can be made by a beat officer or civilian prisoner transport personnel in non-emergency cases.

c. If needed, an ambulance can be requested for emergency transport to a local hospital.

V. Reports and Documentation

A. Any employee that uses any force (including lethal, less lethal or weaponless force) to control, arrest, or prevent the escape of any person will, prior to the end of the employee's shift, submit a detailed report outlining the circumstances and exact type and amount of force used in the following instances to their immediate supervisor.

1. Whenever the use of force results in, may reasonably result in, or is alleged to have resulted in a physical injury to the person, a use of force report will be completed. Such force includes but is not limited to those instances when:

a. Physical force is employed to restrain or control an individual if the restraining or controlling act results in the person falling or being thrown to the ground.

b. A person is injured by a police canine utilized to search for or apprehend suspects;

c. Whenever a person is charged with resisting arrest or battery on an officer;

d. Whenever a person complains of being injured as the result of physical force used by an officer of this Department; or

e. Whenever an officer or supervisor believes documentation pertaining to any force employed, or not employed, by an officer is necessary for the protection of the officer, the Department, or the City.

f. An officer deploys Taser probes (whether they strike the intended target or not) or "drive stunning" from a Taser against any person.

B. The following procedure will be followed for review and documentation of an officer's use of force as outlined in the General Order Manual:

1. The involved employee(s) will contact his/her supervisor, who will evaluate the circumstances, amount and necessity surrounding the use of force.

2. An offense report will be made with a complete and detailed account of the incident.

3. A Use of Force Report will be completed and forwarded to his/her supervisor.

4. The report will be reviewed by the employee's immediate supervisor, who will make a written evaluation and forward it to the appropriate Division Commander. If the employee's supervisor does not approve of the employee's actions following the evaluation of the incident, he/she will indicate this in his narrative submitted to the next level in the chain-of-command. The Division Commander will review the incident and make his recommendations and forward it to the Chief of Police.

5. Division Commanders will ensure that all provisions of this order are observed, reports are submitted in a timely manner and each use of force incident is fully reviewed before it is submitted to the Chief of Police.

C. Reports regarding the use of force, including resisting arrest, battery on employees and canine bites will be prepared as follows:

1. All documentation regarding the incident will be submitted with the incident number, date, and suspects name typed or printed on the paperwork.

2. All photographs or audio/video tapes will be forwarded with a property report labeling with the same report information.

3. The initial supervisor evaluating the incident is responsible for ensuring that all the necessary documents are obtained and property placed in the file before routing it through the Chain of Command.

4. The file will be completed as follows:

a. Lieutenant's Evaluation report or recommendations;

b. Sergeant's Evaluation report or recommendations;

c. A completed Use of Force Report;

d. A copy of the Offense Report (if any);

e. A copy of the Arrest Report;

f. Property Record (if any);

g. Medical treatment information and copies of medical forms authorizing treatment;

h. Computer printout of the suspect's prior criminal history (if any); and

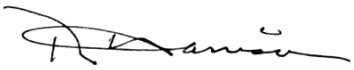
i. Copies of workers compensation forms if an injury has occurred to an employee.

D. Annual Analysis of Use of Force Reports

1. All Use of Force Reports shall be submitted through the Chain of Command to the Patrol Division Commander where each case will be reviewed. An Annual Report and analysis to the Chief of Police detailing these incidents shall be completed. This annual report shall include all incidents involving the use of force. The report will be filed in a Use of Force Folder in the Services Division.

2. The Personnel & Training Office will review the reports at the end of each year. This review will look at patterns or trends that may indicate training needs and/or policy modification.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Deadly Force Investigations and Personnel Actions		
NUMBER	1102.04	EFFECTIVE DATE	February 15, 2008
Scheduled Review Date	March 25, 2016	ISSUE DATE	February 15, 2008
Date Reviewed	February 24, 2014	REVISION DATE	September 02, 2010
APPROVED BY		(reserved for expansion)	

I. Purpose and Scope

A. The Texarkana Police Department recognizes the extreme complexities and surrounding situations involving the use of deadly force or the attempted use of deadly force. It is the Department's intent to develop strict guidelines that formulate a comprehensive response to and subsequent investigation of all incidents that involve the use of deadly force or the attempted use of deadly force.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, implement, control and direct all responses and investigations surrounding incidents of deadly force, or the attempt of deadly force, whether intentional or accidental.

III. Definitions

A. "Deadly Force" as used in this policy is defined as that force, which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury.

B. "Serious Physical Injury" as used in this policy is defined as physical injury that creates a substantial risk of death or that causes protracted disfigurement, protracted impairment of health, or loss or protracted impairment of the function of any bodily member or organ. (A.C.A. § 5-1-102.(19))

C. "Physical Force" as used in this policy is defined as any bodily impact, restraint, or confinement, or the threat thereof. (A.C.A. § 5-2-601.(3)).

D. "Reasonably Believe" or "Reasonable Belief" as used in this policy is defined as belief that an ordinary, prudent man would form under the circumstances in question and one not recklessly or negligently formed (A.C.A. § 5-1-102 (18)).

IV. Investigations and Personnel Actions in Response to Deadly Force

A. The following procedures will be used in the investigation of all cases involving serious bodily injury, death, or when an officer discharges his firearm:

1. Actions surrounding the involved Officer(s).

   a. The Chief of Police or his designee will automatically place the officer on restricted duty status pending a formal review of the incident. Unless the Chief of Police changes the officer's duty status to administrative leave with pay, the officer will remain within a restricted duty status until such time as the matter is resolved legally or administratively. Restricted duty status is defined as being assigned to office duty in plain clothes, and when so assigned, the officer shall not engage in any off-duty employment.

      (1) Officers who are placed on administrative leave with pay will not engage in off-duty employment during the periods that encompass any duty status which is restrictive in nature. All officers who are placed on administrative leave with pay will keep the agency informed of their location, and they will remain available to assist with investigation of the incident. An officer so assigned to administrative leave with pay shall confine themselves to their residence during business hours much the same as an officer who is placed on sick leave.

      (2) The decision to place the affected officer on administrative leave with pay rests solely with the Chief of Police. When considering whether the officer should simply be placed on restricted duty or whether the officer should be placed on administrative leave with pay, the Chief of Police must weigh such considerations as the scope of the investigation, the magnitude of the investigation and the direction in which the investigation is directed while contrasting this information with the relative impact upon the Agency.

   b. Prior to the release from duty on the day of the incident, the officer(s) will be debriefed and counseled by the Department Police Psychologist. If the officer so desires, the Police Chaplain or a Chaplain of his/her choice may also counsel spiritually.

   c. The Police Psychologist will reevaluate each officer before the officer receives clearance to return to normal duty status. Additional follow-up evaluations can be scheduled as deemed appropriate by the officer's supervisor or at the affected officer's request.

2. Preliminary Review by the Chief of Police

   a. The Chief of Police will review all cases on the next normal work day after a firearm was discharged in order to:

      (1) Determine if the use of deadly force was in compliance with both Arkansas State Statute and Departmental Policy; and

      (2) Determine if any further action is required.

3. Shooting Investigation and Internal Review

   a. Whenever a Texarkana Police Officer becomes involved in an incident in which either the officer or another person is injured or killed as a result of police action and/or the use of deadly force, or whenever an officer intentionally employs deadly force but no injury or death results, two separate investigations shall be initiated.

   b. A Criminal Investigation conducted by the Criminal Investigation Division to determine the facts and forward the case file to the Prosecutor's Office if deemed appropriate.

   c. The Crime Scene Section will be called out to the scene of all officer-involved shootings by a shift supervisor to process the scene for evidence in compliance with standard investigation procedures.

d. The Internal Affairs Investigator will conduct a separate administrative investigation to ensure compliance with the Texarkana Police Department General Order Manual.

(1) The Internal Affairs Investigation shall at all times be considered by the Texarkana Police Department as an internal, administrative function that seeks to reconcile the merits of the incident with the General Orders Manual.

(2) The Texarkana Police Department shall at all times remain within the guidelines set forth by established protocol that governs the Department's involvement and related course of action during such internal, administrative investigations. Under the Garrity ruling, an officer is compelled to submit to and comply with such internal, administrative investigations when deemed appropriate; however, all related evidence and statements garnered during an internal, administrative investigation cannot be used against the officer during any criminal proceeding.

(3) Although the Internal Affairs Investigation may be conducted concurrently with a criminal investigation, at no time shall information gathered by the Internal Affairs Investigator be disseminated, published or forwarded to those personnel conducting the criminal investigation.

e. An accidental discharge of duty weapons not resulting in physical injury will be investigated by the involved officer's supervisor through the chain of command and forwarded to the Division Commander. The Division Commander has the option of requesting an internal affairs investigation. He will review the report and make recommendations to the Chief of Police.

4. On Scene Investigations and Responsibilities

a. The first supervisor on the scene of an officer involved shooting that indicates the use of force or the use of deadly force or other incidents established above will take charge and limit unnecessary access to the scene.

(1) Patrol supervisors are generally the first supervisors to arrive at the scene of such an incident, and because they are responsible for the integrity of the scene, they will remain in command and control of the scene until relieved by a Criminal Investigation supervisor.

b. The first supervisor on the scene should ensure the situation becomes stabilized. Once the scene is deemed stable, and before the arrival of the Criminal Investigation Division supervisor, the supervisor on-scene should ask the officer(s) involved to communicate a brief account of the incident. This will provide the initial supervisor an opportunity to acquire a sufficient amount of information needed to successfully brief the Chief of Police and the Division Commanders.

c. If deemed appropriate, a Division Commander, Shift Commander or Public Information Officer may offer a brief media release surrounding the incident, but this initial media release will only contain the basic facts of the incident. As the investigation proceeds and more details become known, the Public Information Officer or the Criminal Investigation Division Commander may release a more detailed account of the incident to the media under the approval of the Chief of Police.

d. If the affected officer(s) is not injured, the first supervisor on-scene should relocate the officer(s) involved some distance away to await the arrival of investigators from the Criminal Investigation Division. This should be done in the accompaniment of another officer or supervisor of the same rank who was not involved in the incident. The companion's purpose

is to serve in a supportive role, and because of this, the affected officer(s) should be afforded the opportunity to choose his/her companion. Once separated from the scene, both officers should be instructed not to discuss details of the incident.

e. The Patrol Supervisor should direct a secondary officer not involved in the incident to complete the initial offense report and direct other officers having knowledge of the incident to complete supplemental reports. The Patrol Supervisor should review all of these reports prior to their release to the Criminal Investigation Division thereby insuring the reports contain accurate, comprehensive and detailed information of the incident.

f. It is very important for officers involved in this type of incident to be afforded the opportunity to communicate with family members. The officer designated as a companion may assist the officer in making these notifications or telephone calls. The Criminal Investigation Division supervisor will ensure this is accomplished during the early stages of the investigation.

5. Criminal Investigation Division Responsibilities

a. After the Criminal Investigation Division supervisor arrives on scene and establishes command and control, the supervisor in charge of the overall investigation carries the responsibility to notify the Miller County Prosecuting Attorney's Office of all matters deemed appropriate, and the supervisor should ensure this is accomplished in a timely manner.

b. The Criminal Investigation Division is responsible for preparing a briefing intended for dissemination to all members of the Department. Division Commanders will coordinate with the investigating detective to ensure the personnel within their division are briefed as soon as practical.

c. The detectives assigned to the Criminal Investigation Division will take the necessary steps that ensure all written and/or oral statements from the officers involved in the incident are collected, documented and incorporated into the case file as soon as practical.

(1) Officers that actually employ deadly force are required to make a written and/or oral statement.

d. The Departmental procedures for the investigation of all incidents involving the use of deadly force or a shooting incident involving an officer of the Agency shall be approached under two separate facets:

(1) The Criminal Investigation Division shall conduct a criminal investigation on the use of deadly force or a shooting incident; and

(2) The Services Division shall concurrently conduct an administrative internal affairs investigation on the use of deadly force or a shooting incident.

e. The investigation's case file will be initiated and maintained in a manner consistent with all other criminal investigation and crime scene investigation files. The Criminal Investigations Division Commander will ensure all of the facts, circumstances and items of evidentiary value of the case are documented, maintained and incorporated into the case file.

f. Upon completion of the investigation, the case file will be forwarded to the Prosecuting Attorney's Office for review.

g. It is the responsibility of the Criminal Investigation Division Commander to keep the Officer, Chief of Police, Officer's Supervisor, and Miller County Prosecutor's Office updated on the status of the investigation.

h. The Criminal Investigation Division Commander and Services Division Commander overseeing the administrative internal affairs investigation will review the completed case file, add any necessary commentary and forward the file to the Chief of Police for further review.

6. Internal Affairs Investigation

a. The Internal Affairs Investigation may be conducted concurrently with a criminal investigation.

b. The Internal Affairs Investigator will advise the involved officer(s) of his/her rights regarding the administrative investigation process. The following is a list of those rights:

(1) The officer will be told the results of the Internal Affairs Investigative interview will not be used against the officer in any subsequent criminal investigative proceeding **{***Garrity v. New Jersey, 385 U.S. 493 (1967*)**}**;

(2) Upon his/her request, the interviewed officer will be provided a copy of the statements he made during the course of the administrative investigation;

(3) Inform the officer of the Department's right to perform an administrative investigation into the specific deadly force incident;

(4) The officer will be informed if he/she is suspected of misconduct which, if sustained, could be grounds for administrative disciplinary action up to and including termination; and

(5) An officer is compelled to answer questions during an Internal Affairs Investigation. Refusal to answer such questions shall be grounds for disciplinary action up to and including termination.

c. The Internal Affairs Investigator will prepare a written report on adherence to policy and submit the Internal Affairs file to the involved officer's Division Commander for review. The Division Commander will make his/her recommendations and forward all of the documentation to the Chief of Police.

7. Deadly Force Review Board

a. The Deadly Force Review Board convenes for the purpose of reviewing and evaluating incidents involving intentional or accidental firearm discharges that result in injury or death by members of the Department during the performance of their duties. In addition, those incidents that find an employee or another person killed by any other means except motor vehicle accidents will also fall under the review of the Deadly Force Review Board.

b. All incidents as noted above will be reviewed within (10) working days after the criminal and internal affairs investigations are completed.

c. The Chief of Police, at his discretion, may have the Deadly Force Review Board review any other firearm discharge or intentional use of deadly force not resulting in injury or death.

d. The Deadly Force Review Board is responsible for making recommendations to the Chief of Police concerning firearms discharges and other incidents described herein based upon the criteria developed when considering the following questions:

(1) Can we avoid similar incidents in the future?

(2) Was the officer's training considered adequate?

(3) Did the officer follow his training?

(4) Was the equipment adequate?

(5) Was supervision adequate?

(6) Was the investigation adequate?

e. The Chief of Police has designated the Division Commanders of the Department to serve as members of the Deadly Force Review Board. The Division Commanders will prepare a written report containing their recommendations which shall be forwarded to the Chief of Police within five (5) working days.

8. Review by Prosecuting Attorney's Office

a. Whenever a subject is injured as a result of an officer's use of firearms, the case will be referred to the Prosecuting Attorney's Office under the following circumstances:

(1) When there exists an indication of a possible violation of Arkansas State Statutes;

(2) In the event there are no unbiased witnesses, or the witness reports are conflicting; or

(3) When there is a strong community reaction that indicates a need for evaluation other than by police.

b. In all cases where death results from the use of firearms, the case will be presented to the Prosecuting Attorney's Office for presentation to the Grand Jury.

(1) Presentation to a Grand Jury is at the discretion of the Prosecuting Attorney's Office.

V. Incidents of Accidental Firearm Discharge

A. Accidental Discharge of Firearms by a Departmental Officer involving no injuries or death

1. The following procedures shall be followed in response to all incidents involving a member of the Department—whether on-duty or off-duty—who accidentally discharges a firearm which results in no injuries or death:

a. Any officer who accidentally discharges a departmentally approved firearm for other than training or recreational purposes will contact, as soon as possible, an on duty police supervisor who will initiate an investigation.

b. The employee involved will complete a detailed memorandum that otherwise documents the incident. The supervisor will complete a report and submit it through his chain-of-command to his/her Division Commander.

c. The supervisor will evaluate the officer's performance and submit his/her findings in writing. The incident shall be reviewed at each level of the chain-of-command. The involved employee's division commander will review the incident and submit a recommendation to the Chief of Police.

d. The Services Division Commander will review and maintain the files on all accidental weapons discharges. They will be assigned an internal affairs tracking case number.

B. Accidental Discharge of Firearms involving injury

1. The following procedures shall be followed in response to all incidents involving a member of the Department—whether on-duty or off-duty—who accidentally discharges a firearm which results in injuries or death:

   a. Any accidental discharge of a firearm by an officer resulting in death or physical injury will be fully and jointly investigated by the Criminal Investigation Division and Internal Affairs Officer.

      (1) The Internal Affairs Investigation shall at all times be considered by the Texarkana Police Department as an internal, administrative function that seeks to reconcile the merits of the incident with the General Orders Manual.

      (2) The Texarkana Police Department shall at all times remain within the guidelines set forth by established protocol that governs the Department's involvement and related course of action during such internal, administrative investigations. Under the Garrity ruling, an officer is compelled to submit to and comply with such internal, administrative investigations when deemed appropriate; however, all related evidence and statements garnered during an internal, administrative investigation cannot be used against the officer during any criminal proceeding.

      (3) Although the Internal Affairs Investigation may be conducted concurrently with a criminal investigation, at no time shall information gathered by the Internal Affairs Investigator be disseminated, published or forwarded to those personnel conducting the criminal investigation.

   b. Any officer that accidentally discharges a firearm resulting in injury or death will immediately contact an on-duty police supervisor who will respond to the scene and initiate an investigation.

   c. The supervisor will complete an internal report and ensure the involved officer(s) submits a detailed written report as soon as practical after the incident. The supervisor in charge should request an investigation by the Criminal Investigation Division.

   d. A crime scene investigator will be summoned to the scene and will photograph and process the scene according to established protocol.

   e. The supervisor will notify the Division Commander, Internal Affairs Investigator and Chief of Police and brief them on the specific circumstances of the incident.

C. Discharge of Firearms upon Animals

1. Animal Services is equipped with a tranquilizer weapon to handle most situations involving animals that require the use of a firearm. There will occasionally be times when an officer needs to shoot an animal. When this occurs the following procedure will be followed:

   a. Any officer that uses a firearm against an animal will complete the department use of force report and contact the on-duty police supervisor. The supervisor will document the incident as needed.

   b. The supervisor will complete a written internal report and forward through the chain of command to the Division Commander. It should contain an evaluation of the incident and any recommendations. The Division Commander will review and make any recommendations and forward the information to the Chief of Police.

c. Officers shall, when practical, attempt to obtain information concerning the presence of animals prior to conducting a search warrant or felony warrant service. If the presence of a potentially dangerous animal is suspected, officers should develop a response that includes a non-deadly force option for dealing with the animal. Some non-lethal options for dealing with potentially aggressive animals include:

(1) CO2 Fire Extinguishers;

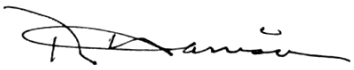
(2) OC Spray; and

(3) Having Animal Control Officers immediately available.

d. Nothing in this section in any way should be construed as preventing an officer from employing deadly force against an animal to protect themselves or others from what they reasonably believe to be an immediate threat of death or serious physical injury. The use of a firearm against an animal should be the last resort.

e. Discharge of a firearm upon animals does not require a shooting review board, unless there are extenuating circumstances, or at the direction of the Chief of Police or a Division Commander.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Legal Process		
NUMBER	1102.05	EFFECTIVE DATE	May 3, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	May 3, 2011
Date Reviewed	June 12, 2012	REVISION DATE	June 20, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedures for members of Texarkana Police Department to execute criminal and civil legal process. The elements of this policy shall apply to all sworn members of the Department.

II. Policy

A. It is the policy of the Texarkana Police Department to provide responsible and professional service of criminal process consistent with the lawful authority granted to officers of the Texarkana Police Department. Officers are charged with the duty to insure that the authority of any criminal process served is valid on its face and to restrict service of such process to that of courts with proper jurisdiction.

III. Definitions

A. **Legal Process**—Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by a law enforcement agency.

B. **Criminal Process**—Those writs, summons, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

C. **Civil Process**—Those writs, summons, mandates, or other process issuing from a court of law or equity pertaining to a cause of a civil nature. The term includes original, intermediate, and final process to be served by a law enforcement agency in any action involving civil litigants.

IV. Civil Process

A. *Arkansas Rules of Civil Procedure Rule 4, Section (c)* mandates the service of civil summons be made by the Sheriff of the county—or his/her deputy—in which the service is to be made unless the sheriff is a party to the action

B. The Arkansas Rules of Civil Procedure also mandate the execution of orders for civil arrest or writs which require the seizure of real or personal property be handled through the Miller County Sheriff's Department in accordance with Arkansas Law.

C. The Texarkana Police Department does not routinely handle calls for service involving civil process incidents. Should the Texarkana Police Department receive a call that is determined to involve a civil process issue, officers of the Agency shall stand-by to ensure the peace and safety of those involved and notify their supervisor of the situation.

V. Warrant Procedure

A. *Arkansas Rules of Criminal Procedure Rule 4.2* states any sworn law enforcement officer may arrest a person pursuant to a warrant in any county in the state. Additionally, *A.C.A § 16-81-301* states any police officer of this state shall have the authority to arrest any person whom he reasonably believes to have committed or attempted to commit any criminal offense in the presence of such officer or any person for whom he holds a warrant of arrest for a criminal offense.

B. The following Arkansas State Statutes or Rules of Criminal Procedure govern the execution of the criminal process by members of the Texarkana Police Department:

1. Territorial Limits

a. Frequently, persons are arrested on an outstanding Texarkana warrant outside the Texarkana Police Department's jurisdiction. The Criminal Investigation Division Commander, the Prosecuting Attorney's Office and the Chief of Police shall review the facts of any such case that involve extradition efforts before such efforts are initiated. Some factors that should be considered include the location of the arrested, the nature of the crime and the availability of manpower.

2. Summoning Aid

a. *A.C.A. §16-81-107(d)* states an officer making an arrest may orally summons as many persons as he deems necessary to aid him in making the arrest.

3. Use of Force

a. The use of force in the execution of an arrest warrant will be governed by the Texarkana Police Department's Use of Force policy and *A.C.A. § 5-2-610.*

4. Authority to Issue a Citation

a. *Rule 5.2 of the Arkansas Rules of Criminal Procedure* states a law enforcement officer in the field acting without a warrant who has reasonable cause to believe that a person has committed any misdemeanor may issue a citation in lieu of arrest or continued custody. A citation is defined as a written order, issued by a law enforcement officer who is authorized to make an arrest, requiring a person accused of violating the law to appear in a designated court at a specified date and time.

5. Authority to Issue a Summons

a. *Rule 6.1 of the Arkansas Rules of Criminal Procedure* gives any official with the authority to issue a warrant the authority to issue a criminal summons in all cases in which a complaint, information, or indictment is filed or returned against a person not already in custody. A summons is defined as an order issued by a judicial officer or, pursuant to the authorization of a judicial officer, by the clerk of a court, requiring a person against whom a criminal charge has been filed to appear in a designated court at a specified date time and time.

6. Service of a Criminal Summons

a. *Rule 6.3 of the Arkansas Rules of Criminal Procedure* states a criminal process may be served by any method prescribed for personal service of civil process or by certified mail, for delivery to the addressee only with return receipt requested. Additionally, *A.C.A. §16-81-105* gives any police officer to whom a criminal summons or warrant of arrest is directed the authority to serve or execute the summons or warrant in any county in the state.

7. Immunity from Arrest

a. The members of the Arkansas Senate and House of Representatives, the clerks, sergeant at arms, and door keepers of each branch of the General Assembly shall be privileged from arrest during the session of the General Assembly and for fifteen (15) days before the commencement and after the termination of each session.

b. All persons qualified to vote for representatives in the General Assembly shall be privileged from arrest during their attendance at any election and while on their way to and returning from the election.

c. No person shall be arrested while doing militia duty under the order of his commanding officer or while going to or returning from the place of duty or parade.

d. No person shall be arrested in the Senate chamber or House of Representatives during their sitting or in any court of justice during their sitting of the court.

e. Nothing contained in this section shall be construed as to extend to cases of treason, felony, or breach of the peace or to privilege any person named from being served at any time or place specified in this section with a summons or notice to appear.

C. Sworn members of the Texarkana Police Department will make attempts to serve all active warrants. When an officer makes contact with a party in reference to serving a locally issued misdemeanor warrant, the following procedure for confirming the warrant shall be followed prior to placing the subject in question into custody:

1. The officer requesting confirmation shall contact the Central Records and Communications Section to obtain confirmation.

2. Unless the officer has within their possession the original warrant issued by the court, the Central Records and Communications Section shall be the sole authority for all warrant confirmations.

3. Once the warrant has been confirmed, the officer should take the necessary steps to ensure the warrant is served.

D. When an officer makes contact with an individual for whom an outstanding warrant is listed in ACIC or NCIC, the following procedure for confirming the warrant shall be followed ***prior to placing the subject into custody***:

1. The officer requesting confirmation shall contact the Central Records and Communications Section to initiate the warrant confirmation process.

2. The dispatcher will send a Hit Confirmation Request though the ACIC/NCIC terminal to the originating agency. During the warrant confirmation process, the officer should determine if the issuing agency intends to extradite the wanted person.

3. Upon receipt of the Hit Confirmation Response, the Communications Unit shall advise the requesting officer that the warrant is confirmed. If the officer determines the issuing agency intends to extradite the wanted person, the officer should take the necessary steps to ensure the hit confirmation response is honored and the person is taken into custody pursuant to the warrant.

E. After serving a warrant that is on file at the Texarkana Police Department, the arresting officer shall retrieve the "hard copy" of the warrant from the Central Records and Communications Section and ensure the return section on the warrant is completed.

F. In addition to completing the return on the original copy of the warrant, the arresting officer shall complete an arrest report within the Texarkana Police Department's ADSI Records Management System. This report will contain, at a minimum, the following information. For more information, refer to *General Order 1108.03---Incident Reporting Procedure*:

1. Date and time of arrest;

2. Name of the officer(s) making the arrest;

3. Name of the arrested person;

4. Details as to how the warrant was served; and

5. Location of the arrest.

G. **Miller County Warrant Procedures**

1. During those instances in which an officer encounters an individual with a Miller County warrant, the officer, after confirming the warrant with Miller County, will transport the prisoner to the Miller County Sheriff's Department. The officer will ensure Miller County is made aware of the fact he/she is en route with the prisoner.

   a. Upon arrival at the Sheriff's Department, the officer will enter into the secured sally port area and await assistance from a member of the correctional center's staff. If a member of the correctional staff is available to assist, the prisoner exchange will take place within the secured sally port area; however, if a member of the correctional center is unavailable, the officer will deliver the prisoner to the booking area inside the facility where the prisoner exchange will take place.

   b. All such prisoner transfers to Miller County that find the prisoner transported in a TAPD unit will necessitate the completion of an arrest report that documents all pertinent information to include vehicle impound information when applicable. For more information surrounding the completion of arrest reports, refer to General Order 1108.03---Incident Reporting Procedures.

2. Should a member of the Sheriff's Department confirm a local warrant issued from the Texarkana Arkansas District Court, personnel at the Sheriff's Department have been instructed to make contact with an on-duty supervisor and arrange the prisoner's transfer. If contacted, the on-duty supervisor should ensure an officer responds to the south side of the Bi-State Justice Center near the basement's entrance to complete the prisoner's exchange. A response to the building to receive a prisoner in Miller County's custody should occur with minimal delay.

VI. Subpoena Procedure

A. Texarkana District Court Subpoenas

1. As subpoenas are generated within the Texarkana District Court Clerk's Office, they will be hand delivered to the Department's front receptionist. Upon their receipt, the front receptionist shall endorse each subpoena and record the date in which the subpoena is received on the subpoena itself.

2. The front receptionist shall forward the subpoenas to the Uniform Patrol Division Commander who will have the responsibility to disseminate the subpoenas in an appropriate manner.

3. Upon the affected employee's receipt of the subpoena, the employee shall endorse the subpoena and record the date in which the subpoena was received. Once endorsed, the original subpoena shall be forwarded to the Uniform Patrol Division Commander who will have the responsibility to return the served subpoenas to the front receptionist.

4. As the original subpoenas are returned to the front receptionist, they shall be returned to the Texarkana District Court Clerk's Office where they will be placed on file within that office.

B. Miller County / Circuit Court Subpoenas

1. As subpoenas generated under the jurisdiction of the Miller County Circuit Court will be delivered to the Department's front receptionist via a facsimile. Upon their receipt, the front receptionist shall endorse each subpoena (facsimile) and record the date in which the subpoena (facsimile) is received on the subpoena (facsimile) itself.

2. The front receptionist shall forward the subpoenas to the Uniform Patrol Division Commander who will have the responsibility to disseminate the subpoenas in an appropriate manner.

3. Upon the affected employee's receipt of the subpoena (facsimile), the employee shall endorse the subpoena (facsimile) and record the date in which it was received. Once endorsed, the original subpoena (facsimile) shall be forwarded to the Uniform Patrol Division Commander who will have the responsibility to return the served subpoenas to the front receptionist.

4. The front receptionist shall ensure all returned subpoenas (facsimiles) are returned to the Miller County Prosecuting Attorney's Office byway of a returned facsimile.

C. All subpoenas received by officers will be honored, as officers of the Texarkana Police Department will be required to attend the appropriate court named within each respective subpoena at the specified time; however, there will be times when making telephone contact with the subpoena's appropriate authority to ascertain the specific time the officer will be needed for their scheduled court appearance is necessary.

VII. Summons Procedure

A. Summonses are often issued by the District Court and directed to individuals who reside within the Department's jurisdiction that otherwise compel them to attend District Court at a specified date and time.

B. As summonses are generated within the Texarkana District Court Clerk's Office, they will be hand delivered to the Department's front receptionist. Upon their receipt, the front receptionist shall endorse each individual summons and record the date in which the summons is received on the summons itself.

C. The front receptionist shall forward each summons to the Uniform Patrol Division Commander who will have the responsibility to disseminate each summons in a manner that ensures the summons is served upon the named individual.

D. Once served, each summons will be forwarded to the Uniform Patrol Division Commander who will have the responsibility to return the summons to the front receptionist.

E. As each summons is returned to the front receptionist, it shall be returned to the Texarkana District Court Clerk's Office where it will be placed on file within that office.

VIII. Orders for Protection

A. Within the State of Arkansas, there are three (3) separate orders for protection which consist of the following:

1. Restraining Orders

a. Restraining orders are used for a wide variety of circumstances, but they are most common within cases of divorce that find both parties mutually restrained by the order.

b. Should a violation of this order occur, the person affected by the violation must notify the issuing court of the circumstances of the order's violation in order to seek relief.

c. The punitive result of a restraining order violation originates from the judiciary and classified as a Contempt charge which subjects the violator to a jail sentence and/or a fine.

d. The violation of a restraining order is not considered a criminal act, and therefore, officers are prohibited from enforcing the order and making an arrest subsequent to any violation of the order.

e. Officers should encourage those affected by a restraining order to obtain an Order of Protection for their safety.

2. No Contact Orders

a. No Contact Orders originate from either the Circuit Court or the District Court.

b. The No Contact Order is issued in conjunction with a criminal charge and acts as either a condition of pre-trial release, bond or established as a condition of one's probation.

c. The No Contact Order in effect orders the defendant to refrain from having any contact with the victim and the victim's family. This includes personal contact—whether in person, by telephone or other electronic devices—as well as constructed contact by a third party. The order prohibits the defendant from going to the home, business or school affiliated with the victim.

d. The No Contact Order is mandatory upon a defendant's pre-trial release whenever the circumstances surround the violation of any of the following types of crime:

(1) Harassment;

(2) Harassing Communications;

(3) Terroristic Threats;

(4) Stalking; and

(5) Unlawful Computerized Communication.

e. A citizen may only obtain a No contact Order after becoming the victim of a crime. The victim must have filed a report with the Department, and the order must be supported by an affidavit completed by the victim at the District Court Clerk's Office.

f. In accordance with Rule 9.5 (Rules of Criminal Procedure), the violation of the No Contact Order is classified as a criminal offense, and as such, officers of the Texarkana Police Department may arrest the violator of the order if the violation occurs within the officer's presence; however, arrests for violations of the order that occur outside the officer's presence must be supported by an arrest warrant.

g. Before an arrest can be made pursuant to a violation of the No Contact Order, officers must confirm the validity of the No Contact Order.

3. Orders of Protection

a. Orders of Protection originate from the Circuit Court. The victim and the defendant affected by the Order of Protection must meet the statutory definition of a family or household member or be involved within a dating relationship. The petition to obtain an Order of Protection may be filed within the county in which the victim resides, the county in which the alleged criminal incident that supports the petition occurred or the county in which the defendant may be served with the signed order.

b. Orders of Protection can be granted for up to a ten (10) year period, and they can be renewed at the time of expiration.

c. An Order of Protection prohibits the defendant from having contact with the victim, harassing the victim or threatening the victim. The Order can prohibit the defendant from arriving at/visiting the victim's residence, place of business or the victim's/child's school and order the defendant to remain a certain distance from those locations.

d. The violation of an Order of Protection is a Class A Misdemeanor. The following statute governs violations of an Order of Protection:

(1) ***A.C.A §5-53-134 Violation of an Order of Protection (c) (1)***……..A law enforcement officer may arrest and take into custody without a warrant any person who the law enforcement officer has probable cause to believe:

(a) Is subject to an order of protection issued pursuant to the laws of this state; and

(b) Has violated the terms of the order of protection, even if the violation did not take place in the presence of the law enforcement officer.

(2) Under § 9-15-302, a law enforcement officer or law enforcement agency may arrest and take into custody without a warrant any person who the law enforcement officer or law enforcement agency has probable cause to believe:

(a) Is subject to an order of protection issued pursuant to the laws or rules of another state, a federally recognized Indian tribe, or a territory; and

(b) Has violated the terms of the out-of-state order of protection, even if the violation did not take place in the presence of the law enforcement officer.

(3) It is an affirmative defense to a prosecution under this section that the parties have reconciled prior to the violation of the order of protection.

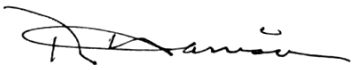
(4) Any law enforcement officer acting in good faith and exercising due care in making an arrest for domestic abuse in an effort to comply with this subchapter shall have immunity from civil or criminal liability.

e. While subject to the conditions set forth with an Order of Protection, the affected defendant is prohibited from possessing a firearm or ammunition for the duration of the period in which the Order remains in effect. This is a Federal law punishable by up to ten (10) years in a federal penitentiary.

f. When appropriate, officers of the Texarkana Police Department will refer those victims interested in obtaining an Order of Protection to the Criminal Investigative Division, Domestic Violence Section.

g. In conjunction with the Domestic Violence Prevention Center, personnel within the Domestic Violence Section can assist in the completion of the necessary forms free of charge.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Juvenile Curfew Enforcement		
NUMBER	1102.06	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	February 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. **Purpose and Scope**

A. The purpose of this policy is to establish guidelines and procedures that govern the manner in which officers of the Texarkana Police Department enforce Texarkana, Arkansas City Ordinance K-458 which establishes a curfew for minors.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to establish guidelines that govern the manner in which officers of the Department enforce the City's juvenile curfew ordinance. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. **Definitions**

A. For the purposes associated with this general order, the following definitions shall apply:

1. **Emergency** — An unforeseen combination of circumstances or the resulting state that calls for immediate action. Although not inclusive, the term includes a fire, a natural disaster, an automobile accident or any situation requiring immediate action to prevent serious bodily injury or the loss of life.

2. **Minor** — Any person under eighteen (18) years of age.

3. **Parent** — A person who is the natural parent, adoptive parent or the step-parent of a person. As used herein, parent shall also include a court appointed guardian or other person twenty-one (21) years of age or older and authorized by the parent, by a custodial order or by the court appointed guardian to have the case and custody of a person.

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

IV. **Procedures**

A. The establishment of Texarkana, Arkansas City Ordinance K-458, otherwise known as the juvenile curfew ordinance, serves the following purposes:

1. Protect minors from criminal activity that occurs after the curfew hour;

2. Protect minors from improper influences that prevail after the curfew hour;

3. Protect the public from illegal acts committed by minors after the curfew hour; and

4. Helps parents, guardians, custodians or other responsible persons in carrying out their responsibility to exercise reasonable supervision of the children entrusted within their care.

B. The ordinance establishes the following curfew hours for those who are under the age of eighteen (18):

1. 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday or Thursday until 6:00 a.m. the following day;

2. 12:01 a.m. until 6:00 a.m. on any Saturday or Sunday; and

3. 9:00 a.m. until 2:30 p.m. on any Monday, Tuesday, Wednesday, Thursday or Friday during those periods in which the Texarkana, Arkansas School District is in session.

C. The ordinance has established and classified the following activity as unlawful:

1. It shall be unlawful for any minor to intentionally or knowingly remain, walk, run, stand, drive or ride about in or upon any public place within the City of Texarkana, Arkansas during curfew hours.

2. It shall be unlawful for the parent of a minor to knowingly permit—or by insufficient control—to allow such minor to remain, walk, run, stand, drive or ride about in or upon any public place within the City of Texarkana, Arkansas during curfew hours. The term "*knowingly*" includes knowledge which a parent should reasonable be expected to have concerning the whereabouts of a minor in that parent's legal custody.

D. The ordinance has established and classified the following activity as a defense to prosecution at the time of the act that would otherwise constitute an offense of this ordinance:

1. The minor was accompanied by his/her parent;

2. The minor was accompanied by an adult twenty-one (21) years of age or older designated by his/her parent;

3. The minor was on an errand made necessary by an emergency;

4. The minor was attending a school, religious activity, or a government sponsored activity, or going to or coming from a school, religious, or a government sponsored activity.

5. The minor was engaged in lawful employment activity or volunteer work at a recognized charity institution, or going to or coming from such activity without detour or stop;

6. The minor was attending an official school, religious, or other recreational activity supervised by adults and sponsored by the City of Texarkana, Arkansas, a civic organization, or another similar entity that takes responsibility for the minor, or going to or returning home from—without any detour or stop—an official school, religious, or other recreational activity supervised by adults and sponsored by the City of Texarkana, Arkansas, a civic organization, or other similar entity that takes responsibility for the minor;

7. The minor was—with parental consent—in a motor vehicle engaged in interstate travel, beginning, ending or passing through Texarkana, Arkansas;

8. The minor was on an errand at the direction of the minor's parent, without any detour or stop;

9. The minor was on the property or the sidewalk directly adjacent to the place where such minor resides or the place immediately adjacent thereto if the owner or occupant of the adjacent building does not communicate an objection of the minor to the Police Department;

10. The minor was attending or traveling directly to or from an activity involving the exercise of First and Fourteenth Amendment rights protected by the United States Constitution, including, but not limited to the free exercise of religion, freedom of speech and the right of assembly;

11. The minor is married and/or is living independently and self-sufficiently;

12. The minor was following the direction of a peace officer; and

13. With respect to the hours between 9:00 a.m. and 2:30 p.m. only, the offense occurred during the school summer vacation break period of the school in which the minor is enrolled or on a holiday observed by the closure of classes in the school in which the minor is enrolled.

E. Before taking any enforcement action under this Ordinance, a police officer shall ask the apparent offender's age and reason for being in the public place. The officer shall not issue a citation or make an arrest under this ordinance unless the officer reasonably believes that an offense has occurred, and based on any response and other circumstances, no defense to the violation exists.

1. It shall not be the Texarkana Police Department's objective to arrest every juvenile who is in violation of the ordinance. As indicated above, officers of the Department shall evaluate the circumstances of the situation before making the determination to issue a citation for the violation of the curfew ordinance.

2. Officers will use discretion and exercise good judgment while enforcing this ordinance. The ordinance was passed as a tool for police officers to deal with problem areas or problem juveniles.

3. For more information regarding the Department's policy on an officer's use of discretion, refer to *General Order 1101.19---Use of Discretion*.

F. When an arrest for violations of the curfew ordinance are made, the following procedures will be followed:

1. Officers will utilize a Department issued Juvenile Citation whenever making an arrest for a curfew violation. The box on the Juvenile Citation affiliated with *Other Violation* will be checked, and the charge *Curfew Ordinance Violation* will be written is the available space. In the space associated with the Arkansas Statute number associated with the violation, officers will include *K-458* in this space.

2. Check the Municipal Court box. All juveniles will be citied to Municipal Court. They should be cited to the officers next court date at 1:00 p.m. Use the court clerk's phone number of 903-798-3012.

3. Citations will be issued to the offender and the appropriate notice to the parent will be provided by the Municipal Court Clerk's office by an official letter. If the officer has knowledge of previous curfew violations by the offender, the officer may contact the parent and have them come to the scene to sign the ticket, or the officer may transport or follow the juvenile home if the residence is within the Department's jurisdiction.

4. If the parent or guardian is not contacted, the officer shall advise the juvenile a parent will need to accompany them to court.

5. Officers are required to generate a CCN number; however, because the offense will be heard by the District Court, an offense report will not be needed.

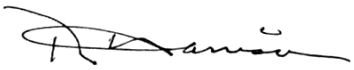
6. The distribution of citation copies concerning curfew violations is as follows.

    a. The white and yellow copies of the citation will be forwarded to the Docket Clerk;

    b. The green copy of the citation will be kept by the issuing officer; and

    c. The hard copy of the citation will be given to the minor/parent receiving the citation.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Diplomatic and Consular Related Immunity		
NUMBER	1102.07	EFFECTIVE DATE	May 3, 2011
Scheduled Review Date	February 01, 2016	ISSUE DATE	May 3, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to institute a series of rules and guidelines that serve to define the Texarkana Police Department's requirements whenever a commissioned officer encounters a foreign diplomat or consular official in an official enforcement capacity.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to operate within and recognize the special privileges and immunities accorded foreign diplomatic and consular representatives assigned to the United States of America which have been developed among the nations of the world regarding the manner in which civilized international relations must be conducted.

B. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Diplomatic Immunity**—A principal of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and—to a large extent—their personal activities.

B. **Diplomatic Missions**—The principle communication link between the country that sends the official and the United States of America. The staffs of diplomatic missions—commonly referred to as embassies—are afforded the highest level of privileges and immunities within the United States of America.

C. **Diplomatic Agents**—Ambassadors and other diplomatic officials who maintain the function of dealing directly with officials within the United States government. These agents are entitled to the highest degree of privileges and immunities.

D. **Consular Officers**—Those members of consular posts who are recognized by both the sending country and the United States of America as fully authorized to perform the broad array of consular functions. These officers are only entitled to functional immunity with respect to both criminal and civil matters.

E. **Members of Administrative and Technical Staff (Diplomatic Missions)—**Official members of the diplomatic mission that include those persons who support the activities of the diplomatic agents.

These personnel include secretaries, clerical personnel, office managers and professional security personnel.

F. **Members of the Service Staff (Diplomatic Missions)**—Official members of the diplomatic mission who perform tasks such as driving, cleaning or grounds maintenance.

IV. Privileges and Immunities

A. Diplomatic Agents

1. Diplomatic Agents enjoy the highest degree of privileges and immunities. They enjoy complete personal inviolability, which means that they may not be handcuffed (except in extraordinary circumstances), arrested or detained.

2. All property—including vehicles and residences—may not be entered into or searched. Unless their immunity is waived by the sending country, Diplomatic Agents are entitled to complete immunity from the criminal jurisdiction of all courts within the United State of America and thus cannot be prosecuted no matter how serious the offense.

3. Diplomatic Agents are entitled to complete immunity from the obligation to provide evidence as witnesses and shall not be required to offer any testimony.

4. Unless the family member has become a national or a permanent citizen of the United States of America, all family members forming part of the Diplomatic Agent's household are entitled to the same privileges and immunities accorded to the sponsoring Diplomatic Agent.

B. Members of Administrative and Technical Staff—Diplomatic Missions

1. Members of the administrative and technical staff of a diplomatic mission perform tasks critical to the inner workings of the embassy. Accordingly, they enjoy privileges and immunities identical to those of diplomatic agents in respect of personal inviolability, immunity from criminal jurisdiction and immunity from the obligation to provide evidence as witnesses.

2. Unless the family member has become a national or a permanent citizen of the United States of America, the recognized family members of administrative and technical staff are entitled to the same privileges and immunities accorded to their sponsor.

3. Members of the administrative and technical staff of a diplomatic mission who become a national or a permanent citizen of the United States of America forfeit all of their immunities.

C. Members of Service Staff—Diplomatic Missions

1. Members of the service staff of diplomatic missions perform less critical support tasks for the missions and are accorded much less in the way of privileges and immunities and are not entitled to any immunity associated with personal inviolability and the obligation to provide evidence as witnesses. The families of service staff members enjoy no privileges or immunities.

D. Consular Officers

1. Consular officers are entitled to official acts or functional immunity with respect to criminal matters, and their personal inviolability is extremely limited. Consular officers may be arrested or detained pending trial only if the offense is a felony and only if the arrest is made pursuant to a warrant issued by competent judicial authority.

2. They can be prosecuted for misdemeanors, but they are entitled to remain at liberty pending trial or other disposition of charges. Absent a bilateral agreement, the family members of consular officers enjoy no personal inviolability and no jurisdictional immunity of any kind.

3. Determination of Official Acts

   a. Official acts immunity manifests in numerous circumstances. All official acts on the part of any consular official entitles that official with immunity regarding criminal matters and personal inviolability. Members of the Texarkana Police Department shall not attempt to determine whether a given set of circumstances constitutes and official act. This issue may only be resolved by the court having jurisdiction over the alleged crime.

4. All members associated with all consular functions who become a national or a permanent citizen of the United States of America forfeit all of their immunities.

E. **Consular Employees**

1. Consular employees perform the administrative and technical support services for the consular post. They have no personal inviolability, only official acts immunity, and enjoy immunity from the obligation to provide evidence as witnesses only in respect of official acts. Their family members enjoy no personal inviolability or jurisdictional immunities of any kind.

F. **Consular Service Staff**

1. A Consular service staff member does not enjoy personal inviolability or jurisdictional immunity of any kind, but they do have immunity from the obligation to provide evidence as witnesses in respect of official acts. Their family members enjoy no personal inviolability or jurisdictional immunity of any kind.

V. Diplomatic and Consular Privileges and Immunities from Criminal Jurisdiction (Chart)

DIPLOMATIC AND CONSULAR PRIVILEGES & IMMUNITIES FROM CRIMINAL JURISDICTION

LAW ENFORCEMENT ASPECTS SUMMARY

	Category	Arrested or Detained?	Enter Residence Subject to Ordinary Procedures?	Issued Traffic Citation?	Subpoenaed as Witness?	Prosecuted?	Recognized Family Member?
International Organizations	International Organization Staff[2]	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
	Diplomatic-Level Staff of Missions to International Organizations	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Support Staff of Missions to International Organizations	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Diplomatic	Diplomatic Agent	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Member of Administrative and Technical Staff	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Service Staff[2]	Yes	Yes	Yes	Yes	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Consular	Career Consular Officers[2]	No, except in the case of a felony and pursuant to a warrant.	Yes[4]	Yes	No—for official acts. Testimony may not be compelled in any case.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
	Honorary Consular Officers	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
	Consular Employees[2]	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.

[1] Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.
[2] This table presents general rules. The employees of certain foreign countries may enjoy ***higher*** levels of privileges and immunities on the basis of special bilateral agreements.
[3] A small number of senior officers are entitled to be treated identically to "diplomatic agents."
[4] Note that consular residences are sometimes located within the official consular premises. In such cases, ***only*** the official office space is protected from police entry.

Direct questions or inquiries to the Diplomatic Security Command Center.
Call **571-345-3146** or
Toll free to **1-866-217-2089**
Available 24 hours daily

CONSULAR NOTIFICATION
Assistance with consular notification procedures following the arrest or detention of a foreign national.

Business hours:	202-647-4415
After-hours:	202-647-1512
Fax Number:	202-647-7559

IMMUNITY ISSUES
Contact the Office of Protocol: Diplomatic Affairs
202-647-1727

DEPARTMENT OF STATE
BUREAU OF DIPLOMATIC SECURITY
Publication 11183
Released August 2006

VI. Identification Cards, Automobile Registration and License Plates (Issued by the U.S. Department of State)

A. The only authoritative identity document is the identity card issued by the U.S. Department of State's Office of Protocol, and for those persons accredited to the United Nations, by the U.S. Mission to the United Nations.

B. There are three types of identification cards utilized to identify those persons affiliated through the U.S. Department of State and the United Nations:

1. Diplomatic—Identification card with blue border for all diplomats;

2. Official—Identification card with green border for embassy employees; and

3. Consular—Identification card with red border for consular personnel.

C. All of these identification cards are 3¾" x 2½" and contain a photograph of the bearer. The bearer's name, title, mission, city and state, date of birth, identification number, expiration date and a U.S. Department of State seal appear on the front of the card.

D. A brief statement of the bearer's criminal immunity is printed on the reverse side. Space is provided for the bearer's signature. While this form of identification is generally to be relied upon, law enforcement authorities are nonetheless urged to immediately seek verification whenever the cardholder becomes involved in any serious incident or in any case where they have reason to doubt

the validity of the card. Police officers should be alert to the fact that newly arrived members of diplomatic and consular staffs may not yet have these official identity documents and should contact the U.S. Department of State's Office of Protocol for verification if confronted with such situations.

1. All questions regarding an individual's status or immunity should be referred during work hours to the Office of Protocol, (202) 647-1985. All questions after work hours should be referred to the Bureau of Diplomatic Security, (202) 647-7277.

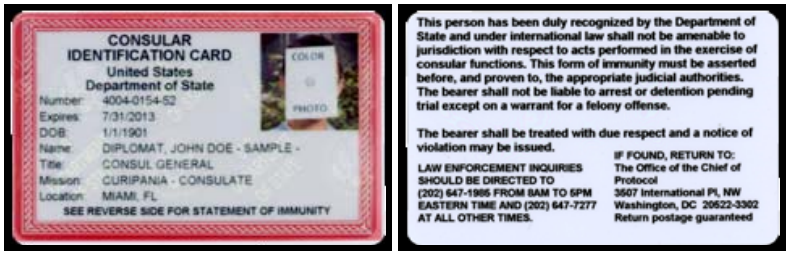
E. Identification Cards

1. BLUE bordered cards are issued to diplomatic officers and their family members. They are entitled to full criminal immunity and may not be arrested or detained. BLUE boarded cards are also issued to United Nations diplomatic officers and their family members. They are also entitled to full criminal immunity and may not be arrested or detained.

2. GREEN bordered cards are issued to embassy administrative and technical staff employees and their family members. This card signifies the bearer is entitled to full criminal immunity and may not be arrested or detained. GREEN bordered cards are also issued to embassy service staff employees. This card signifies the embassy service staff employee is entitled to immunity for official acts only.

3. RED bordered cards are issued to career consular officials and their employees. This card signifies the bearer is entitled to immunity for official acts only.

   a. RED bordered cards are also issued to consular officers, employees and their families from those countries with which the United States of America has special agreements. These personnel are entitled to full criminal immunity and may not be arrested or detained.



F. Automobile Registration and License Plates

1. The U.S. Department of State—through its Office of Foreign Missions' Diplomatic Motor Vehicle Office—has jurisdiction over the registration of vehicles, the issuance of distinctive license plates for those vehicles, and the issuance of operator permits for individuals who enjoy privileges and immunities in the United States. They should be relied upon only as an indication that the bearer may enjoy some degree of immunity. The plates are coded to reflect the degree of immunity which the registered owner of the vehicle enjoys:

   a. Plates with a "**D**" prefix or suffix are issued to diplomatic missions and those members who hold diplomatic rank;

   b. Plates with a "**C**" prefix are issued to consular missions and career consular officers;

   c. Plates with a "**S**" prefix are issued to the administrative and technical staff at diplomatic missions and consular employees at consular missions; and

   d. Plates with an "**A**" prefix or suffix are issued to official vehicles of the Secretariats of the United Nations and the Organization of American States and the personally owned vehicles of those staff members who have diplomatic status.

2. Examples of U.S. Department of State license plates:

   a. The following license plates denote a Diplomatic Missions affiliation:

b. The following license plates denote a United Nations affiliation:

VII. Enforcement Guidelines

A. During those instances in which an officer of the Texarkana Police Department encounters a criminal incident involving a person who claims diplomatic or consular immunity, the officer will immediately begin the process of verifying the suspect's status. Should the person be unable to produce satisfactory identification—and if the circumstances would normally warrant the suspect's arrest or detention—the officer should inform the individual that he/ she will be detained until his or her identity can be confirmed.

1. In all cases—including those in which the suspect provides a U.S. Department of State issued identification card—the officer will verify the status with the U.S. Department of State or, in the case of the United Nations community, with the U.S. Mission to the United Nations.

B. Once the suspect's status has verified, the officer will complete an offense report that fully documents the details and circumstances of the incident in accordance with Department protocol.

1. Unless the suspect poses an immediate threat to the safety of the officer or others, if the suspect is entitled to personal inviolability, he/she shall not be handcuffed, arrested or detained. After the officer has completed gathering all of the required information needed for a comprehensive report, the suspect must be released without further delay.

2. The officer's supervisor will ensure an email documenting the incident is forwarded to the Uniform Patrol Division Commander. The Uniform Patrol Division Commander will be responsible to ensure a copy of the incident report is forwarded to the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the United Nations in New York if the suspect is affiliated with the United Nations community.

C. **Traffic Enforcement Guidelines**

1. Officers of the Texarkana Police Department may stop a mission or diplomatic member or their dependent(s) for a violation of the traffic laws of the State of Arkansas and issue a traffic citation for a moving violation, as issuing such a citation does not constitute arrest or detention and is permitted.

a. When issuing a citation under these circumstances, officers of the Department shall not compel the mission or diplomatic member to endorse the citation. The act of compelling such an endorsement would violate the person's entitlement to personal inviolability.

2. In any such incident, officers will complete an incident report that fully documents the details and circumstances of the incident in accordance with Department protocol. The officer's supervisor will ensure an email documenting the incident is forwarded to the Uniform Patrol Division Commander. The Uniform Patrol Division Commander will be responsible to ensure a copy of the incident report is forwarded to the U.S. Department of State in Washington, D.C., or to the

U.S. Mission to the United Nations in New York if the suspect is affiliated with the United Nations community.

3. During incidents involving violations of the State's DWI / DUI laws or traffic crashes—especially those involving personal injury—the shift supervisor is responsible to immediately notify the U.S. Department of State by telephone. If appropriate, the investigating officer may offer standardized field sobriety testing to the suspect; however, officers of the Texarkana Police Department shall not compel any mission or diplomatic member to submit to these tests. Officers shall not compel such persons to submit to any chemical test.

4. If the suspect is too impaired to operate their vehicle safely, the officer should make the necessary arrangements to secure transportation from the scene of the encounter. Officers are not mandated to allow such persons—to include diplomatic agents—to operate their vehicles while impaired.

    a. In any such incident, officers will complete an incident report that fully documents the details and circumstances of the incident in accordance with Department protocol. The officer's supervisor will ensure an email documenting the incident is forwarded to the Uniform Patrol Division Commander.

    b. The Uniform Patrol Division Commander will be responsible to ensure a copy of the incident report is forwarded to the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the United Nations in New York if the suspect is affiliated with the United Nations community.

5. **Searching and/or Impounding Mission or Diplomatic Member Vehicles**

    a. The property of a person enjoying full criminal immunity, including his or her vehicle, may not be searched or seized. Vehicles falling within this category shall not be impounded, removed or towed by any officer of the Department; however, such vehicles may towed the distance necessary to remove them from obstructing traffic or endangering public safety.

    b. If a vehicle that is owned by a diplomat is suspected of being stolen or used in the commission of a crime, officers of the Texarkana Police Department are authorized to require the occupants of the vehicle to present vehicle documentation that serves to verify the vehicle's status through standard access to NLETS.

    c. Should the vehicle prove to have been stolen or to have been used by unauthorized persons in the commission of a crime, the inviolability to which the vehicle would normally be entitled shall be considered temporarily suspended. When deemed appropriate, the normal search of the vehicle and its detention are both permissible.

    d. Vehicles registered to consular officials—including those with full criminal immunity—and their affiliated consulates are not inviolable and may be towed, removed or impounded in accordance with local procedures.

        (1) In any such incident, officers will complete an incident report that fully documents the details and circumstances of the incident in accordance with Department protocol. The officer's supervisor will ensure an email documenting the incident is forwarded to the Uniform Patrol Division Commander.

        (2) The Uniform Patrol Division Commander will be responsible to ensure a copy of the incident report is forwarded to the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the United Nations in New York if the suspect is affiliated with the United Nations community.

Useful Telephone Numbers

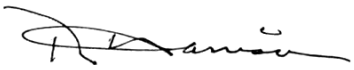
FOR INFORMATION ON DIPLOMATIC AND CONSULAR PERSONNEL AND PERSONNEL OF INTERNATIONAL ORGANIZATIONS OTHER THAN THE UNITED NATIONS

DURING BUSINESS HOURS (8 A.M. – 5 P.M. EST)	
Current status of U.S. Department of State drivers licenses, diplomatic license plates, registrations, or other diplomatic motor vehicle information:	(202) 895-3521 Fax: (202) 895-3646
For reporting traffic incidents or accidents, issuance of citations, etc., involving foreign missions personnel:	(202) 895-3521
Send all citations and/or reports to:	Fax: (202) 895-3646
To verify immunity status:	(202) 647-1985 or (202) 647-1727
PLEASE SEND COPIES OF CRIMINAL INCIDENT REPORTS AND CITATIONS TO:	
The Office of the Chief of Protocol	Fax: (202) 647-1198
Diplomatic Security Service Protective Liaison Division	Fax: (202) 895-3613
AFTER BUSINESS HOURS	
All after business hours inquiries should be made to the U.S. Department of State Diplomatic Security Command Center (operates 24-hours daily):	(571) 345-3146 or toll free 1-866-217-2089

TO VERIFY THE IMMUNITY STATUS OF UNITED NATIONS PERSONNEL

DURING BUSINESS HOURS (8 A.M. – 5 P.M. EST)	
Diplomatic agents and family members, UN Mission staff and family members, or UN Secretariat employees	(212) 415-4168 or (212) 415-4407 or (212) 415-4131
U.S. Department of State license tags, registration, or other motor vehicle information:	(646) 282-2825 or (646) 282-2812
AFTER BUSINESS HOURS	
Information is available from the Communications Section of the U.S. Mission to the United Nations (USUN - operates 24-hours daily)	(212) 415-4444

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Concealed Handgun Act Management		
NUMBER	1102.08	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	February 01, 2016	ISSUE DATE	May 18, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish rules and guidelines surrounding the manner in which officers of the Texarkana Police Department manage the statutory requirements that serve to control the *Concealed Handgun Act 419 of 1995*.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to establish rules and guidelines that define the manner in which officers of the Department manage and process Concealed Handgun Permits confiscated during violations of the *Concealed Handgun Act 419 of 1995*. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Concealed Handgun Act 419 of 1995

A. *A.C.A §5-73-302* states the Director of the Department of Arkansas State Police may issue a license to carry a concealed handgun to a person who meets the statutory qualifications.

B. When a licensee is in actual possession of a concealed handgun, the licensee shall present the original license—or a valid issued duplicate copy—for inspection upon a request by any peace officer. The licensee is mandated to also present an official form of photo identification that accompanies the original license. Although not inclusive, officially recognized photo identification forms include the following:

1. A valid Arkansas Driver's License that denotes the same address as shown on the Concealed Handgun License;

2. A valid military identification card;

3. A valid identification card issued by the State of Arkansas denoting the same address as show in the Concealed Handgun License; or

4. A valid passport.

C. *A.C.A. §5-73-315* requires the licensee at all times—while in possession of a concealed handgun—to carry the license on his/her person.

D. **Confiscation of a Concealed Handgun License**

1. Any law enforcement officer making an arrest of a licensee for a violation of this act or any other statutory violation which requires revocation of this permit, shall confiscate the permit and forward it to the director of the Arkansas State Police, and the permit shall be held until determination of the charges are finalized, with the appropriate disposition of the license thereafter.

2. When an officer of the Texarkana Police Department confiscates a Concealed Handgun License, the officer shall complete Arkansas State Police Form 175—entitled Special Services Concealed Handgun License Confiscation Report—and attach the form to the completed Property Record.

    a. Any confiscated Concealed Handgun License shall be treated the same as any other article of evidence. The officer shall ensure the Property Record is complete, and the Property Record—along with the ASP Form 175—is placed within the appropriate evidence locker as indicated within *General Order 1102.02---Property and Evidence Control*.

    b. Once completed, a copy of the ASP Form 175 shall be forwarded to CRC for inclusion with the Property Record.

3. The Property and Evidence Custodian shall ensure the Concealed Handgun License is forwarded to the Personnel and Training Section. The Personnel and Training Section shall be responsible to ensure the confiscated Concealed Handgun License is forwarded to the Director of the Department of Arkansas State Police.

E. *A.C.A. §5-73-306* shall not authorize any person to carry a concealed handgun into the following locations:

1. Any police station, sheriff's station, or Department of Arkansas State Police station;

2. Any Arkansas Highway Police Division of the Arkansas State Highway and Transportation Department facility;

3. Any building of the Arkansas State Highway and Transportation Department or onto grounds adjacent to any building of the Arkansas State Highway and Transportation Department;

    a. However, this section does not apply to a rest area or weigh station of the Arkansas State Highway and Transportation Department;

4. Any detention facility, prison, or jail;

5. Any courthouse;

6. Any courtroom.

    a. However, nothing in precludes a judge from carrying a concealed weapon or determining who will carry a concealed weapon into his or her courtroom;

7. Any polling place;

8. Any meeting place of the governing body of any governmental entity;

9. Any meeting of the General Assembly or a committee of the General Assembly;

10. Any state office;

11. Any athletic event not related to firearms;

12. Any portion of an establishment, except a restaurant as defined in A.C.A § 3-9-402, licensed to dispense alcoholic beverages for consumption on the premises;

13. Any portion of an establishment, except a restaurant as defined in § 3-9-402, where beer or light wine is consumed on the premises;

14. Any school, college, community college, or university campus building or event, unless for the purpose of participating in an authorized firearms-related activity;

15. Inside the passenger terminal of any airport, except that no person is prohibited from carrying any legal firearm into the passenger terminal if the firearm is encased for shipment for purposes of checking the firearm as baggage to be lawfully transported on any aircraft;

16. Any church or other place of worship;

17. Any place where the carrying of a firearm is prohibited by federal law;

18. Any place where a parade or demonstration requiring a permit is being held, and the licensee is a participant in the parade or demonstration; or

19. Any place at the discretion of the person or entity exercising control over the physical location of the place by placing at each entrance to the place a written notice clearly readable at a distance of not less than ten (10) feet that "carrying a handgun is prohibited".

    a. If the place does not have a roadway entrance, there shall be a written notice placed anywhere upon the premises of the place.

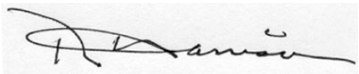
    b. In addition, there shall be at least one (1) written notice posted within every three (3) acres of a place with no roadway entrance.

    c. A written notice described above is not required for a private home.

    d. Any licensee entering a private home shall notify the occupant that the licensee is carrying a concealed handgun.

F. The Arkansas State Police shall maintain an automated listing of license holders and such information shall be available on-line, upon request, at all times, to all law enforcement agencies through the Arkansas Crime Information Center.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Training and Education		
NUMBER	1102.11	EFFECTIVE DATE	November 15, 2010
Scheduled Review Date	February 01, 2018	ISSUE DATE	November 15, 2010
Date Reviewed	February 01, 2016	REVISION DATE	July 20, 2016
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The nature and mission of the law enforcement career field is unique, and as such, the officers serving within the career field must remain ready to address the ever changing educational and training requirements encountered. Many times, officers will become familiar with a particular police method only to find the method has evolved or changed altogether; moreover, the basic elements within the career field remain within constant flux, as the laws and the judicial interpretation of those laws evolve over time. The purpose of this policy is to address these issues.

II. Policy

A. It is the policy of the Texarkana Police Department to provide its members with appropriate and relevant "in-service" and "shift briefing" training that addresses advances, changes, new techniques and improvements that may occur in the law enforcement profession. These training sessions will be structured to motivate members and advance the professional development of the Texarkana Police Department.

III. Procedures

A. The Texarkana Police Department requires some of the highest educational and training standards within the State of Arkansas. Members of this Agency are encouraged to further enhance their knowledge and job skills through the completion of in-service training and by increasing their education through college level courses.

B. **In-Service Training**

1. All members of the Texarkana Police Department will attend in-service training, occasional specialized training and promotional training that serve to address the theory, practice and changes within the law enforcement career field. All such training shall be administered at the direction of the Chief of Police, Division Commanders and appropriate supervisory personnel. All in-service training shall be considered a duty assignment, and officers shall carry out this assignment in the same manner prescribed for other duty assignments.

2. Personnel in this Agency also have access to the Criminal Justice Institute when appropriate through our satellite-training center.

C. **Education**

1. The Texarkana Police Department encourages all officers and civilian staff to advance their individual education in law enforcement through independent study readings, specialized courses, college courses, extension programs and independent readings of law enforcement magazines and books.

2. Periodically, the Agency will make copies of articles—or other publications—obtained from material generated from postings or publications related to the law enforcement career field. This material will be circulated throughout the Department by posting the material on the training bulletin board or disseminating the material either byway of email or by delivering it to the officer's individual mailbox.

D. **Training Records**

1. All original certificates documenting course completions or other documents related to the completion of law enforcement courses shall be forwarded to the Personnel and Training Section where copies of these documents will be placed with the respective officers' personnel file. Members of the Agency should also forward all original copies of diplomas and/or updated educational transcripts to ensure their individual personnel file remains updated and current. The original documents will be returned to the respective officer, and members are encouraged to maintain all original copies of these documents.

2. The Personnel and Training Section will provide members of the Agency one copy of their education and training record yearly. Members of the Agency are responsible to ensure the information contained within their files is accurate.

3. The Personnel & Training Section is responsible for maintaining employment data for each employee of the Department. This section will develop, schedule and maintain a training program that includes roll call training, shift training and advanced in-service training.

E. **Department Assistance from Supervisors**

1. When deemed appropriate and practical, Division Commanders are instructed to require supervisors within their Division to assist officers and employees in a manner that enables the member of the Agency an opportunity to participate in voluntary training and educational programs.

2. An officer's education and training file will be evaluated each time they are considered for a transfer, promotion or new assignment.

F. **CLEST Certificates**

1. CLEST Basic Certificate Requirements

   a. Before becoming eligible to receive the CLEST Basic Certificate, law enforcement candidates must have completed their standard probationary period of not less than twelve (12) months and shall have successfully completed the required Basic Police Training Course or its equivalent, as determined by the Commission.

2. CLEST General Certificate Requirements

   a. Before becoming eligible to receive the CLEST General Certificate, law enforcement candidates must possess the CLEST Basic Certificate, completed the Basic Police Training Course approved by the Commission and have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

Education Points and/or Training Points	15	23	30	38
AND	&	&	&	&
Years of Experience	5	4	3	2

3. CLEST Intermediate Certificate Requirements

   a. Before becoming eligible to receive the CLEST Intermediate Certificate, law enforcement candidates must possess the CLEST General Certificate; and

   b. Law enforcement candidates must have satisfactorily completed six (6) semester hours of college English or its equivalent from a college or university with at least a 2.0 grade average on a 4.0 scale; and

   c. Law enforcement candidates shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

Education Points And/or Training Points	30	45	60	75	Associate Degree
AND	&	&	&	&	&
Years of Experience	8	7	6	5	4

4. CLEST Advanced Certificate Requirements

   a. Before becoming eligible to receive the CLEST Advanced Certificate, law enforcement candidates must possess or be eligible to possess the CLEST Intermediate Certificate and have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

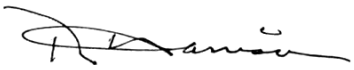
Semester Hours	6	15	30	45	Associate Degree	Bachelor's Degree
Training Hours	420	360	300	240	210	210
Years of Experience	16	14	12	10	8	6

5. CLEST Senior Certificate Requirements

   a. Before becoming eligible to receive the CLEST Senior Certificate, law enforcement candidates must possess or be eligible to possess the Advanced CLEST Certificate and have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	30	45	Associate Degree	Bachelor's Degree	Master's Degree
Training Hours	720	600	480	360	240
Years of Experience	18	15	12	9	6

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Field Training Program		
NUMBER	1102.12	EFFECTIVE DATE	November 15, 2010
Scheduled Review Date	March 01, 2016	ISSUE DATE	November 15, 2010
Date Reviewed	January 15, 2014	REVISION DATE	February 17, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish the Texarkana Police Department's Field Training Program. It will define the training criteria used in the program and will establish operational guidelines for all personnel involved in the Field Training Program.

II. Policy

A. It is the policy of the Texarkana Police Department to implement, control and administer a Field Training Program that serves to improve the quality of its police officers by providing systematic training to newly appointed police officers who have graduated from any law enforcement training academy certified by the State of Arkansas or those who have prior law enforcement experience and hold law enforcement certificates from recognized states.

B. While the Field Training Program is but one phase of the Department's overall process of evaluating and screening probationary officers, it is intended to provide a measurement indicating the relevant level of performance exhibited by newly appointed officers. The program enables the supervisor to evaluate whether or not the officer should be retained by the Department while facilitating the supervisor's ability to document an officer's level of performance.

C. As a component of the Department's continual training process, the Field Training Program is designed to place a maximum emphasis on post-academy training in an "on-the-job" environment. The program provides a curriculum that is based on the most frequent tasks and duties of police officers. The program assists new officers by teaching them how to best make the transition from what they learned in the training academy to competently performing general law enforcement patrol duties in the field.

D. The Patrol Division Commander will coordinate the Field Training Program and ensure all elements incorporated within the Program are met in accordance with the guidelines set forth within the Field Training Manual. The Patrol Commander will designate a patrol shift supervisor as the Field Training Sergeant who shall be responsible for the operational requirements that surround the Agency's Field Training Program.

III. Procedure

A. The Texarkana Police Department's Field Training Program is an approach to the field training of recruit officers based on a system of formal, standardized and structured teaching and evaluation

techniques. The objective of the program is to train the officer to a level that he can function in a safe, skillful and professional manner.

B. From the first day of the Field Training Officer's (FTO) observation and extending through the final evaluation at the conclusion of the program, documentation checklists guide the recruit officers' path of instruction. The learning process—which begins with the recruit's academy training—will continue to be integrated with practical field instruction. The recruit officer must learn to relate his acquired knowledge to the field assignments he/she encounters.

C. The Department's Field Training Sergeant (FTS) shall have the overall responsibility for administering the field training program. The FTS will ensure that all assigned FTO's cover all of the instructional material. In addition, the FTS shall ensure all Daily Observation Reports (DOR), weekly evaluation reports and all other applicable documentation is completed in accordance with Agency protocol.

D. The recruit officer—who is the primary focus of the Field Training Program—shall undergo an intensive fourteen (14) week field training cycle immediately upon the recruit's return from a state approved law enforcement training academy. Except under the following conditions and parameters, the program shall not be abbreviated:

1. Should the recruit have prior law enforcement experience, the recruit may—upon the recommendation of the FTO, the FTS and the Uniform Patrol Division Commander—undergo an abbreviated version of the Field Training Program of not less than six (6) weeks in duration.

E. In order for the Field Training Program to be successful, it is important for the recruit officer to become exposed to as many different types of situations as possible. In a similar sense, it remains quite beneficial for the recruit officer to become exposed to the varied styles among the Agency's FTO's. Therefore, the Field Training Program will be expose the police recruit to a minimum of three (3) separate FTO's during the course of the fourteen (14) week program period.

F. With the exception of Section D (1) above, the Agency's Field Training Program shall be divided into four (4) separate phases. These phases of training shall occur as follows:

1. **Phase One—Teaching Phase**

- Phase one of the program shall be five (5) weeks in duration. The first five (5) days of this training phase will be defined as the "Orientation Week". During this first week, the FTO will not evaluate the police recruit's performance, as this period is intended to allow the recruit an opportunity to observe the FTO in the field and allow for an adjustment period.

- Phase one starts with the FTO managing **all** of the work and assigned duties while the recruit **observes**. The phase ends with the FTO doing the **majority** of the work and duties while the recruit **assists**.

2. **Phase Two—Teaching & Developmental Phase**

- Phase two of the program shall be four (4) weeks in duration. Phase two begins with the FTO doing the **majority** of the work and assigned duties while the recruit **assists**. The phase ends with the recruit doing the **majority** of the work and assigned duties while the FTO **assists**.

3. **Phase Three—Developmental & Confidence Building Phase**

- Phase three of the program shall be four (4) weeks in duration. Phase three begins with the recruit doing the **majority** of the work and assigned duties while the FTO **assists**. The phase ends with the recruit doing **all** of the work and assigned duties while the FTO **observes**.

4. **Phase Four—Evaluation Phase**

- Phase four of the program shall be one (1) week in duration. This final week of the training program is commonly referred to as the recruit's "Ghost Phase", as the recruit is largely expected to perform in the field entirely on their own abilities. The assigned FTO will accompany the recruit officer inside the unit; however, the FTO's function is that of an observer, and the FTO shall only intervene when necessary to preserve the safety, to prevent the violation of Department policy or to prevent a violation of either State or Federal Law.

- Because of the nature of the recruit's "Ghost Phase", coupled with need to provide for an independent and objective evaluation of the recruit's performance during this final week, it is recommended—and whenever possible—the FTS assign the recruit officer to an FTO that was not assigned to the recruit during any of the first three phases of training.

- Because of the relatively high load of calls for service, coupled with the wide variety of calls for service, it is recommended the FTS assign the recruit officer to an FTO assigned to 2nd shift patrol during this fourth and final phase of training.

G. **Chain-of-Command**

1. The chain-of-command is basic to the structure of the Field Training Program. As in all chains-of-command, the police recruit shall not violate the basic tenant of how communication flows between the various levels of the Agency.

2. In the chain-of-command governing the training program, the police recruit's direct supervisor is his/her assigned FTO. Police recruits should respond directly to his/her FTO for assistance. Unless the urgency of a situation
3. dictates an immediate need for the police recruit to waiver from his/her chain-of-command, the recruit shall refrain from relying on others within the Agency for advice or direction. Although the police recruit has access to a variety of shift supervisors, the recruit shall obey the integrity of the chain-of-command system within the training program.

4. Shift Commanders (Lieutenants) are apprised of the status of all recruits on a weekly basis and are allowed input to the training procedure for the recruit through the FTS in an advisory nature. This procedure is necessary to ensure proper training while ensuring the absence of conflicting information. This will also enable a more efficient and effective response to handling training problems that may arise with a recruit.

5. To facilitate communication, the Field Training Program's chain of command is as follows:

   (a) Chief of Police;

   (b) Uniform Patrol Division Commander;

   (c) Field Training Sergeant;

   (d) Field Training Officer; and

   (e) Recruit Officer.

H. **Intensive Remedial Training**

1. Intensive Remedial Training (IRT) is an integral part of the Field Training Program. The Uniform Patrol Division Commander shall have the authority to place a police recruit into IRT for a period not to exceed four (4) weeks.

2. A police recruit's placement into IRT is directly dependent upon an FTO's written documentation that specifically identifies recurring problems within an identifiable area of the evaluation process. The Division Commander may—upon recommendation from the FTO and the FTS—place the police recruit within IRT. During this four week period, the recruit may be assigned to multiple FTO's in order to enhance the recruit's training experience.

3. IRT allows the FTO to work with the police recruit on the specific area of unacceptable performance and is intended to bring the recruit in a position to meet the program's standardized guidelines—or those guidelines established through Department standards—without pressure to meet the normal program schedule. When placed within IRT, the recruit's normal program schedule is placed on hold until the conclusion of IRT.

4. Placement into IRT may occur at any time during or at the end of Phase Three (3) but in any event before beginning Phase four (4). IRT is a positive process which is remedial in nature and solely intended to bring the recruit into an acceptable level of performance; therefore, there shall be no negative stigma placed upon a recruit for placement within IRT.

5. The potential for remedial training also applies during the remainder of the officer's probationary status, even if the officer has been assigned to work alone. If a training deficiency is identified, the officer may be returned to an FTO for remedial training.

I. Only when a recruit officer has demonstrated the ability to satisfactorily meet the standards as prescribed by the training program does the officer "graduate" from field training to full duty.

1. In the event the police recruit is unable to meet the necessary standards of the Field Training Program, he/she is then subject to termination by the Chief of Police. Documentation completed by the FTO, the FTS, Patrol Division Commander and/or other members of the Department's administration during the Field Training Program should reflect not only the deficiencies of the recruit officer, but also a thorough description of the remedial steps taken to assist the recruit officer in overcoming these deficiencies.

IV. Evaluation System

A. During the fourteen (14) week Field Training Program, recruit officers who assigned to an FTO shall be observed and evaluated to measure his/her potential success as a police officer. This evaluation process is based upon a standardized performance evaluation procedure utilizing evaluation techniques designed to measure competency in required skills, knowledge and abilities.

B. The police recruit's performance as he/she progresses through the training program is recorded in written evaluations. The following evaluations have been incorporated into the training program and will be completed by the FTO:

1. **Daily Observation Report (DOR)—**The FTO shall evaluate the police recruit on a daily basis in twenty-five (25) separate categories. Using the Standardized Evaluation Guidelines, the FTO will rate the police recruit's performance in each category that corresponds to the categories the FTO witnessed the recruit perform each and every day of training. Each category must receive a rating, and depending upon the recruit's performance or whether the specific task/activity was observed by the FTO, each category will be classified as unacceptable, acceptable, superior, not observed or recruit not responding to training.

(a) To ensure the DOR and every rating that follows will be equal and standard throughout the Department, the Field Training Program relies heavily on Standardized Evaluation Guidelines. These Standardized Evaluation Guidelines act as behavioral anchors and provide a written definition of unacceptable, acceptable and superior levels of performance for each of the twenty-five (25) separate categories.

(b) The standards set forth in these guidelines shall be applied to all police recruits regardless of their individual level of experience or other incidental factors. Through the strict application of the behavioral definitions contained within the guidelines, the rating of any recruit performance by one FTO should match the rating of any other FTO. This approach helps to ensure the ratings throughout the Agency are impartial, objective, consistent and valid.

(c) Except for extraordinary circumstances, the DOR should be completed at the end of every shift and presented to the police recruit for his/her review. This provides the police recruit with an opportunity to ask questions he/she failed to ask earlier during the day and will reinforce the instruction and applicable critiques issued to the recruit by the FTO.

(d) No evaluation will be given during the recruit officer's first week in training (Observation Week); however, the assigned FTO will complete a DOR each day during observation week that includes the annotation "No evaluation given-----Observation week".

(e) When the DOR has been completed, the FTO will present the form to the police recruit for proper review. All of the generated DOR's will stay with the police recruit during the entire Field Training Program and will be downloaded on a weekly basis to the Department's server for additional review by the Field Training Sergeant and the Patrol Commander.

3. **Weekly Progress Report (CLEST Form F-13)**

(e) In addition to the DOR's, the FTO's are responsible to complete a Weekly Progress Report that serves to summarize the police recruit's performance for that particular week. The recruit will be rated in eight (8) separate categories that include Appearance, Cooperation and Loyalty, Interest and Attitude, Public Contact, Judgment, Driving Ability, Report Writing and General Progress to Date. The FTO will assign a rating to each specific category that includes ratings of Inadequate, Fair, Average, Good and Outstanding.

(f) All Weekly Observation Reports completed at the conclusion of the police recruit's fourth (4^{th}) week within a phase shall be classified as End of Phase Reports. These reports shall be completed the same as the standard Weekly Progress Reports.

(g) Once CLEST F-13 Weekly Progress Reports have been completed and reviewed by the FTO and the police recruit, they will be downloaded to the Department's server for further review. Shift Commanders may, at any time, make comments in addition to those made by the FTO or the FTO Sergeant and forward any CLEST F-13's that need to be brought to the attention of the Patrol Division Commander via the chain of command.

4. **Instructional Guidelines (CLEST Form F-16)**

(a) The Texarkana Police Department has identified twenty-nine (29) separate groups of skills and/or tasks the Agency believes every qualified officer must perform proficiently. These skills and or tasks have been divided among the first three phases of the training program with the least difficult addressed within phase one and the most difficult addressed in phase three.

(b) The F-16 contains columns situated alongside the respective skill or task the FTO utilizes to document when the police recruit has received the training and further documents at what point these tasks or skills were either demonstrated or practiced. The FTO assigned within a particular phase shall ensure all of the respective tasks/skills assigned to that particular phase of training are properly documented on the F-16.

(c) The F-16 serves to document the skills/tasks the police recruits have been taught. In addition, the F-16 allows the Commission of Law Enforcement Standards and Training to

grant sixty (60) additional hours of documented training when it has been completed by a Certified Field Training Officer.

V. Field Training Officers

A. The selection process for the position of Field Training Officer is crucial to the success of the Field Training Program since many of the values, tactics, and attitudes of FTO's are transmitted to inexperienced officers. FTOs must be leaders and role models, not only for the recruit officers, but among their peers as well.

B. When a FTO position within the Department becomes available, the Field Training Sergeant in conjunction with the Personnel and Training Section will post an announcement soliciting candidates who wish to be considered for inclusion to the Field Training Officer's selection list. The announcement will include the minimum requirements for the position and the deadline for application. The announcement will be sent to all sworn personnel through the use of departmental e-mail and will be posted on all divisional bulletin boards. Additionally, all Shift Commanders will make reasonable efforts to notify the personnel under their command who are on leave of the announcement.

C. The responsibility assigned to an FTO is demanding and challenging. To ensure that only the most qualified officers are selected for assignment as an FTO, minimum requirements have been established as guidelines for those interested in becoming an FTO. The following requirements must be met on or before the application deadline:

1. The applicant must have a minimum of three (3) years of service with the Texarkana Police Department;

2. The applicant must hold a General Certificate;

3. A letter of recommendation from the applicant's immediate supervisor must accompany the applicant's request for consideration;

4. The applicant must not have had any disciplinary action during the most recent evaluation period;

5. The applicant must be prepared to undergo additional training as determined by the Department; and

6. The applicant must be recommended by an FTO Selection Board / Committee.

D. The position of Field Training Officer is a privilege and carries with it a responsibility and a status within the Department that can be amended or removed either voluntarily or involuntarily. The designation of **Active FTO** and the accompanying benefits accorded therein will only be available to those officers who:

1. Maintain the standards as identified in Section C above;

2. Continue a desire to be an active part of the Field Training Program;

3. Continue to be an integral part of the program's success as determined by the FTS; and

4. Are not otherwise classified as an **Inactive FTO**.

E. **Status Designations—Job Assignment**

1. Once an officer qualifies for and is selected to become a Field Training Officer, he/she is assigned the status of either Active or Inactive according to their current job assignment. Active and Inactive are defined below:

   (a) **Active Status—**Meets the standards indicated above. This FTO will be used to train recruits, he/she will be eligible for all forms of compensation, and he/she will be allowed to wear the FTO Service Ribbon while on duty.

   (b) **Inactive Status—**Meets the standards indicated above, but because of a job assignment, i.e. (Special Ops, Narcotics, CID), sickness, family emergency, discipline or other situation, this FTO may or may not be available to train recruits.

      (1) Under special conditions, an Inactive FTO may be called upon to perform the duties of an Active FTO. If utilized, and if the FTO is used for training purposes, he/she will receive the same compensation as Active FTO's. However, while in an inactive status, this FTO will not be eligible to receive the monthly incentive pay, but he/she is allowed to wear the FTO Service Ribbon while on duty. If and when circumstances change, this FTO could be returned to Active Status depending on the needs of the program and the determination of the FTS.

F. **Status Designation—Discipline**

1. Occasionally even the best officer will suffer a setback, and Field Training Officers are no exception. When this occurs, the Field Training Sergeant will review the situation and act according to the disciplinary procedures outlined below:

   (a) **Inactive Status**—This FTO does not meet one or more of the minimum standards indicated above. This is the less serious of the two disciplinary designations. When it has been determined that an FTO has fallen below one or more of the minimum standards, the FTS will meet with the FTO and discuss the situation.

      (1) Should the FTS determine the minimum standards have been violated, and there is no other remedy available, a change in status will be initiated. The FTS will notify the officer in writing of their change in status to either Inactive (Minimum Standards) or Suspended. If the FTO is moved to an Inactive status (Minimum Standards), the officer will remain in that status for not less than ninety (90) days, at which time their status will be reevaluated by the FTS.

      (2) While the FTO is in an inactive status (minimum standards), he/she will not be eligible to receive the monthly incentive pay, but he/she is allowed to wear the FTO Service Ribbon while on duty. Under special conditions to be determined by the FTS, this FTO could be used to perform the duties of an Active FTO. If the FTO is used for training purposes, he/she will receive the same compensation as active FTO's.

   (b) **Suspended Status**—This FTO does not meet one or more of the minimum standards indicated above. This is the more serious of the two disciplinary designations. When it has been determined that a Field Training Officer has fallen below one or more of the minimum standards, the FTS will meet with the FTO and discuss the situation.

      (1) If the FTS determines the minimum standards have been violated, and the violation merits a suspension, a change in status will be initiated. The FTS will notify the Field Training Officer in writing of their status change. This FTO will remain in a suspended status for not less than ninety (90) days, at which time their status will be reevaluated by the FTS.

(2) This FTO will not be used to train recruits, is not eligible to receive the monthly incentive pay and will not be allowed to wear the FTO Service Ribbon while on duty. This FTO can be removed from the program at any time during their suspended status as determined by the FTS.

G. **Status Designations—Advancement**

1. **Certified FTO**—When a Probationary FTO has completed the 40 hours of training required by the state, he/she will become a fully certified FTO. As a certified and active FTO he/she will be eligible to train recruits and receive all the incentives associated with the program. A Certified FTO can wear the FTO Service Ribbon on their uniform.

2. **FTO 1st Class**—An FTO who has been in the program for two years will become an FTO 1st Class. An FTO 1st Class will be awarded an additional service ribbon at the annual departmental awards ceremony and may wear the additional service ribbon on a daily basis as part of their uniform.

3. **Master FTO**—An FTO 1st Class who has been in the program 4 years will become a Master FTO. A Master FTO will be awarded an additional service ribbon at the annual Departmental Awards Ceremony and may wear the additional service ribbon on a daily basis as part of their uniform.

H. **FTO Compensation**

1. Once an officer qualifies for and is selected to become a Field Training Officer, they are eligible to receive the following benefits:

(a) Active FTO's will receive four (4) hours overtime pay every month that they are a part of the program;

(b) Active FTO's will receive four (4) hours overtime each week they train a recruit;

(c) Active FTO's will be given preferential treatment when it comes to elective training by allowing them, on an annual basis, to attend a school of their choice provided the subject matter will benefit both the FTO and the FTO Program;

(d) Active FTO's can advance in the FTO Program achieving the status of FTO 1st Class and Master FTO; and

(e) Active and Inactive (Job Assignment) FTO's will be allowed to wear their FTO Service Ribbon above the name tag on their uniform while they are on duty.

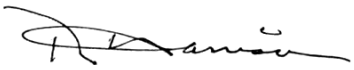
VI. Ethical Treatment of Police Recruits

A. All present and future FTO's are prohibited from ridiculing, belittling, berating, making fun of, or otherwise engaging in any type of conduct—whether in word or deed—that is designed to embarrass a recruit either publicly or privately.

B. All conversations taking place between a Field Training Officer and his/her recruit will be kept confidential; however, conversations that impact the training of the recruit can be discussed with the FTS or the Patrol Commander. It is also possible that conversations occurring between a recruit and his/her FTO may need to be documented in his/her Daily Observation Report.

C. The training progress of a recruit—whether positive, negative, acceptable or unacceptable—will not be discussed with other members of the Department. However, the recruit's progress may be discussed with other FTO's as needed, the FTS or the Patrol Commander.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Multi-Jurisdictional Authority & Arrests		
NUMBER	1102.13	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department's responsibility and mission is concentrated within the borders of the city limits of Texarkana, Arkansas; however, because the City of Texarkana, Arkansas borders the City of Texarkana, Texas byway of State Line Avenue, the ultimate mission of the Department becomes difficult and sometimes disadvantaged.

B. In addition, the pursuit of providing professional police services to the community in which we serve is often hindered when confronted with multi-jurisdictional rules, procedures, statutes and laws that remain applicable to each city's respective state entity. This policy is intended to address these issues and provide rules, procedures and guidelines that enable officers serving in either the Texarkana Arkansas Police Department or the Texarkana Texas Police Department to traverse into the neighboring state and enforce that state's law.

II. Policy

A. It shall be the policy of the Texarkana, Arkansas Police Department to establish, manage and coordinate a set of guidelines that allows the commissioned officers within the Agency to traverse into the State of Texas and therein operate outside of their primary jurisdiction. The authority that allows commissioned officers in the State of Arkansas to operate in this manner originates from the following:

1. A Texarkana, Arkansas Peace Officer qualified under Vernon's Annotated Texas Code of Criminal Procedure Article 2.124(b) may exercise the same powers and duties as a Texarkana, Texas Peace Officer within the Territorial Limits of Texarkana, Texas without further qualification, certification, oath, or bond.

B. It shall be the policy of the Texarkana, Arkansas Police Department to establish, manage and coordinate a set of guidelines that allow the commission officers within the Texarkana, Texas Police Department to traverse into the State of Arkansas and therein operate outside of their primary jurisdiction. The authority that allows commissioned officers in the State of Texas to operate in this manner originates from the following:

1. A Texarkana, Texas Peace Officer qualified under A.C.A. 16-81-115 may exercise the same powers and duties as a Texarkana, Arkansas Peace Officer within the Territorial Limits of the City of Texarkana, Arkansas without further qualification, certification, oath or bond.

C. All commissioned members of the Texarkana, Arkansas Police Department shall recognize and adhere to the guidelines and procedures set forth within this policy.

III. Procedures—Physical Arrests Occurring Within Arkansas

A. When affecting a custodial warrantless arrest in Arkansas, officers of the Texarkana, Texas Police Department will adhere to the following guidelines:

1. Notify the TAPD Supervisor of their intent to make a physical arrest prior to transport unless officer safety requires immediate prisoner transport. The officer should then notify the supervisor as soon as practical.

2. The officer must complete the standard printed Arrest Report and book the offender in jail under an Arkansas CCN.

3. After booking, the TTPD officer will complete an Arkansas warrantless arrest affidavit, and have the signature notarized by an Arkansas notary.

4. Complete a standard TTPD Offense Report on warrantless arrests involving narcotics, or shoplifting offenses.

5. Place the completed paperwork in the Arkansas Incoming Paperwork tray in the Arkansas Patrol Conference Room.

B. When serving an Arkansas warrant in Arkansas, officers of the Texarkana, Texas Police Department will adhere to the following guidelines:

1. The officer must complete the standard printed Arrest Report and book the offender in jail under the Arkansas CCN listed on the warrant. If no CCN is listed, the officer will obtain a new Arkansas CCN from dispatch.

2. Pick up the warrant from Central Records and Communication (CRC), complete the warrant return, and place the Arrest Report and Warrant(s) in the Arkansas Incoming Paperwork tray in the Arkansas Patrol Conference Room.

IV. Procedures—Physical Arrests Occurring Within Texas

A. When affecting a custodial warrantless arrest in Texas, officers of the Texarkana, Arkansas Police Department will adhere to the following guidelines:

1. Notify the TTPD Supervisor of their intent to make a physical arrest prior to transport unless officer safety requires immediate prisoner transport. The arresting officer should then notify the supervisor as soon as practical.

2. The officer must complete an Arrest Report in ADSI. The officer will print the report and sign the front page of the Arrest Report.

3. After booking, the TAPD officer will complete a Texas warrantless arrest affidavit and ensure the affidavit is notarized by a Texas notary.

4. The officer must complete an offense report in ADSI on all warrantless arrests involving assault, criminal trespass, theft or burglary, fraud and narcotics offenses.

5. Direct book to Bowie County Sheriff Office (BCSO) a prisoner arrested for a county charge (Class A or B Misdemeanor), out of state felony, Texas out of county warrant, and there are no pending Texarkana, Texas city charges.

6. Place the completed paperwork in the Texas Incoming Paperwork basket.

7. **Special instructions**

   a. When foreign nationals are arrested or detained, they must be advised of the right to have their consular notified. In some cases, the nearest consular officials must be notified, regardless of the arrestee's wishes. Complete instructions, including consular contact information, will be kept posted in the TTPD patrol briefing room. Officers should note in the arrest report narrative all details of this requirement.

A. When serving a Texas warrant in Texas, officers of the Texarkana, Arkansas Police Department will adhere to the following guidelines:

1. Complete an Arrest Report in ADSI and book the offender in jail under the Texas CCN listed on the warrant. If no CCN is listed, the officer will obtain a new Texas CCN from dispatch.

2. Pick up the warrant from CRC, complete the warrant return, and place the Arrest Report and Warrant(s) in the Texas Incoming Paperwork basket. Felony warrant returns should be completed and a copy placed in basket (original returned to CID by CRC).

V. Procedures—Issuing Citations in Arkansas

A. When issuing citations within the State of Arkansas, officers of the Texarkana, Texas Police Department will adhere to the following guidelines:

1. TTPD Patrol Supervisors will be issued citation books for use by Patrol Officers as directed. Citation books must be maintained until all citations have been issued. At that point, the completed citation book will be returned to TAPD and maintained for audit purposes.

2. TTPD Officers will utilize the TAPD citation book to cite violators in Arkansas. The TTPD officer will assign the violator a valid Texarkana District Court date and provide the violator with the indicated (heavy stock) copy of the citation. Completed citations (white & yellow copies) will be placed in the Arkansas Incoming Paperwork tray. The green copy may be retained by the officer for personal records. All pink copies must be returned to TAPD for audit purposes when the entire citation book is completed.

3. To void a citation on which an error has occurred, the TTPD officer will write "VOID" in large letters across the citation, and a supervisor will sign the citation. The white and yellow copies of the voided citation will be placed in the Arkansas Incoming Paperwork tray.

VI. Procedures—Issuing Citations in Texas

A. When issuing citations within the State of Texas, officers of the Texarkana, Arkansas Police Department will adhere to the following guidelines:

1. TAPD Patrol Supervisors will be issued citation books for use by patrol officers as directed. Citation books must be maintained until all citations have been issued. At that point, the completed citation book will be returned to TTPD and maintained for audit purposes.

2. TAPD Officers will utilize the TTPD citation book to cite violators in Texas. The TAPD officer will assign the violator valid Texarkana Texas Municipal Court date, and p
3. rovide the violator with the indicated copy of the citation. Completed citations (yellow copies) will be placed in the Texas Incoming Paperwork tray. The white copy will be retained by the officer to be returned to TTPD for audit purposes when the entire citation book is completed.

4. To void a citation on which an error has occurred, the TAPD officer will write "VOID" in the docket number space, providing a written explanation for voiding the citation on the back of the yellow copy. All copies (yellow, white and pink) will be placed in the Texas Incoming Paperwork tray.

5. Officers are required to collect information relating to all traffic stops by documenting the required information on a traffic citation, written warning or a Data Collection/Field Interview Card. For every vehicle or pedestrian traffic stop made where a citation or written warning is not issued, the officer shall complete a Data Collection/Field Interview Card.

6. Officers should document the following on all citations, written warnings, and Data Collection/Field Interview Card:

   a. Was a search conducted? Yes or no

   b. If a search was conducted, the following codes signifying the basis of the search will be shown:

      (1) P/C =Probable Cause

      (2) S/A = Search incident to arrest

      (3) R/S = Reasonable Suspicion

      (4) C = Consent

   c. If an inventory only was conducted, "No" should be indicated and the following code entered: I = Inventory

   d. In the block or space labeled "was search consensual?", the following codes should be used to indicate the type of any contraband found:

      (1) G = Gun

      (2) D = Drugs

      (3) M = Money

      (4) O = Other

   e. In the block labeled "Was subject arrested?" the officer should enter the highest offense the subject was charged with or "Warrant" if arrested on warrants only.

VII. Procedures—Response to Subpoenas for Misdemeanor Cases

A. Subpoenas for TAPD Officers to appear in Texas courts will be delivered to the TAPD Administration offices for distribution.

B. Subpoenas for TTPD Officers to appear in Texarkana Arkansas District Court will be delivered to the Uniform Services Division Secretary for distribution.

C. Felony subpoenas will be served according to existing procedures.

VIII. Procedures—Evidence & Property Collected in Arkansas

A. All property or evidence will have a completed TAPD Evidence Tag attached.

B. All property will be packaged in a professional manner. If it is small enough to fit in an envelope or paper bag it should be placed in such.

C. The packaged property will be placed in an evidence locker in the TAPD patrol area hallway. It should be noted in the arrest/offense report where the property or evidence was stored.

D. If the property or evidence is too large to place in a locker, contact the on-duty TAPD supervisor.

IX. Procedures—Evidence & Property Collected in Texas

A. A copy of the property report should be placed in the Texas Incoming Paperwork tray.

B. The officer must ensure the property is in the correct package/container. Property/evidence requiring special handling (firearms, flammables and explosives, hazardous materials, perishable items, narcotics, currency, jewelry and bicycles) shall be submitted in accordance with TTPD General Order 15.03.

C. The officer must attach original property report to the outside of the package container.

D. The officer must write the, write CCN, date/time, officers name and ID number, the suspect's name and applicable charges filed on the outside of the package/container.

X. Procedures—Vehicle Impounds

A. The following are the established guidelines for vehicle impounds in Arkansas.

1. A Vehicle Report and Vehicle Impound Report should be completed when a vehicle identified by a Vehicle Identification Number is impounded as a recovered stolen vehicle, evidence or safe keeping due to arrest.

B. The following are the established guidelines for vehicle impounds in Texas.

1. In the State of Arkansas, juveniles are defined as those persons ranging from ten (10) years-of-age to seventeen (17) years-of-age.

2. A Vehicle Report and Vehicle Impound Report should be completed when a vehicle identified by a Vehicle Identification Number is impounded as a recovered stolen vehicle, evidence or safe keeping due to arrest.

3. The Vehicle Impound Report must be signed by the impound wrecker driver after an inventory is made of items in vehicle. If an item is removed for safekeeping and "X" should be placed under the column marked "Removed for Safekeeping".

4. The pink copy of the report must be given to the impound wrecker driver after he has signed the report. The top (white) copy should be placed in the Texas Incoming Paperwork tray. The yellow copy should be placed in the box outside of the property room marked "Property and Vehicle Reports".

XI. Procedures—Juvenile Arrests

A. The following are the established procedures for managing and documenting all juvenile arrests occurring within the State of Arkansas. Members of the Texarkana, Texas Police Department making a juvenile arrest in the State of Arkansas shall rely on the following guidelines:

1. In the State of Arkansas, juveniles are defined as those persons ranging from ten (10) years-of-age to seventeen (17) years-of-age.

2. If the officer elects to issue the juvenile (10-17 YOA) a Criminal Citation for a Criminal Violation in lieu of a physical arrest, the Criminal Citation will be issued from a **JUVENILE CITATION BOOK**.

3. If the juvenile is to be issued a **CITATION** for a City Ordinance Violation, or a Traffic Violation in lieu of a physical arrest, the juvenile will be issued a citation from the **STANDARD UNIFORM TRAFFIC CITATION BOOK**.

4. The juvenile will receive a copy of the citation, and the agency copies will be placed in the Arkansas Incoming Paperwork tray in the Arkansas Patrol Conference Room.

5. If the decision is made to make a custodial juvenile arrest, the arresting officer will complete all applicable Offense / Probable Cause / Property paperwork. The arresting officer will complete a **JUVENILE CONTACT FORM** and transport the juvenile to the Juvenile Detention Center on Banks Road. A copy of the **JUVENILE CONTACT FORM** will be given to JDC personnel, and the original copy of the contact form will be placed in the Arkansas Incoming Paperwork tray in the Arkansas Patrol Conference Room.

B. The following are the established procedures for managing and documenting all juvenile arrests occurring within the State of Texas. Members of the Texarkana, Arkansas Police Department making juvenile arrests in the State of Texas shall rely on the following guidelines:

1. In the State of Texas, juveniles are defined as those persons ranging from ten (10) years-of-age to sixteen (16) years-of-age.

2. Notify TTPD Supervisor of intent to make physical arrest prior to transport unless officer safety requires immediate prisoner transport. Officer should then notify supervisor as soon as practical.

3. Transport juvenile to the Juvenile Detention Center (JDC) located at 141 Plaza St.

4. Complete a Juvenile Arrest Report, placing the yellow copy in the Texas Incoming Paperwork basket. Attach Probable Cause Affidavit stamped with “Juvenile” to paperwork to be notarized.

5. On all arrests of Class B Misdemeanor and above, a Texas Department of Public Safety Juvenile Justice Reporting Form should be completed. Officers should write “TX0190500” in the Contributing Agency ORI block. Officers should ensure fingerprints are obtained for the DPS form.

6. No written statements should be taken from juveniles.

C. The following are the established procedures for managing and documenting instances of a juvenile warrant service occurring within the State of Texas. Members of the Texarkana, Arkansas Police Department making a juvenile arrest in the State of Texas shall rely on the following guidelines:

1. Attach the original warrant to the juvenile arrest report and place in the Texas Incoming Paperwork basket.

a. Adult with juvenile warrant

(1) If the subject is seventeen (17) years-of-age, the warrant can be served and the prisoner taken to JDC. If the subject is eighteen (18) years-of-age or older, the warrant cannot be served.

(2) If warrant is issued by Texarkana Texas Municipal Court:

(i) Cite the person to court and provide a court date that corresponds to the Wednesday of the following week utilizing a Public Recognizance Bond while ensuring to place the applicable warrant number in charge blank of PR bond.

(ii) Indicate on the bottom of warrant the person was "cited to court" while ensuring the applicable court date and the court's location is placed is also documented on the warrant. Once complete, place this paperwork in the Texas Incoming Paperwork basket with PR bond.

XII. Miscellaneous Procedures

A. Citizen Complaints

1. Inquiries and initial complaints on officers will be handled by a supervisor of the jurisdiction in which the incident occurred. If the complaint appears to have merit, the supervisor will forward the information to the shift commander that corresponds to the officer's shift.

B. Training

1. Officers from both agencies will be provided with copies of the most commonly used criminal & traffic statutes. Officers seeking clarification or guidance should contact a supervisor of the appropriate jurisdiction.

2. In-service training on selected applicable topics will be held for officers & supervisors.

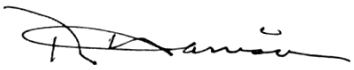
C. ADSI Entry - ARKANSAS

1. Following the submission of paperwork by TTPD officers to the TAPD incoming paperwork basket, TAPD supervisors will make a complete copy of all paperwork and will forward the copy to the ADMIN Secretary for entry into ADSI, and will forward all original paperwork to CRC.

D. DWI Arrests

1. Officers stopping and arresting a DWI suspect will transport the suspect to jail and follow the above procedures for an arrest. An officer from the actual jurisdiction will conduct breath testing for the arresting officer. The arresting officer will continue the booking & reporting process following alcohol testing.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Line of Duty Death		
NUMBER	1102.14	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department recognizes the law enforcement profession is inherently dangerous. This policy establishes procedures and guidelines that provide for the proper support and emotional care for an officer's family following a line of duty death. The procedures and guidelines contained within this policy defines the Department's responsibilities to provide tangible and intangible emotional support during this traumatic period of readjustment for the surviving family.

II. Policy

A. It shall be the policy of the Texarkana Police Department to provide liaison assistance to the immediate survivors of an officer who dies in the line of duty—whether feloniously or accidentally—while employed as an active member of the Agency. Such assistance includes a clarification and comprehensive study of the survivor benefits assigned to such a family.

B. The assistance afforded such a family shall be provided whether the death was unlawful or accidental during an event the officer was performing a police-related function—either on or off-duty—provided the officer was an active member of the Department at the time of the tragedy. The Chief of Police shall reserve the right to institute certain provisions and guidelines contained within this policy for cases surrounding an officer's natural death.

C. All members of the Agency shall recognize and adhere to the following guidelines established within this policy.

III. Definitions

A. **Line-of-Duty Death**—Any action, felonious or accidental, which causes the death of a Texarkana Police Officer who is performing a duty-related function either while on or off-duty.

B. **Survivors**—Immediate family members of the deceased officer to include the officer's spouse, children, parents, siblings, fiancée and/or significant others.

C. **Beneficiary**—Those designated by the affected officer as recipients of specific death benefits.

D. **Benefits**—Financial payments made to the beneficiary to insure financial stability following the loss of a loved one.

E. **Funeral Payments**—Financial payments made to the surviving families of an officer killed in the line-of-duty specifically earmarked for funeral expenses.

F. **Officer Information Packet**—Forms completed by each officer containing their personal information and preferences intended to be accessed only in the event of their death or serious life-threatening injury.

1. The sealed envelopes are maintained in Central Records and Communication to facilitate easy access in an emergency. Officers should review the information packet annually on or about the employment anniversary to insure the information remains updated and current.

IV. Procedure

A. The name of a deceased officer shall never be released to the media before the notification of survivors living in the area occurs and is confirmed.

B. Should knowledge of a medical problem associated with an immediate survivor exist, medical personnel will be dispatched to the residence at the time the death notification is made.

C. Such notifications shall always be made in person and never alone. The appropriate Shift Commander—along with a Department Chaplain—will normally function in tandem as the notification personnel; however, should neither of these persons be readily accessible, the notification should not be withheld pending their availability.

1. Should an opportunity to get the family to the hospital prior to the officer's death become available, personnel shall not wait for the appropriate delegation to gather. Normally, the instant the family sees a member of the Department at their residence or place of employment, the family member(s) will know something has happened.

2. During the delivery of such notifications, the personnel delivering the message should ask admittance into the home. Death notifications shall not be delivered from a doorstep.

3. Everyone within the home should be gathered in one location and asked to be seated. The delivery should be made slowly and clearly while providing the family with all of the information known about the incident. All death notifications should include the officer's name.

4. If the officer has already died, that information will be relayed to the family. Personnel delivering the notification should never give the family a false sense of hope. Death notifications should include the words "dead" or "died" instead of phrases such as "gone away" or "passed away".

5. Personnel delivering the notification who have been personally and seriously affected by the death should understand showing their individual emotion is very much acceptable. Notifications such as these should contain as much information as possible. Personnel should be prepared for a wide range of possible reactions from the family which may include hysteria, anger, fainting, shock and physical violence.

6. Should the family wish to travel to the hospital, they should be transported within a Department vehicle. It is highly recommended the family members not be allowed to drive themselves to the hospital. Should there be serious resistance, and the family insists on driving themselves, the officer in charge of the death notification shall have another officer accompany them in the car and shall notify the senior officer at the hospital of the family's impending arrival.

7. Should there be young children inside the home, the Department will ensure childcare arrangements are made. This may involve the need for assistance from co-workers' spouses

and/or providing the children transportation to the home of a relative or other similar arrangement.

8. Surviving parents will be afforded the same courtesy of personal notifications if they reside in the same geographical area. Should the parents reside outside of the geographical area, the death notification shall be made by the public safety agency responsible for the delivery of notifications such as these within the respective area.

D. In the event of an on-duty death, external monitoring of police frequencies may be extensive. Whenever possible, communications regarding notifications should be restricted to telephone communication. Should the media happen to obtain the affected officer's name, they will be asked to withhold the information pending the notification of the officer's family.

E. **Assistance to Affected Employees**

1. Officers who were on the scene—or those who arrived moments after another officer was critically injured or killed—should be relieved of their duties as quickly as possible.

2. Police witnesses and other officers who may become emotionally affected by the circumstances will attend a Critical Incident Stress debriefing session conducted by a trained mental health professional.

F. **Assisting the Family at the Hospital**

1. The first supervisor—other than the Chief of Police or his/her representative—to arrive at the hospital shall become the Hospital Liaison. The Hospital Liaison shall be responsible for facilitating and coordinating information and activities of the hospital personnel, the officer's family, other police officers, the media and all other interested people. Although not inclusive, the following is a list of the Hospital Liaison's responsibilities:

a. Coordinate with the hospital personnel and ensure an appropriate waiting facility is arranged that can accommodate the Chief of Police, the Notification Officer and others identified and aligned with the immediate survivors.

b. Coordinate with the hospital personnel and ensure an appropriate area is secured that will allow fellow police officers to assemble.

c. Establish a press staging/assembly area. The Hospital Liaison should contact the Public Information Officer for assistance with media management and inquiries.

d. Ensure the medical personnel relay pertinent information surrounding the officer's condition to the family on a timely basis. Such information shall be supplied to the family before being released to others. The Hospital Liaison shall ensure the family receives updated information regarding the affected officer's condition upon their arrival at the hospital.

e. Ensure the appropriate administrative personnel within the hospital are notified to direct all medial bills relating to the affected officer to the Texarkana Police Department.

(1) It is imperative the family not receive any of these medical bills at their residence. This may require the Hospital Liaison to contact the hospital a second time during normal business hours to ensure proper billing occurs.

f. Arrange transportation for the family upon their return to their residence.

2. If it is possible for the family to visit the affected officer before death, the family should be provided that opportunity. The Hospital Liaison should coordinate this effort with the medical personnel handling the affected officer's treatment.

    a. The Hospital Liaison should ensure the family is prepared for the things they might encounter inside the emergency room. Upon the family's request, the Hospital Liaison should ensure a Department official accompanies the family into the room.

    b. Medical personnel should advise the family of the hospital's visitation policies, and in the event of death, explain why an autopsy is necessary.

3. The Notification Officer should remain at the hospital during the period in which the family is present. Department personnel should avoid projecting an overly protective atmosphere towards the affected officer's family. Instead, the family should receive specific information regarding the circumstances that caused the traumatic event and afforded time with the deceased officer.

G. **Support of the Family During the Wake and Funeral**

1. The Chief of Police—or his/her designee—will meet with the affected officer's family at their residence in an effort to determine their wishes regarding the Department's participation in the preparation of the officer's funeral and other services. All possible assistance shall be rendered.

2. Upon the family's approval, the Chief of Police will assign a Family Liaison Officer. Simultaneously, the Chief will assign a Department Liaison Officer and a Benefits Coordinator.

H. **Family Liaison Officer**

1. The selection, function and responsibility of the Family Liaison Officer is critical during the wake of any such traumatic event. An attempt should be made to assign someone who enjoyed a close relationship with the affected officer and his/her family. Whenever possible, male/female teams should be utilized to act as Family Liaison Officers thereby preventing bonding between the survivor(s) and an individual officer during this vulnerable period of the survivor's life.

2. The Family Liaison Officer's position is not a "decision making" assignment. Instead, the Family Liaison Officer shall act as a facilitator between the family and the Department.

3. Although not inclusive, the following is a list of the Family Liaison Officer's responsibilities:

    a. Ensure the needs and wishes of the family are placed in front of and take precedence over the wishes of the Department.

    b. Assisting the family with the funeral arrangements and ensuring they are aware of what the Department can offer should they decide to have a police funeral. Should the family choose a police funeral, the Family Liaison Officer will brief the family of the procedures of a police funeral to include the presentation of the flag, the playing of Taps and the function of the firing party. Additional information regarding these procedures can be found in *General Order 1102.18---Honor Guard and Military Bearing*.

    c. Insuring the family remains informed concerning the death and the continuing investigation.

    d. Providing as much assistance as possible to the family. Although not inclusive, such assistance includes overseeing travel and lodging arrangements for visiting family members, arranging food for the family, meeting the family's child care needs and issues surrounding transportation.

e. Remaining constantly available to the family. The Family Liaison Officer(s) will be issued a Department cellular phone to facilitate communication with the family.

f. Arranging and coordinating for financial assistance from public safety organizations, churches, businesses and fraternal organizations regarding out of town travel and food for funeral attendees following the burial.

g. Ensuring the organization Concerns of Police Survivors (C.O.P.S.) is notified of the circumstances surrounding this traumatic event. This organization can be contact at (573) 346-4911 or at http://www.nationalcops.org.

h. Assisting the survivor(s) with the completion of the C.O.P.S. Family Contact Form which can be located after accessing the above website.

i. The Family Liaison Officer(s) acts as a long-term liaison with the surviving family to ensure close contact is maintained between the Department and the surviving family so their needs are met for as long as the family feels the support is needed.

j. The Family Liaison Officer(s) will provide all relevant information borne from any court proceeding surrounding the circumstances of the officer's death to the family at the earliest opportunity. Should criminal violations surround the officer's death, the Family Liaison will ensure the following obligations are met:

(1) Inform the family of all new developments prior to the information's release to the media;

(2) Keep the family apprised of the legal proceedings;

(3) Introduce the family to the victims' assistance specialists available through the Prosecuting Attorney's Office and the court system;

(4) Encourage the family to attend the trial and accompany them whenever possible; and

(5) Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer any questions the family might have.

I. Department Liaison Officer

1. To provide for the effective coordination of resources throughout the Department, the position of Department Liaison Officer will normally be assigned to a Division Commander.

2. Although not inclusive, the following is a list of the Department Liaison Officer's responsibilities:

a. Work in tandem with the Family Liaison Officer(s) to ensure the needs of the family are fulfilled.

b. In conjunction with the Public Information Officer, ensure the news media is managed throughout the event. Should the family decide to submit to an interview with the media, the Public Information Officer should attend the interview and "screen" the questions presented to the family so as not to jeopardize the investigation and subsequent legal proceedings.

c. Meeting with the following people to coordinate funeral activities and establish an itinerary:

(1) The Chief of Police and Division Commanders;

(2) The Funeral Director;

(3) The family's minister or priest;

(4) The Cemetery Director; and

(5) The Honor Guard Supervisor.

d. Directing and coordinating the funeral activities of the Department and the visiting police departments in accordance with the family's wishes. The Department Liaison Officer will ensure the Chief of Police and all Division Commanders are briefed regarding the funeral arrangements.

e. Preparing a teletype release that includes the following information while ensuring the teletype if properly disseminated:

(1) The name of the deceased officer;

(2) The date and time of the officer's death;

(3) The circumstances surrounding the officer's death;

(4) Information regarding funeral arrangements to include whether the service will be private or a police funeral;

(5) Indicate the type of uniform to be worn;

(6) Information relating to the expression of sympathy in lieu of flowers; and

(7) Contact information of those who will be instructed to provide additional information to visiting police departments and a request for an indication of their desire to attend.

f. If necessary, establish a command center to coordinate information in response to the tragedy.

g. Issuing an administrative order reflecting the wearing and display of mourning badges.

h. Should the family desire a flag presentation from the Chief of Police, ensure the Chief of Police is briefed concerning this request and an American Flag is obtained.

i. Determining if the family desires a burial in uniform. Should the family desire such a burial, notify the Services Division Commander and request a uniform and all accouterments and ensure these are delivered to the funeral home. **Department weapons are not considered accouterments**.

j. Assigning officers for usher duties at the church.

k. Arrange for the delivery of the affected officer's personal belongings to the family.

l. Ensuring the surviving parents are afforded the proper recognition during the ceremony and the proper positioning arrangements are made for them during the funeral and procession.

m. Arranging the availability of a physician should any of the family members suffer from a medical condition.

n. Coordinating a traffic management plan with other jurisdictions during the viewing, the funeral and the funeral's procession.

o. Assigning an officer to remain at the family's residence during the viewing and funeral.

p. Acknowledge visiting and assisting departments while ensuring a roster of all visiting departments is maintained and includes the following information:

(1) The name and address of the attending agencies;

(2) The name of the attending agencies' Chiefs of Police;

(3) The number of officers attending;

(4) The number of officers attending the reception after the funeral; and

(5) The number of vehicles involved in the procession.

q. In conjunction with the Family Liaison Officer(s), ensure the necessary arrangements concerning food and lodging have been secured.

r. Arrange for routine checks of the family's residence by the Uniform Patrol Division for 6-8 weeks following the funeral. This service is necessary due to the large amount of money likely to pass through the residence following the officer's death.

J. **Benefits Coordinator**

1. The Benefits Coordinator will gather information concerning benefits and funeral payments made available to the family. The Benefits Coordinator has the Department's full support needed to fulfill this responsibility to the survivors. The Benefits Coordinator shall be completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure those benefits entitled are being received.

2. Although not inclusive, the Benefits Coordinator shall be responsible for the following:

a. Filing Worker's Compensation claims and related paperwork.

b. Contacting the appropriate City offices and retirement system without delay to ensure the beneficiary receives death benefits, retirement benefits, the officer's remaining paychecks and payment for the officer's remaining accrued leave time.

c. Gathering information on all benefit and funeral payments available to the family to include the Public Safety Officers Benefits Act.

d. Assisting the family with establishing any special trust funds or educational funds requested by the family.

e. Notifying police organizations such as the Arkansas Municipal Police Officers Association of the officer's death and ensure all benefits in which the family is entitled are received by the beneficiary.

f. Generate a document containing the various benefits and funeral payments due to the family. Such a document should contain the named beneficiaries, the contact information affiliated with each organization responsible for payment of the entitlement and the date the beneficiary can expect to receive the entitlement.

g. Meeting with the surviving family a few days after the funeral to discuss the benefits in which they are entitled. The document generated pursuant to paragraph (f) above should be given to the family at the time this meeting takes place.

(1) If there are surviving children from a former marriage, the guardian of such children should also receive a copy of the document that defines the entitlements the children are eligible to receive.

(2) Attention should be given to the revocation of health care benefits. Most providers allow a 30 day grace period before cancelling or imposing additional monthly payments upon the survivors.

h. Six months after the funeral, the Benefits Coordinator should meet with the family again to ensure they are receiving the entitled benefits.

3. For additional information regarding death benefits, refer to *General Order 1101.16---Line of Duty Death and Disability Benefits*.

K. **Continued Support for the Family**

1. All members of the Agency must remain sensitive to the needs of the surviving family long after the officer's death. The grieving process has no timetable, and more than one-half of surviving spouses can expect to develop a post traumatic stress reaction following the tragedy.

2. Survivors should continue to feel as though they are a continued part of the Department's "police family". They should continue to be invited to attend Department activities in an effort to facilitate continued contact and support.

3. Members of the Agency are encouraged to remain in-touch with the surviving family. As long as the family expresses a desire, close friends, co-workers and officials should make arrangements to visit the family at their residence from time to time.

4. The Chief of Police should observe the officer's death date with a short note to the family, placing flowers on the officer's grave or some other means of observance.

5. Holidays may be especially difficult for the family particularly if small children are involved. Increased contact with the family and additional support is important during these periods.

V. Honors Accorded

A. If requested by the surviving family, any Texarkana Police Officer who dies in the lint of duty will be accorded full honors.

1. Full honors include the use of the Texarkana Police Department Honor Guard, casket watch during the viewing, pallbearers, firing squad, the playing of Taps, American Flag folding ceremony and presentation and motor escort.

B. If requested by the surviving family, any retired Texarkana Police Officer who has died will be accorded limited honors.

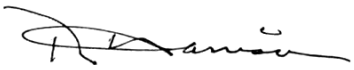
1. Limited honors in these circumstances will include the playing of Taps, American Flag folding ceremony and its presentation as well as a motor escort.

C. If requested by the surviving family, any Texarkana Police Officer who dies by a method other than in the line of duty will be accorded limited honors.

1. Limited honors in these circumstances include the casket watch during viewing, the playing of Taps and a motor escort.

D. The Chief of Police, or his designee, reserves the right to amend this section when deemed necessary.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Public Information and Media Relations		
NUMBER	1102.15	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department recognizes that law enforcement agencies must establish and maintain the support of the community in which they serve in order to operate efficiently. By providing the community with accurate information concerning Departmental administration and operations, the Texarkana Police Department can achieve a better relationship with the public consisting of mutual trust, cooperation and respect. The Texarkana Police Department has established guidelines that govern the manner in which the Agency releases information to the public and the news media.

II. Policy

A. A major function of the Department is the gathering and use of information. A portion of this information is intended to facilitate the criminal prosecution of suspects, while other information is utilized to generate reports of police activity, identify the needs for patrol assignments and requests for manpower. The release and classification of information is governed by local, state and federal law. Because of these laws, some of the information collected by the Department is not eligible for release to the public.

B. It shall be the policy of the Texarkana Police Department to develop, institute and manage a set of guidelines that govern the release of newsworthy events occurring within the jurisdiction of the Agency as well as those events that involve the Department while ensuring these releases are factual and provided in a timely manner. It shall remain the Department's goal in this endeavor to make the public aware of any information that serves to better inform the public of criminal or inner-departmental activity. All members of the Department shall recognize and adhere to the following guidelines contained within this policy.

III. **Definitions**

A. Criminal Investigative Information

1. Information relating to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including but not limited to the following:

a. Information derived from laboratory tests;

b. Reports of investigators or informants; or

c. Any type of surveillance.

2. Such information is considered “active” as long as it is related to an ongoing investigation, which is continuing with a reasonable, good faith anticipation of securing an arrest or prosecution in the foreseeable future.

B. Criminal Intelligence Information

1. Information concerning an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity. Such information is considered “active” as long as it relates to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities.

IV. Procedures

A. Reports to the Public Information Officer

1. In an effort to assist the Services Division with coordinating news release information to the media, the patrol shift supervisor shall forward an information e-mail to the PIO and the appropriate Division Commander(s) whenever officers of this Agency become involved in the investigation of the following incidents:

a. Homicides;

b. Bank robberies;

c. Fatality traffic crashes;

d. Major disasters or catastrophes;

e. Biological or incidents of HAZMAT;

f. Officers who are injured in the line of duty; and

g. Any other incident that attracts media attention.

2. To prevent the duplication of effort—or to avoid conflicting information—Division Commanders or shift supervisors shall ensure that information concerning newsworthy events which has been released to the media during the absence of the PIO is reported to the PIO as soon as possible.

3. Media releases that contain information surrounding organizational changes, information that pertains to Department policy—or the official interpretation of Agency policy—or investigations of an internal nature shall only be made by the Chief of Police or his designee.

4. The Chief of Police, Division Commander or member of the Command Staff may authorize the release of any information he/she deems appropriate.

B. Cooperation with the News Media

1. The following guidelines set forth rules, procedures and limitations regarding the release of information to the news media. Beyond the specific constraints and limitations that follow, members of the Agency are encouraged to be open, courteous and cooperative with members of the various news media outlets.

C. The Department's Public Information Officer (PIO) will act as the single authoritative source of media contact for the Agency. The following guidelines further define the role of the PIO:

1. During normal business hours, the PIO will attempt to comply with all media requests for information by conferring with the appropriate person within the Department in an effort to obtain the requested information. Sources of information include the Chief of Police, the appropriate Division Commander, the appropriate Shift Commander or shift supervisor or the officer in charge of managing the incident of particular attention.

2. Members of the media may occasionally respond to a newsworthy scene that normally would not require the PIO's presence; however, if the supervisor in charge requests the assistance of the PIO, either the Communications Center or another person so assigned or appointed should be directed to make the appropriate notification as soon as possible.

   a. The supervisor in command of a major incident is responsible for all media relations unless he/she chooses to delegate this responsibility. The supervisor in command will evaluate the situation to determine the appropriate means of releasing information to the media. The supervisor may either personally manage the media release, appoint a subordinate to conduct the media release or contact the PIO.

      (1) Should the supervisor in command **elect to not contact the PIO—or if the PIO is not readily available—**the supervisor should ensure a sound bite containing releasable information of the incident is provided to those television, radio or print media personnel upon their request.

   b. These guidelines do not prohibit a senior patrol officer from releasing information to the media on minor incidents such as burglaries and vehicle accidents. Such releases by a patrol officer shall only be made when there is no supervisor available to make the release.

3. When the PIO is unavailable during normal business hours, the Chief of Police, the Division Commander or their designees may release information to the media.

4. The Division Commander or the ranking on-duty supervisor will manage all media requests that occur after normal business hours. In the event a particularly newsworthy incident occurs, the Division Commander—or the ranking on-duty supervisor—will contact the PIO or a supervisor in the Services Division within the PIO's chain-of-command to evaluate and determine the need and scope of all media releases.

5. In any event, officers of the Department are expected to remain courteous, professional and cooperate with the representatives of the media, as the media maintains a legitimate interest in the operations of the Department. Good judgment that remains based upon the best interest of the Agency will always govern the Department's relations with all media outlets under all circumstances.

D. The majority of information released to the media will be generated in the form of press releases to those media organizations that have asked to participate or have agreed to receive faxed or e-mail generated press releases from the PIO.

1. The Texarkana Police Department maintains a website in the World Wide Web. All media releases and information related to newsworthy events will be posted on the Agency's website. These postings will be managed by the PIO.

E. At the scene of any event deemed newsworthy or of public interest, members of the Texarkana Police Department will permit members of the news media to conduct interviews, take photographs, film events or otherwise perform their assigned tasks, provided the media's activity does not interfere with on-going law enforcement operations.

1. Media personnel shall not be allowed access to a crime scene or accident scene if—in the supervisor's judgment—the media's presence would interfere with the investigation in progress or in anyway jeopardize the future prosecution of suspects.

2. The investigation of incidents occurring at private residences or businesses—or those incidents occurring on any private property—shall prohibit access into such areas by media personnel. In no event will any unauthorized person be allowed in a crime scene before the supervisor in charge of such a scene has deemed access permissible.

3. The Supreme Court of the United States has ruled news media representatives cannot be allowed to enter into a residence or business during the execution of a search warrant without the consent of the property owner.

4. The media will be provided with the names of arrested adults, the names and ages of the victim(s) and a brief description of the incident; however, in those cases that involve a sexual assault or juveniles—and in any case when the victim specifically requests that his/her name not be released—the names and ages of the victims **shall not** be released.

5. The names and addresses of juvenile victims will not be released, unless the case involves the death of a juvenile victim, and only after the juvenile's next-of-kin has been notified, can the juvenile's name be released.

6. The identity of all deceased victims shall be withheld until such time as the victim's next-of-kin has been notified. All such notifications shall be made as soon as possible.

7. The supervisor in charge of the scene can either make the release to the media himself/herself, or the supervisor can initiate procedures to activate the PIO.

8. The names and addresses of witnesses shall never be released to the media.

F. Pertinent information shall be released to the news media as promptly as the circumstances allow. Such releases shall remain impartial, courteous and objective in manner. Employees of the Agency are not authorized to divulge information to a representative of the media concerning facts and/or circumstances surrounding any on-going investigation involving the Department without approval of the Chief of Police, a Division Commander, an agency supervisor or the PIO.

G. The following guidelines identify those elements of information that may be released to the media / public before an arrest is made:

- A description of the exact offense, including a brief summary of events;
- The location and time of the offense;
- Injuries sustained or damage resulting from the action;
- The identity of the victim, **except for a sex crime victim;**
- Whether or not the suspect(s) has been identified;
- Information related to unidentified suspects, such as physical description, vehicle descriptions, etc.;
- The identification of a fugitive (suspect) for whom an arrest warrant exists;
- The criminal background of the fugitive **when the public should be alerted to danger**;

- The method the complaint was received (i.e. officer observation, citizen notification, warrant); and

- The length of the investigation and the name of the officer in charge of the investigation. Operations of an undercover nature may require withholding the officer's identity.

H. The following guidelines identify those elements of information that SHALL NOT be released to the media / public before an arrest is made:

- The identity of those suspects who are interviewed but not charged;

- At no time will the identity of any witness be released;

- The identity of victims of sex crimes. General information consisting of race, age and sex shall be considered sufficient;

- The exact address of a sex offense, as such information could lead to the identity of the victim;

- Elements, information or language that identifies a weapon or other physical evidence;

- The release of any information that could only be known by the person who committed the crime is prohibited;

- Information related to the value of items involved in the crime;

- All conjecture involving suspects or fugitives is prohibited;

- When the circumstances of the crime include high dollar losses, officers should inquire whether the victim wishes to withhold information in any release of information related to the amount of the loss. Should the victim request this information be withheld, the release of the information is prohibited;

- The identity of victims of a death investigation until such time as the victim's next-of-kin has been properly notified; and

- Information that is misleading or false in nature shall not be released (planted stories).

I. The following guidelines identify those elements of information that be may released to the media / public following an arrest or arraignment:

- The time and place of the arrest;

- The defendant's name, age, address, residence, usual occupation, marital status and similar background information;

- The exact offense for which the defendant has been charged;

- Facts and circumstances relating to the arrest to include any resistance, pursuit, the possession or use of a weapon and the description of any contraband recovered;

- The identity of the agency or unit responsible for the arrest to include the name of the arresting officer unless unusual circumstances exist that would jeopardize the officer. Operations of an undercover nature may require withholding the name(s) of the arresting officer(s);

- Duration of the investigation;

- Information related to the pre-trial release or detention arrangements to include bond amounts and location of detention;
- Scheduled dates for the various stages involved in the judicial process; and
- Information that is misleading or false in nature shall not be released (planted stories).

J. The following guidelines identify those elements of information that SHALL NOT be released to the media / public following an arrest or arraignment:

- The name of the defendant's employer;
- Any comments relating to the character or the reputation of the defendant;
- The names of any juvenile defendants;
- The prior criminal record of the defendant;
- Any information related to the existence or the content of a confession—or the lack thereof, any admissions or statements made by the accused;
- The refusal of an accused person to provide a statement, or the refusal of the accused to submit to tests or examinations;
- The results of any examination or test;
- Information, language or elements that refer to the results of the laboratory examination of physical evidence;
- The re-enactment of the crime;
- Any revelation the accused person directed investigators to the location of a weapon, contraband or other evidence;
- Any remarks whatsoever regarding an assumption of the guilt or innocence of the accused;
- Comments about the credibility of testimony is prohibited;
- All information, language or elements that provide insight regarding the existence of an informant or information received from an informant; and
- Any information that could be utilized to determine the identity of a victim of a sex crime.

K. Media Interviews of Accused Suspects

1. The Texarkana Police Department does not allow interviews of persons in the custody of the Agency. Permission for such interviews may be granted only after consultation with the Criminal Investigation Division Commander and/or the Prosecuting Attorney having jurisdiction over the case.

L. Release of Departmental Photographs

1. Departmental photographs shall not be released to members of the news media without permission from the Chief of Police or a Division Commander. In no event shall the following photographs be released to the media/public:

   a. Photographs of any crime scene;

   b. Photographs of those charged with a criminal offense or suspects prior to their arrest. The release of such photographs in order to obtain public assistance in affecting an arrest must undergo approval by the Chief of Police or a Division Commander.

   c. Photographs depicting victims of a crime;

   d. Photographs depicting juveniles;

   e. Photographs depicting officers engaged in plain clothed, sensitive positions to include narcotics investigators; or

   f. Officers of another department or agency.

M. Employees of the Texarkana Police Department are prohibited from making public addresses or writing for publications concerning the affairs of the Agency without authorization from the Chief of Police or a Division Commander. Officers are prohibited from commenting on rumors relating to Department activities.

N. When representatives of the news media desire interviews with Agency personnel other than the Public Information Officer, such interviews may be conducted only with the approval of the appropriate Division Commander and should be coordinated through the PIO.

O. In those instances where more than one agency is involved in an incident, the agency having primary jurisdiction will be responsible for releasing and/or coordinating the release of information to the news media.

P. **Press Conferences**

1. Except in those rare instances in which the law enforcement process or the fair administration of justice might be hampered by the premature disclosure of information, and whenever possible, the Department will arrange for and assist local media personnel with setting-up news conferences on major cases or events.

2. All Texarkana Police Department news conferences will be conducted only upon the approval of the Chief of Police. These scheduled news conferences will be conducted in the following manner:

   a. All news media sources within the jurisdiction of the Texarkana Police Department will be informed as soon as is practicable of the date, time, and location of the scheduled news conference.

   b. The Public Information Officer will be responsible for supplying media representatives with appropriate press packets that should include, but not be limited to, the following:

      (1) When appropriate, a general press release detailing the incident, with correctly spelled names, dates of birth and address of suspects.

      (2) Applicable statistics; and

(3) Photographs of the suspect(s), news clippings, and other visual objects that will meet the special needs of the media.

c. In most cases, the Chief of Police, a Division Commander, or the investigator in charge of the case—as well as any other knowledgeable personnel—will be present with the Public Information Officer during the news conference to provide additional background information on the case.

d. The Public Information Officer will respond to any improper questions or adversarial situations that may arise during the news conference.

Q. **Police Scene Access by News Media**

1. Access by media representatives into a police scene will be controlled by the supervisor in charge of the incident, or the responsibility may be delegated to the PIO on major incidents.

   a. Yellow crime scene tape should be used to establish a cordon around all restricted areas whenever possible;

   b. Media access into any specific area where evidence could be destroyed or compromised will be temporarily denied.

   c. Media access may be limited when the presence of the media would interfere with a police operation.

2. Representatives of the media should not be excluded from the general vicinity of crimes, accidents or other incidents. When considering hazardous or catastrophic events, the members of the media should coordinate their activities with the PIO for safety purposes. The PIO will be responsible to gather, prepare and disseminate all applicable information to the media.

3. In the event of a major crime, incident, or disaster, police lines are often established for the purposes of crowd control, to permit investigation, and to preserve evidence. Keeping in mind the purpose of a secure crime scene and dependent upon the tactical situation, the Public Information Officer or ranking officer on the scene should try to make an affirmative effort to provide news photographers timely access to the crime scene. This access, which is to be considered with sensitivity to the scene and to the public's interest, is to be handled in the following manner:

   a. The news photographers will be escorted into specific areas by only those investigators in charge of the scene. These investigators will be most familiar with potential evidence and would be able to direct the news personnel away from such evidence.

   b. While news media representatives may be permitted in the area of a crime scene, they do not have the authority—without an escort—to be within a crime scene or area that has been secured to preserve evidence. This shall include any location where their presence jeopardizes law enforcement operations, or on private property (i.e. an apartment or house) without the consent of the owner or lessee.

   c. Media representatives shall not be excluded from the vicinity of major incidents, natural disasters, or other catastrophic events. For safety purposes, the news media should coordinate their activities with the Public Information Officer who will act as a liaison during these types of incidents. ***The decision to assume the risk of possible danger remains with the individual news person involved, and it is not the responsibility of the Texarkana Police Department to provide for the safety of any news media personnel who voluntarily choose to subject themselves to danger.***

4. Photographers should not be restricted from taking pictures at a crime scene or an accident scene. There are no restrictions that apply to the taking of pictures from public property.

5. Officers shall not keep the media personnel from access into areas where the public is allowed to gather.

6. If a media representative is located on private property, and the owner or custodian of such property requests the media representative leave the premises, officers shall instruct the representative to move to public property.

7. Photographs may be taken of a suspect in transit; however, officers of the Agency will not pose the suspect.

8. Officers are allowed to answer general questions from the news media concerning the facts surrounding the incident. If in doubt, the officer should contact his/her immediate supervisor.

R. It is important to build a good rapport between the media and the Texarkana Police Department. The Public Information Officer will meet periodically with representatives of the news media to review or discuss any past or developing issues. The Public Information Officer shall be responsible for identifying problems that may occur between the agency and the news media. If these problems are the result of a policy failure, the Public Information Officer shall solicit ideas and suggestions from the media and submit a written evaluation of the problem(s) and input from the media to the Chief of Police.

S. Procedures for Media Complaints

1. When a complaint is lodged by a member of the Department against a representative or the news media while acting in the course of a reporter working on an incident or event, the Chief of Police, Division Commander or Command Staff Officer shall render a decision and furnish the necessary guidance concerning any further action against the news media representative involved.

T. Publicity

1. Sworn and non-sworn members of the Department shall not seek publicity during their course of employment with the Agency. Other than routine day-to-day news coverage, all stories, features or articles on radio, television, magazines or newspapers based upon individual members of the Department must receive prior approval from the Chief of Police or his designee prior to the beginning of such an endeavor.

U. In addition to the above guidelines that govern media releases, the following methods of release are approved when releasing the appropriate information to a member of the news media:

1. Oral communication;

2. Telephone;

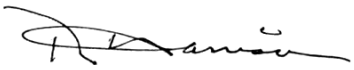
3. Fax transmissions; and

4. Email.

a. All official correspondence sent to the news media shall be on Department approved letterhead. All copies of official correspondence shall remain on-file in the appropriate location.

V. No member of the Agency will pose as a member of the news media for any purpose.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Freedom of Information Requests and Records Release		
NUMBER	1102.16	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. **Scope and Purpose**

A. The mission of any law enforcement agency remains heavily dependent upon written communication. This written communication often takes the form of policies, procedures and a wide variety of incident reports. Many of these records fall into categories that mandate their release to the public upon receipt of a request. This policy addresses the Agency's response to such requests and provides guidance concerning the non-availability of certain categories of records.

II. **Policy**

A. The Arkansas Freedom of Information Act (A.C.A. 25-19-101)—often referred to as FOI requests—requires the Agency to operate within narrowly defined guidelines when responding to requests for the release of records that fall within an appropriate category. It shall be the policy of the Texarkana Police Department to establish and operate within a set of policies, procedures and guidelines that formulate the Agency's response to such FOI requests. All members of the Agency shall recognize and adhere to the following procedures and guidelines.

III. **Procedures**

A. Freedom of Information (FOI) Requests

1. The Arkansas Freedom of Information Act requires an immediate response to most FOI requests. Should the targeted record be unavailable because it is in storage or active use, the record must be made available within three (3) working days of the request.

2. Ongoing investigations are not subject to release or disclosure; however, when the investigation is closed by an administrative action, or completed and the offense adjudicated, the record becomes subject to disclosure and release.

3. All requests for personnel records and employee evaluation records must be acted upon within twenty-four (24) hours of the custodian's receipt of the request. During this time period, the records custodian must make every effort to the fullest possible extent to notify the person making the request as well as the person who is the subject of such release.

4. The record's custodian, the person who submitted the request and the person who is the subject of such release may seek an Attorney General's opinion who will further determine whether the decision to release the file or withhold the file is consistent with the act.

5. Should an FOI request be received by a member of the Agency, and the employee is uncertain whether the targeted information is subject to release—or if the information is not immediately available—the following guidelines shall apply:

    a. If an FOI request is received, the employee shall note the date and time the request is received and immediately forward the request through the appropriate chain-of-command to his/her Division Commander for advancement to the Chief of Police, or his/her designee. This is usually handled by the Services Division Commander or a Services Division Supervisor in conjunction with the City Attorney.

    b. Should the FOI request be received by an oral request, the employee who received the request should ask the person submitting the request to prepare a written statement that contains the specific information sought. Should the person refuse, the employee should generate a Department memorandum that documents the request in writing and contact his/her immediate supervisor.

    c. The supervisor will contact a member of the Agency's Command Staff or a Division Commander, and they will forward the oral request to the Chief of Police. The following information should be noted on all oral FOI requests:

        (1) The date and time the request was made;

        (2) The identity of the person who submitted the request;

        (3) The manner in which the submitting person can be contacted; and

        (4) The specific information requested.

6. Official FOI requests should not be confused with normal questions received from members of a news media organization. Such questions from the news media that concern crime and other police operations will be handled in accordance with the guidelines and procedures contained within *General Order 1102.15---Public Information and Media Relations*.

    a. Employees of the Agency are reminded that the news media organizations are in the business of keeping the public informed concerning the things that occur within our city. The Texarkana Police Department and its members shall not assume an adversarial role with any member of a news media organization, and it shall remain within the Department's best interest to cooperate with such persons to the best of its ability.

    b. Employees of the Department will provide all information requested by the public unless such a release is prohibited by Departmental orders or those information releases that violate sound police practices. When received, all requests will be managed in a careful, courteous and prompt manner.

IV. Information from Police Files

A. Except under the following instances, members of the Texarkana Police Department shall not release information from any Department file:

1. Incident reports, to include supplemental reports as required;

2. Arrest reports;

3. Accident reports; and

4. Those Departmental records released pursuant to an FOI request where its release is governed by Arkansas State Statute and Departmental Policy.

B. No report originating from Departmental files will be copied for distribution outside of the Agency until is has been reviewed and endorsed by a supervisor, and the releasing officer or civilian employee has verified the original report is on file in Central Records. Copies of police reports will be given to members of the news media only in accordance with the listed procedures found within this policy or as provided under the Arkansas Freedom of Information Act.

C. Except under the following conditions, arrest information that relates to juveniles shall not be disclosed to the public:

1. A written order of the Juvenile Court—or the court having jurisdiction—that authorizes the record's release;

2. The arrest or judicial process has resulted in the juvenile being formally charged in the court having jurisdiction for a felony offense, and the Prosecuting Attorney has certified the juvenile as an adult.

D. Incident reports involving juveniles may only be released when the juvenile's name and all additional identifying information has been deleted or authorized by a supervisor unless the juvenile is certified as an adult.

E. No official record of the Department shall be removed, altered, destroyed or amended except as directed by a supervisor or Division Commander. Members of the Agency shall utilize supplemental reports in order to address additional issues or circumstances surrounding a report of official record.

1. This section does not prohibit a supervisor from requiring an employee to change a report as part of the quality control process that ensures the report reflects comprehensive information while maintaining a high level of quality control.

F. In accordance with *A.C.A. 25-19-105*, when a misdemeanor or felony investigation is closed, the release of these reports in their entirety—with no information stricken or obliterated—is mandated upon a request for such a release. *A.C.A. 25-19-104* creates a clear violation to the established FOI laws when a refusal to release such information occurs.

G. **Court Docket Book**

1. Arkansas State law classifies all court docket books—during periods in which docket books are not in actual use—as open records that shall be available for inspection by the public and members of the news media upon such a request.

a. The District Court of the City of Texarkana, Arkansas maintains docket records in an electronic format before the beginning of each court session. The District Court Judge's copy of the docket book is printed and filed by the District Court Clerk of the City of Texarkana, Arkansas.

b. Docket books that correspond to juvenile cases within the Juvenile Court system are classified as closed to the public and all news media members. In accordance with *A.C.A. 9-27-309* found within the Family Law section, only the Juvenile Court in its discretion may classify such docket information as openly available to the public and members of the news media.

c. All questions concerning docket book information should be referred to the District Court Clerk's Office, the City Attorney or the District Court Judge's Office.

H. **Employee Personnel Records**

1. Personnel Records corresponding to members of the Texarkana Police Department shall not be open to routine public inspection. Residence addresses or telephone numbers corresponding to members of the Texarkana Police Department shall not be released to a member of the public or members of the news media without consent from the targeted member of the Agency.

   (a) The purpose for classifying such information as unavailable is the result of the Department's desire to strengthen the off-duty privacy and safety of the Agency's officers and their families.

   (b) This provision should not be used to shield officers from legitimate contact by the public in an attempt to render the officer inaccessible. The secretarial staff of the Agency shall notify callers of the officer's unavailability, and when deemed appropriate, take a message for the officer in his absence.

   (c) Calls to the Agency that surround legitimate police related business should be returned by the appropriate officer as soon as possible.

I. **Internal Investigation Information**

1. Inquiries concerning personnel investigations shall be referred to the Chief of Police or the appropriate Division Commander.

   (a) Employees of the Agency shall not discuss matters concerning internal investigations with those persons who are not members of the Department without obtaining consent from the Chief of Police or the appropriate Division Commander.

J. **Access to Confidential Information**

1. Members of the Texarkana Police Department shall treat the Agency's official business in a confidential manner. Furthermore, members of the Department shall not reveal police information outside of the Agency except as provided elsewhere within the General Orders Manual.

   a. No information shall be released—either orally or in a written format—to any attorney or other interested person except as required and in accordance with the Freedom of Information Act without the consent of the Chief of Police or his designee.

   b. Members of the Department shall not make recommendations to anyone regarding employment of any person as an attorney or counsel, nor shall employees suggest the name of any bail bondsmen or other business.

2. Information contained in police records, information routinely accessible only to members of the Department and names of informants, complainants, witnesses and other persons known to the Agency are considered confidential. Members of this Agency shall exercise silence so as to safeguard such information.

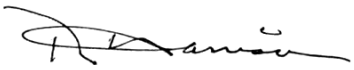
3. Allegations, gossip, hearsay, rumors and anonymous, uncorroborated information shall also be classified as confidential.

4. Under no circumstances will the file containing a felony case be removed and turned over to any person other than the Chief of Police, a Division Commander or a Detective of this Agency. No unauthorized person will remove any information from a felony case file to facilitate the copying of the material therein without first obtaining consent from the Chief of Police or his/her designee.

a. This section does not apply to copies of traffic accidents or photocopies of reports surrounding misdemeanor offenses. Members of this Agency will extend full cooperation with representatives of other local, state and federal law enforcement agencies, attorneys and insurance companies and their adjusters. In addition, this section does not apply to fingerprints or other physical evidence which must be sent to other law enforcement, investigative, insurance or adjustment agencies.

5. Violation of the security of releasing confidential information shall be cause for disciplinary action which may result in suspension up to and including termination of employment.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Police Funeral Operations		
NUMBER	1102.17	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department recognizes the law enforcement career field is inherently dangerous. In response to those tragic periods involving the death of a Texarkana Police Officer—or officers from other agencies—the Department will rely on established protocol and guidelines that define the manner in which activity surrounding police funerals is managed.

B. The Texarkana Police Department understands a funeral escort may be the only contact/interaction the involved citizens have with our Agency. As a professional law enforcement agency dedicated to providing excellent police services to the community in which we serve, our goal in this endeavor is to provide a dignified and professional service at a difficult time in the lives of all respective survivors while providing a safe transit during the escort.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish, manage and implement a defined set of guidelines that governs the Agency's response to police and citizen funerals alike. All members of the Department shall recognize and adhere to the following guidelines contained within this policy.

III. Procedure

A. **Uniform and Appearance**

1. All officers of the Department shall maintain an exceedingly high level of personal appearance during attendance at all police funerals. All uniforms and equipment must be in outstanding condition.

2. While in attendance at any police funeral, all commissioned members of the Texarkana Police Department shall wear the Class A Uniform with the assigned uniform hat. A black sash—commonly referred to as a mourning band—shall be worn across the officer's badge as a sign of mourning.

   a. When worn, all mourning bands shall be affixed to the officer's badge in a centered fashion so the center of the band crosses the center of the State of Arkansas seal located in the center of the badge.

b. The band should be positioned so that the band's orientation remains parallel to an imaginary line extending from the top of the officer's left shoulder through the center of the officer's chest.

c. **Mourning Badge**

B. **Funeral Services**

1. Officers attending police funerals in which the deceased officer is receiving full-honors will report to a previously designated assembly point away from the location of the service for an inspection and briefing.

2. From the assembly point, officers will march to the place of service, timing their arrival to permit immediate entry.

3. Upon entry into the building, officers will remove their uniform hats and place them under their left arm with the brim of the hat orientated forward. Officers will move in an orderly fashion to the place reserved for them.

4. Officers will remain standing until all of the other officers are in their places. After receiving the command "*Be Seated*", officers may sit down.

5. Officers will sit in a position of attention throughout the service. This position is defined as the back flat and erect with the back of the chair, feet placed flat upon the floor and hands rested in the officer's lap. During this period, the uniform hat will be placed upright in the officer's lap with the brim orientated away from their body.

6. At the conclusion of the service—and upon receiving the command "*Officers Rise*"—officers will rise from their seated positions in unison and place their hats under their left arm in preparation for filing past the casket. Officers will hold their hats in this position until they have passed the casket and arrive outside of the building.

7. Once outdoors, officers will replace their hats and assemble in formation at right angles to the hearse. Two (2) ranks of officers will be formed facing each other in a manner that creates an aisle in which the pallbearers pass through with the casket.

   a. When forming these two ranks, officers will dress themselves at an interval equal to the amount of space available. Ordinarily, officers will be dressed at extended intervals; however, a limited amount of space might make this impossible. While dressed in this formation, officers will remain in the position of "*Parade Rest*".

8. When the casket comes into view, the formation will be called to attention. The next command received will be "*present arms*". Upon this command, all officers will render a hand salute. The

salute will be sustained until the casket is placed within the hearse. Officers will receive the command "*order arms*". Upon this command, officers will return to the position of attention.

9. After the doors of the hearse are closed, officers will receive the following commands:

   a. "*First Rank*"—officers located on the passenger's side of the hearse—"*Right Face*".

   b. "*Second Rank*"—officers located on the driver's side of the hearse—"*Left Face*".

   c. Upon hearing these commands, officers within each respective rank will perform the appropriate facing movement in a crisp and unison manner and finalize the movement by assuming the position of attention so that each officer is facing the rear of the hearse.

10. The Honor Guard Supervisor will then dismiss the formation with the command "*Officers Dismissed*". The officers will break formation and leave in a quiet and orderly fashion.

11. All officers will assume their assigned position within the procession and proceed to the cemetery.

C. **Graveside Services**

1. Immediately upon arrival, officers will position themselves in the appropriate location reserved for them. If indoors, officers will remove their hats and position themselves in a manner consistent with Paragraph B (3) and (4) above. If the services are held outdoors, officers will continue wearing their hats.

2. Just prior to the 21-gun salute and the playing of Taps, officers will be given the command "*Officers Rise*". Upon receiving this command, officers will stand at the position of attention and face the casket. When officers receive the command "*Present Arms*", officers will render a hand salute throughout the playing of Taps. After Taps and the 21-gun salute have concluded, officers will receive the command "*Order Arms*". When receiving this command, officers will return to the position of attention.

3. Upon the conclusion of the ceremony, officers will receive the command "*Officers Dismissed*". When receiving this command, officers will break ranks and return to their assigned vehicle.

D. **Procedural Variations**

1. The procedures and guidelines set forth within this policy shall be followed; however, there will be circumstances such as a shortage of manpower, the unusual size of a funeral, the type of service planned, the physical arrangement of the place of service or other reasons that might necessitate changes to these procedures. Should circumstances necessitate a variation to the procedures and guidelines within this policy, the Department Liaison Officer will notify personnel of the changes.

2. All honors accorded and bestowed upon deceased officers of the Agency—or deceased officers of other agencies—shall remain at the discretion of the Chief of Police. For additional information regarding police funeral operations, refer to *General Order 1102.18---Honor Guard Operations and Military Bearing*.

IV. Civilian Funeral Protocol

A. Whenever manpower allows—and when the Department receives a request for assistance—a minimum of three (3) marked patrol units will be assigned for all civilian funeral escorts. The three (3) units shall operate in concert as an escort unit, a lead unit and a trailing unit.

1. Upon receiving a request for assistance, the escort unit will report to the funeral home or church and obtain the desired transport route.

2. The escort unit will relay this information to other patrol units. Whenever practical, the escort unit should attempt to conduct the procession in the roadway's outside lane, while the lead unit should utilize the roadway's inside lane to control intersections and overtake the escort unit.

3. Once the procession enters the roadway, the escort unit shall activate all of the unit's emergency equipment and inform the dispatcher the escort has begun.

4. The lead unit will standby near the first intersection encountered by the funeral procession's route. If available, the Department's Motorcycle Unit should be assigned as either the escort or lead unit.

5. The trailing unit will follow the procession to prevent other motorists from overtaking and passing the procession.

6. When the procession begins, the lead unit will block off the first intersection with their patrol unit utilizing all of their emergency equipment. The lead officer will remain in his/her unit until the escort unit enters the first intersection.

    a. Once the escort unit enters into the intersection, the lead unit will accelerate until reaching the next intersection, where the lead unit will bring the subsequent intersection under control until the escort unit has cleared the intersection. This process will continue until the procession has cleared all of the intersections.

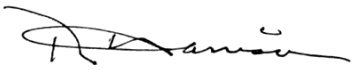
    b. At the last intersection, the lead unit will block all traffic, the officer shall exit his/her unit, stand at the position of attention and place his/her assigned Class A Uniform Hat over their heart until the procession passes.

B. At the discretion of the shift supervisor—and as the shift's call load allows—marked units not assigned to the funeral escort should proceed to a major intersection along the procession's route and control the intersection(s) then the escort approaches. Once the intersection is brought under control, the officer shall exit his/her unit, stand at the position of attention and place his/her assigned Class A Uniform Hat over their heart until the procession passes.

    1. The decision to utilize additional marked units not assigned as part of the transport should be made by the shift supervisor. Additional units may be needed for unusually large funder processions.

C. Once the funeral procession has reached its destination, the escort officer will exit his/her unit, stand at the position of attention and place his/her assigned Class A Uniform Hat over their heart until the procession passes.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Honor Guard and Military Bearing		
NUMBER	1102.18	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. This policy establishes procedures and guidelines surrounding the Texarkana Police Department Honor Guard as well as procedures that define and govern the periods in which officers of the Agency perform and observe specific elements of military bearing.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish, implement and manage a defined set of guidelines and procedures that govern the Agency's utilization of its Honor Guard. Officers of the Department shall—in accordance with the procedures and other mandates within this policy—recognize and deploy those elements of military bearing defined within this policy.

III. Procedures

A. **Honor Guard**

1. The Honor Guard falls beneath the supervision of the Services Division. The Honor Guard Sergeant reports directly to the Assistant Commander of the Services Division while observing the established chain-of-command throughout the division.

2. At the discretion of the Chief of Police or his designee, the Honor Guard will remain available to provide its services to local law enforcement, military and civilians in keeping with the tenants of the Department's public relations philosophy. All duties will be performed upon request and upon the approval of the Chief of Police or his designee.

3. The Honor Guard will consist of the following personnel:

   a. One sergeant and one alternate officer in charge (OIC) shall remain responsible for organizing and supervising all authorized Honor Guard functions.

   b. The Honor Guard's firing party shall consist of seven (7) riflemen and two (2) alternate riflemen. Although not inclusive, the firing party's main objective during Honor Guard functions will be performing the ceremonial *Twenty-One Gun Salute*. This ceremonial performance is generally reserved for law enforcement officers who are killed in the line of duty as well as Memorial Day services to honor our nation's veterans.

c. The Honor Guard's color party shall consist of two (2) flagmen and two (2) riflemen. Although not inclusive, the color party's primary objective is to present the colors at honorary and ceremonial functions.

d. The Honor Guard shall have one (1) bugler and one (1) alternate bugler attached to the group. Although not inclusive, the bugler's primary objective is the playing of the ceremonial Taps at funerals and memorial services.

e. The Honor Guard's casket party shall consist of six (6) pallbearers and an OIC. Although not inclusive, the casket party's primary objectives are to serve as pallbearers at police funerals and perform the ceremonial flag fold for presentation to the next of kin at graveside services.

4. The Honor Guard Supervisor is responsible for coordinating and directing the activities and functions of all elements of the Honor Guard.

5. During police funerals, all elements of the Honor Guard will assemble near the location of the service for inspection by the Honor Guard Supervisor. All commands addressed to the Honor Guard and other officers of the Department shall be given by the Honor Guard Supervisor. For additional information surrounding voice commands while attending a police funeral, refer to *General Order 1102.17---Police Funeral Operations*.

6. **Procedures for the Ceremonial Casket Watch**

a. The personnel assigned to the ceremonial casket watch normally consist of members of the Honor Guard; however, volunteers may stand watch over the casket at the discretion of the Honor Guard Supervisor. Officers who are assigned to the ceremonial casket watch must present excellent uniform appearance and conform to the professional grooming standards of the Department.

b. Members of the Honor Guard assigned to the ceremonial casket watch shall wear their assigned Honor Guard Uniform and all applicable accessories. The watch will be divided into shifts with two (2) officers conducting the watch for fifteen (15) minutes per shift.

c. If the surviving family wishes, an informal watch can take place after the viewing has been concluded for the day.

d. During the ceremonial casket watch, all officers assigned to this detail shall move in slow cadence. This includes marching, facing movements and saluting. The Honor Guard Supervisor, or OIC, will post the watch, and the two (2) officers assigned will position themselves at the head and feet of the deceased officer.

7. **Procedures Governing the Use of Pallbearers**

a. If pallbearers have been requested by the surviving family, they will be selected by the Honor Guard Supervisor.

b. All pallbearers will remain under the command and direction of the Honor Guard Supervisor. If selected, the officer shall report to the funeral home as directed to receive additional instructions and seating arrangements.

8. **Honor Guard Training**

a. The Honor Guard will train on the dates and times specified by the Honor Guard Supervisor. Unless specified by the Honor Guard Supervisor, attire for training will be casual dress for those officers who are off-duty when the training takes place.

b. Training will consist of rehearsing the Honor Guard's specific functions and duties identified within this policy. Officers will be notified in writing of scheduled performances and training dates with as much advanced notice as possible. It shall be the responsibility of the Honor Guard Supervisor or his designee to make this notification.

c. Once the Honor Guard Supervisor has established a training date/time, attendance by those officers assigned to the Honor Guard is mandatory. Requests to be excused from training will be evaluated on a case by case basis. Requests to be relieved from Honor Guard duty shall be submitted to the Honor Guard Supervisor in writing. The Honor Guard Supervisor shall approve or deny such requests in writing.

d. Violation of this attendance policy will be cause for disciplinary action by the Honor Guard Supervisor who shall forward his recommendation through the chain-of-command to the Services Division Commander.

9. **Honor Guard Selection Process**

a. Because of the nature surrounding the Honor Guard's function, coupled with the Honor Guard's extremely high profile, officers who are selected to serve within the Honor Guard shall meet an exceedingly high level of personal appearance.

b. Officers serving on the Honor Guard shall maintain an exceedingly high level of personal appearance. The height and weight of all officers assigned to this detail must continuously be maintained within a proportion that creates a crisp and streamlined appearance while wearing the official Texarkana Police Uniform. An officer's failure to exhibit and maintain such an appearance shall be cause for dismissal from participation within the Honor Guard function as well as a justifiable reason to exclude the officer from consideration for appointment to serve within this function.

c. The selection of Honor Guard Officers shall rest with the Honor Guard Supervisor who shall coordinate all selections and dismissals through the Services Division chain-of-command.

10. **Honor Guard Uniform**

a. Officers serving on the Honor Guard shall wear a specialized dress uniform which is customized for their dimensions. The following is a list of uniform items issued to officers serving on the Honor Guard:

(1) Honor Guard hat with gold hat badge;

(2) Honor Guard dress coat with ornate gold colored coat cord;

(3) Honor Guard dress trousers;

(4) Honor Guard duty belt containing a holster, handcuff case, magazine pouch and gold buckle;

(5) Honor Guard suicide strap;

(6) Honor Guard gold colored name plate;

(7) Honor Guard white gloves; and

(8) Highly shined corfam shoes.

b. Officers serving on the Honor Guard are responsible to ensure their issued uniform items remain in serviceable condition at all times.

c. Officers who are assigned to serve on the Casket Party shall wear the official Class A Uniform. For additional information regarding the Class A Uniform, refer to *General Order 1101.03---Uniforms, Equipment and Appearance*.

B. **Military Bearing**

1. While in uniform, officers will maintain military bearing when applicable, as this presents a positive image of the Agency and projects professionalism.

2. This section of the policy is to provide general guidance that relates to the manner in which we—as members of the Texarkana Police Department—conduct ourselves at funerals, recognition ceremonies, parades and other ceremonial gatherings. These guidelines will enable officers to carry out basic movements with precision while ensuring the movements are performed by all officers in the same manner.

3. The three (3) basic commands sworn members of the Agency are required to perform are the positions of **ATTENTION, PARADE REST and PRESENT ARMS**.

a. The position of **ATTENTION** is performed in the following manner:

- To assume this position, officers must place the heels of their shoes together while pointing their toes forward at 45 degree angles;
- Officers must position both of their arms alongside the outer seams of their trousers while cupping the fingers on both of their hands in a manner that resembles a fist. Officers should ensure their thumbs are kept on the outside of their index fingers;
- Officers must rest their thumbs alongside the outer seams of their trousers;
- The officer's head and eyes should remain orientated straight ahead while the officer avoids looking around or moving his/her head. The officer's back must remain straight and their chest pushed outwards.

b. The position of **PARADE REST** is performed in the following manner:

- To assume this position, officers will begin by placing their feet approximately shoulder width apart;
- Both of the officer's hands must be brought to the small of their back while resting the back of their right hand in the palm of their left hand;
- The officer's head and eyes should remain orientated straight ahead while the officer avoids looking around or moving his/her head.
- Uniformed officers will assume this position when they are given the command to do so or during periods that follow the completion of a funeral escort. Upon the completion of the funeral escort, those uniformed officers who are wearing a hat shall place the hat across their heart in lieu of a hand salute until the entire procession has passed.

c. The position of **PRESENT ARMS** is a hand salute conducted by those who are wearing a hat and is performed in the following manner:

- To assume this position, the uniformed officers must first assume the position of **ATTENTION**;

- The officer must bend their right arm at the elbow while bringing their right hand and forearm towards the front brimmed edge of their hat;

- All of the officer's fingers must be fully extended while pressing and holding them tightly together. Officers must ensure the palm of their right hand faces the ground;

- Officers must place the tip of the middle finger located on their right hand against the outer brimmed edge of their hat. The section of their arm that extends from their shoulder to their elbow must remain parallel to the ground.

- Uniformed officers will assume the position of **PRESENT ARMS** under the following conditions:

  - When ordered to do so;

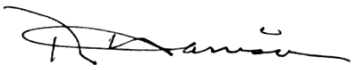
  - When wearing the Texarkana Police Department Uniform and the American Flag passes within view;

  - After the completion of a funeral escort for a police officer or those who have received a military burial. Uniformed officers shall hold the position of **PRESENT ARMS** until the complete procession has passed in front of their position, or when so directed, until the command to release the position is given. Uniformed officers who are not wearing a hat shall place their right hand over their heart rather than assuming the position of **PRESENT ARMS**.

4. The commands to assume these three (3) positions are given in two (2) parts. The first command is defined as the **command of preparation**, and the second command is defined as the **command of execution**. The following chart provides additional clarification regarding the manner in which these commands are issued:

MOVEMENT	**COMMAND OF PREPARATION**	**COMMAND OF EXECUTION**
Attention	Atten **(Ten)**	tion **(Hut)**
Parade Rest	Parade	Rest
Present Arms **(Salute)**	Present	Arms
Release Salute	Order	Arms

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to Active Shooters		
NUMBER	1102.19	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 25, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. **Purpose and Scope**

A. This policy address the Texarkana Police Department's coordinated response plan to incidents involving active shooter incidents.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to generate, manage and coordinate a set of established guidelines that define the manner in which members of the Agency respond to active shooter incidents. These guidelines will enable the Agency to provide a coordinated and immediate response to a reported active shooter incident within the Texarkana, Arkansas School District (TASD) as well as provide for immediate notification of necessary resources.

B. In order to provide a timely, coordinated response to an active shooter incident with the Texarkana, Arkansas School System, the Texarkana, Arkansas Police Department hereby adopts the following guidelines and procedures. While the intent of this policy is designed to provide responding officers a general guideline, no policy can take into account all potential areas of concern, and this policy should be used as a guide during a response to such an incident.

C. All members of the Texarkana Police Department shall recognize and adhere to the guidelines and procedures set forth within this policy.

III. **Definitions**

A. **Active Shooter —** An Active Shooter is defined as one or more persons 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.

IV. **Procedures**

A. The Texarkana, Arkansas Police Department shall provide to all commissioned officers, training in the appropriate response to active shooter incidents.

B. The Texarkana, Arkansas Police Department shall produce, and duplicate for all agency fleet vehicles, a manual that includes the following:

1. Line Drawings of all Texarkana, Arkansas School District Structures;

2. A copy of the agency's procedural statement regarding the response to an active shooter incident;

3. A quick reference telephone contact sheet for necessary resources; and

4. Staging area maps for each campus.

C. The Services Division Commander shall be responsible to annually update the manual by contacting a representative of the Texarkana, Arkansas School District and obtaining any structural or layout changes to the School District's buildings as well as inquiring into any school district policy modifications.

D. All commissioned officers of the Texarkana Police Department will periodically review this policy and will familiarize themselves with the physical layout of each campus within the Texarkana, Arkansas School District. During the daily inspection of their assigned unit, officers will ensure an active shooter manual is maintained within the unit.

E. **Coordinated Response Plan**

1. In order to reduce the magnitude of an active shooter incident within the Texarkana, Arkansas School District, when an officer receives a call regarding an active shooter incident at a school campus, all available units will immediately respond to the area.

2. The primary responding unit (closest available unit) will identify the target area and will designate an entry point. If a School Resource Officer (SRO) is on scene, the SRO will designate the entry point and provide information to other responding units as it becomes available.

3. Upon arrival of two or three units, the officers will form an immediate entry team utilizing the equipment that is immediately available to them. Although not inclusive, the following is a list of the following equipment which should immediately be available to responding officers:

   a. Handgun;

   b. Shotgun;

   c. Assault Rifle;

   d. SMG;

   e. Soft Body Armor;

   f. Tactical Body Armor;

   g. Flashlight; and

   h. Radio.

4. The team will immediately notify dispatch and/or the shift supervisor of the number of officers making entry and the location of the entry. If necessary, officers will make a forced entry if the entry site is locked.

5. The entry team will immediately conduct rapid hallway and room clearing drills—in accordance with the training they have received during active shooter scenarios—moving toward the area of the perceived threat.

6. As the team moves, the team should attempt to transmit dynamic intelligence to dispatch, supervisors and other responding units. If the threat of Improvised Explosive Devices (IED) is

present, officers should avoid the use of radios and cellular in the area of the IED due to the potential for detonation.

7. The entry team should bypass injured persons during the initial sweep and continue working to contain the active shooter(s). If located, officers should utilize that force necessary to affect the arrest of the suspect(s) and eliminate the threat to the students, faculty and officers.

8. Should the situation transition from an active shooter situation to that of a barricaded suspect or hostage situation—**with no shots being fired and no loss of life occurring**—the officers should establish a tight inner perimeter that contains the threat to a specified area and notify dispatch or supervisors so additional resources can be obtained.

    a. Such a transition would place SWAT and the Hostage Negotiation Team in control of the incident. **Should the active shooter situation resume, the inner perimeter officers should make immediate entry by resuming the active shooter room clearing protocol.**

9. Secondary responding officers should form additional immediate action teams, and make entry into the campus facilities until such time as the building(s) / campus has been swept.

10. Immediately following the initial sweep, teams should be positioned inside the facility to assist in the evacuation of all non-police personnel, injured and non-injured alike.

11. During the response phase of the incident, the Incident Commander should begin determining if the situation is of a scope and magnitude to warrant the activation of the Incident Command System. The Incident Commander shall retain command authority of the incident until relieved by higher authority. For more information surrounding this system, refer to *General Order 1102.31---Incident Command System*.

    a. The Incident Commander—traditionally the Uniform Patrol Division Shift Commander—should establish the Incident Command Post at the point designated by the applicable campus plan. The Shift Commander shall maintain command authority until relieved by the SWAT Commander or the Uniform Patrol Division Commander. When available, members of the Special Operation Unit should transport the mobile command post to the area identified by the Incident Commander.

        (1) If the Shift Commander is part of the Immediate Entry Team, the shift sergeant or senior officer available should establish the Incident Command Post at the designated location for coordination purposes until relieved by higher authority.

    b. A member of the Department's administration staff—Services Division or Criminal Investigation Division—should immediately transport the Peacekeeper to the location of the incident as directed by the Incident Commander. Under the direction of the Incident Commander, the Communications Center shall be responsible to notify SWAT of the incident and issue a recall of their personnel.

    c. The Incident Commander should ensure the secondary responding officers position themselves at the various staging and evacuation areas. When deemed appropriate, the Incident Commander should begin the process of establishing communication with various logistical support staff—which includes the Office of Emergency Management Coordinator (OEM)—to ensure that applicable streets are blocked and the chosen ingress and egress routes remain viable.

        (1) Members of the City of Texarkana, Arkansas / Texarkana, Texas Public Works and Street Departments will assist in blocking streets to create thoroughfares for EMS / Fire / Law Enforcement.

(2) The OEM coordinator will work with logistical support agencies such as the Red Cross and the Salvation Army consisting of long term support and crisis intervention teams. If immediately available, the OEM coordinator will also serve as the primary logistical resource notification party who shall be responsible for obtaining all necessary resources.

d. The Incident Commander or his/her designee shall ensure the Communications Center remains aware of any changes in the staging areas and any other modifications or significant changes in the operation.

e. If the OEM Coordinator is not available, the Incident Commander or his/her designee will ensure the Communications Center makes the necessary notifications to all necessary resources while making certain the applicable staging area respective to the applicable campus has been formulated and staffed.

f. The Communications Center will also immediately notify Wadley Regional Medical Center and Christus Saint Michael of the incident. The Communications Center shall ensure the Incident Commander remains aware of the status of all additional resources as they are contacted.

g. Following the initial protective sweep—and at a point within the operation deemed appropriate by the Incident Commander or his/her designee—an agency supervisor will be instructed to establish an EMS protective detail. This security detail will facilitate EMS personnel's ability to access injured persons for immediate medical treatment, effective extraction to a designated triage area or for transport to the appropriate medical facility. EMS personnel will be provided ballistic vests and helmets maintained on the Special Operations Equipment Trailer prior to their entry into the campus complex.

h. The Incident Commander, or his/her designee, should assign an appropriate number of responding police units to report to all designated staging areas to provide site security. Those staging areas include the following:

(1) Student evacuation/staging area;

(2) Family staging area;

(3) EMS triage area;

(4) Incident Command Post;

(5) EMS / Fire Department staging area;

(6) Media staging area; and

(7) The traffic posts that affect all routes of ingress and egress within the area of operation.

12. Officers should utilize the evacuation plans that correspond to the respective campus contained with this policy. Additional responding units—responding under the instruction of the Incident Commander or his/her designee—should begin establishing the various staging areas corresponding to the respective campus contained within this policy.

a. The Department's PIO or his/her designee will immediately contact all area media outlets and issue a request for family members to respond to the designated family staging areas corresponding to the staging plan unique to the affected campus. The Department's PIO will also designate the media staging area and will coordinate all releases of information with the TASD PIO. For additional information regarding the PIO and media releases, refer to *General Order 1102.15---Public Information and Media Relations*.

b. Officers at the Student Evacuation Staging Area will coordinate with TASD officials in separating faculty and students into appropriate grades and/or classes in order to check rosters maintained by school officials.

c. Officers will immediately identify potential witnesses and record the information needed to facilitate subsequent interviews by members of the Criminal Investigation Division. In the event of an ongoing incident—or should the suspect remain at large—all witnesses should be detained for immediate debriefings. Information obtained from witnesses deemed vital to the operation shall immediately be relayed to the Incident Commander.

d. Once potential witnesses have been identified and documented, and the school's rosters are in order, officers will assist TASD personnel in the release of students to parents or guardians in an orderly manner. Those students in need of immediate medical treatment or psychological counseling should be directed to the attention of a school counselor.

e. Inclimate Weather Student Assembly Area

(1) In the event of severe weather, and once the students have been assembled in the applicable staging area, student transports to the Fairgrounds Entertainment Center will be arranged. Transport will be made by TASD school buses and/or TUTD operated buses.

13. As the campus is evacuated, members of the Department, the Texarkana Metro-SWAT Team and members from other responding law enforcement agencies will form search teams to conduct a detailed, thorough and systematic search of all campus facilities.

14. Following the resolution of the active shooter incident, the Commander of the Criminal Investigation Division will assume command of the scene for the purposes of conducting a criminal investigation surrounding the incident.

15. Active Shooter Protocol Checklist

a. Upon notification of an active shooter incident located at a school within Texarkana, Arkansas, the Communications Center shall open the Active Shooter Procedural Manual and begin referring to the applicable campus plan. The Communications Center shall immediately begin making notifications to appropriate resources pursuant to the checklist contained within this policy. A copy of this checklist is included in Section VI of this policy.

(1) Law enforcement personnel should be advised of staging areas, and the medical facilities should be advised of the incident for activation of their in-house emergency plans;

(2) EMS personnel should be advised of the incident in the event additional transport units are required;

(3) TUTD should be advised that their busses may be required to move students from the Student Assembly Area;

(4) The fairgrounds should be advised that students may be transported to their facility; and

(5) Public Works should be asked to provide barricades in accordance with the applicable campus plan.

b. In conjunction with the Incident Commander, the Communications Center shall centralize all communications by informing all responding personnel to switch to the appropriately selected channel.

(1) For more information surrounding radio communications during critical incident management, refer to *General Order 1109.03---Radio Communications*.

V. Campus Plans

A. Arkansas High School

1. Student Evacuation Area

a. Upon evacuation of students and staff of Arkansas High School, students and staff should be directed to the **Razorback Stadium located on East 18th Street**.

b. Gate access into the complex should be controlled by law enforcement. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation is stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging area

a. **Home parking lot located at the Razorback Stadium on East 18th Street—**Upon notification of an active shooter situation at Arkansas High School, Fire Department, EMS and non-assigned police units should stage in the Home Parking Lot of Razorback Stadium. As resources are needed, they will respond from the staging area.

3. Incident Command Post

a. **Hardy House Parking Lot located on East 18th Street**—Upon notification of an active shooter situation at Arkansas High School, the Incident Command Post should be established in the parking lot of the Hardy House athletic area, which is located on the East 18th Street side of the campus. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

a. **Farmer's Market located at the intersection of East 9th and Jefferson Avenue—**Upon notification of an active shooter situation at Arkansas High, all media personnel should be directed to the parking lot of the Farmer's Market located at the intersection of East 9th Street and Jefferson Avenue. The Department's PIO and school district's PIO will meet with media at that location to provide information and briefings. Members of the media should not be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

a. **East 18th Street from Jefferson Avenue to State Line Avenue and East 12th Street from Jefferson Avenue to North State Line Avenue—**EMS traffic transporting injured persons should be directed West on East 12th Street or East 18th Street to North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 12th Street and East 18th Street for EMS units.

b. Public Works should be prepared to place barricades along the evacuation route at all intersections located between Jefferson Avenue and North State Line on East 12th Street and East 18th Street. Other locations for barricades include all intersections located between East 12th Street and Highway 67, East 18th Street and Highway 67, East 9th & Jefferson and East 18th Street and Jefferson Avenue.

B. **Beech Street Baptist Church School**

1. **Student Evacuation Area**

   a. **Methodist Church parking lot located at the intersection of East 6th and Ash Street—** Upon evacuation of students and staff of Beech Street Baptist Church School, students and staff should be directed to East 6th Street and ushered to the Methodist Church parking lot.

   b. Access into the lot and subsequent church facilities should be controlled by law enforcement. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to the school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified and the situation is stabilized, no student or staff member should leave the assembly area.

2. **Police, Fire Department and EMS Staging Area**

   a. **Presbyterian Church parking lot located at the intersection of East 6thand Pecan Street—**Upon notification of an active shooter situation at Beech Street Baptist Church School, Fire Department, EMS personnel and non-assigned police units should stage in the parking area of the Presbyterian Church located at East 6th and Pecan Street. As resources are needed, they will respond from the staging area.

3. **Incident Command Post**

   a. **Beech Street Baptist Church Administration Building located at the intersection of East 6th Street and Beech Street**—Upon notification of an active shooter situation at the Beech Street Baptist Church School, the Incident Command Post should be established in the parking lot of the Beech Street Baptist Church Administration building located at the intersection of East 6th & Beech Street. When applicable, the mobile command post should be transported to that location.

4. **Media Staging Area**

   a. **Saint Edwards Church located at East 4th and Ash Street—**Upon notification of an active shooter situation at the Beech Street Baptist Church School, all media personnel should be directed to the parking lot of the Saint Edwards Church located at the intersection of East 4th and Ash Street. The Department PIO and a Beech Street School PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. **EMS Evacuation Route**

   a. **Beech Street to MLK westbound to Pine Street**—EMS traffic transporting injured persons should be directed North on Beech Street to MLK Boulevard. Units should travel west on MLK Boulevard to Pine Street and then north on Pine Street to Wadley Hospital.

   b. Secondary responding units should be prepared to block major intersections along Beech Street, MLK Boulevard and Pine Street. Public Works should be prepared to block intersections along Hickory Street, East 3rd Street, Laurel Street and East 7th Street surrounding Beech Street Baptist Church.

C. **College Hill Elementary School**

1. **Student Evacuation Area**

a. **City maintenance barn located at 2600 Dudley Avenue—**Upon evacuation of students and staff of College Hill Elementary School, students and staff should be directed to the Texarkana City Maintenance Barn at 2600 Dudley Avenue. Students and staff should be directed to the portion of the parking lot at the city maintenance barn that is surrounded by a fence. If possible, students and Staff should be directed to travel north on Artesian Street to gain access to the city maintenance barn. Gate access into the parking lot should be controlled by law enforcement.

b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

a. **Business parking lot located at the intersection of Division and Artesian Street**—Upon notification of an active shooter situation at College Hill Elementary School, Fire Department, EMS personnel and non-assigned police units should stage on the business parking lot at the intersection of Division and Artesian Street. There are at least (3) small businesses at this location which would provide for adequate parking and assembly. Units should respond from either direction of Division for access to the staging area. As resources are needed, they will respond from the staging area.

3. Incident Command Post

a. **Business parking lot located at Dudley and Artesian Street**—Upon notification of an active shooter situation at College Hill Elementary School, the Incident Command Post should be established on the parking lot located at Dudley & Artesian Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

a. **Parking lot located at Orleans and Pearl Street—**Upon notification of an active shooter situation at College Hill Elementary School, all media personnel should be directed to the parking lot at the intersection of Orleans and Pearl Street. The Department PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. Evacuation Route

a. **Artesian Street to Dudley Street**—EMS traffic transporting injured persons should be directed north on Artesian Street to Dudley Street. Secondary responding units should be prepared to block major intersections along Dudley Street to East Street. Public Works should be prepared to place barricades along the evacuation route at the intersections located between Dudley Street and East Street.

D. College Hill Middle School

1. Student Evacuation Area

a. **Texarkana Country Club (accessed through the gate)—**Upon evacuation of students and staff of College Hill Middle School, students and staff should be directed to the Texarkana Country Club through the main gate located just east of the campus on Forrest Avenue. Students and staff should be directed toward the club house area. Gate access into the complex should be controlled by law enforcement personnel. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

a. **The intersection of Mangan and Slimer Street—**Upon notification of an active shooter situation at College Hill Middle School, Fire Department, EMS personnel and non-assigned police units should stage on Mangan Street just south of Forrest Avenue. Units should pull enter the staging area onto Mangan from Forrest Avenue and exit from Slimer Street onto Forrest Avenue. As resources are needed, they will respond from the staging area.

3. Incident Command Post

a. **Texarkana Country Club (accessed through the gate)**—Upon notification of an active shooter situation at College Hill Middle School, the Incident Command Post should be established inside the gate at the Texarkana Country Club. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

a. **Basketball court area located at Bramble Park—**Upon notification of an active shooter situation at College Hill Middle School, all media personnel should be directed to the parking lot of the Bramble Park basketball area on Ferguson Street. The Department PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

a. **Forrest Avenue to East Street, north to East 9th Street and then to MLK Boulevard towards North State Line Avenue—**EMS traffic transporting injured persons should be directed west on Forrest Avenue to East Street. Units should travel north on East Street, then west onto to East 9th Street to MLK Boulevard and then west towards North State Line Avenue. Secondary responding units should be prepared to block major intersections along East Street, East 9th Street and MLK Boulevard for EMS units. Public Works should be prepared to place barricades along the evacuation route at intersections between Cleveland and Martha Street along Forrest Avenue.

E. Fairview Elementary School

1. Student Evacuation Area

a. **Parking lot of the Bethel Baptist Church located at the intersection of East 16th and Grand Avenue**—Upon evacuation of students and staff of Fairview Elementary School, students and staff should be directed to the parking lot of the Bethel Baptist Church. Students and staff should be directed to travel east on East 16th Street to the church parking lot. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department EMS Staging Area

a. **Arkansas High School parking lot located in the 1500 block of Jefferson Avenue**—Upon notification of an active shooter situation at Fairview Elementary School, Fire Department, EMS personnel and non-assigned police units should stage on the Arkansas High School parking lot located in the 1500 block of Jefferson Avenue. As resources are needed, they will respond from the staging area.

3. Incident Command Post

a. **The parking lot located at the intersection of Grand Avenue and East 15th Street**—Upon notification of an active shooter situation at Fairview Elementary School, the Incident Command Post should be established on the parking lot located at the intersection of Grand Avenue and East 15th Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

a. **Parking lot located at the intersection of East 12th and County Avenue—**Upon notification of an active shooter situation at Fairview Elementary School, all media personnel should be directed to the parking lot located at the intersection of East 12th and County Avenue. The Department PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

a. **East 16th Street to North State Line Avenue—**EMS traffic transporting injured persons should be directed west on East 16th Street to North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 16th Street to North State Line Avenue. Public Works should be prepared to place barricades along the evacuation route at intersections between East 16th Street and North State Line Avenue.

F. Kilpatrick Elementary School

1. **Student Evacuation Area**

   a. **Weber Place (East 34th & Garland Avenue in the circle drive)**—Upon evacuation of students and staff of Kilpatrick Elementary School, students and staff should be directed to the circle drive at Weber Place. Students and staff should be directed to travel south on Garland Street to Weber Place. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. **Police, Fire Department and EMS Staging Area**

   a. **Parking lot of West Communication located in the 3400 block of Jefferson Avenue—** Upon notification of an active shooter situation at Kilpatrick Elementary School, Fire Department, EMS personnel and non-assigned police units should stage on the parking lot of West Communications located in the 3400 block of Jefferson. As resources are needed, they will respond from the staging area.

3. **Incident Command Post**

   a. **Parking lot located in the 1200 block of East 35th Street—**Upon notification of an active shooter situation at Kilpatrick Elementary School, the command post should be established in the parking lot located in the 1200 block of East 35th Street. When applicable, the mobile command post should be transported to that location.

4. **Media Staging Area**

   a. **Car wash parking lot located in the 3500 block of Jefferson Avenue—**Upon notification of an active shooter situation at Kilpatrick Elementary School, all media personnel should be directed to the parking lot of the car wash in the 3500 block of Jefferson Avenue. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. **EMS Evacuation Route**

   a. **East 35th Street to North State Line Avenue—**EMS traffic transporting injured persons should be directed west on East 35th Street to North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 35th Street for EMS units. Public Works should be prepared to place barricades along the evacuation route at intersections between Garland Avenue and North State Line Avenue.

G. **North Heights Junior High School**

1. **Student Evacuation Area**

   a. **Ed Worrell Memorial Park baseball field complex (main baseball field)—**Upon evacuation of students and staff of North Heights Junior High School, students and staff should be directed to cross the field in a southwesterly direction away from the campus toward the Ed Worrell Baseball Complex. Students and staff should be directed to assemble inside the main baseball field.

   b. Gate access into the complex should be controlled by law enforcement personnel. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. **Police, Fire Department and EMS Staging Area**

   a. **North parking lot located at Ed Worrell Memorial Park**—Upon notification of an active shooter situation at North Heights Junior High, Fire Department, EMS personnel and non-assigned police units should stage in the north Parking lot located at Ed Worrell Memorial Park. As resources are needed, they will respond from the staging area.

3. **Incident Command Post**

   a. **Parking lot of Central Baptist Church located at 2117 East 35th Street—**Upon notification of an active shooter situation at North Heights Junior High, the Incident Command Post should be established in the parking lot of the Central Baptist Church located directly across from the school at 2117 East 35th Street. When applicable, the mobile command post should be transported to that location.

4. **Media Staging Area**

   a. **Knights of Columbus facility located at the intersection of East 35th Street and Sanderson Lane**—Upon notification of an active shooter situation at North Heights Junior High, all media personnel should be directed to the Knights of Columbus facility located at the intersection of East 35th Street and Sanderson Lane. The TAPD PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. **EMS Evacuation Route**

   a. **West on East 35th Street to North State Line Avenue**—EMS traffic transporting injured persons should be directed west on East 35th Street toward North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 35th Street for EMS units. Public Works should be prepared to place barricades along the evacuation route at intersections located Sanderson Lane and North State Line Avenue along the East 35th Street route.

H. **Trice Elementary School**

1. **Student Evacuation Area**

   a. **Timberline Drive (located just south of the Trice Campus)—**Upon **e**vacuation of students and staff of Trice Elementary School, students and staff should be directed to Timberline Drive, which is located directly to the south of the Trice Campus. Students and staff should be directed to assemble along Timberline Drive and remain within the roadway. Street access into the area should be controlled by law enforcement personnel.

   b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. **Police, Fire Department and EMS Staging Area**

   a. **Parking lot located at the Beacon Point Apartment complex**—Upon notification of an active shooter situation at Trice Elementary School, Fire department, EMS personnel and non-assigned police units should stage in the north parking lot located at the Beacon Point Apartment complex near its intersection with East 42nd Street. As resources are needed, they will respond from the staging area.

3. **Incident Command Post**

   a. **East side of Pinson Drive south of Timberline Drive**—Upon notification of an active shooter situation at Trice Elementary School, the Incident Command Post should be established on the east side of Pinson Drive just south of Timberline Drive in a large residential yard. When applicable, the mobile command post should be transported to that location.

4. **Media Staging Area**

   a. **Parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard**—Upon notification of an active shooter situation at Trice Elementary School, all media personnel should be directed to the parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. **EMS Evacuation Route**

   a. **Pinson Drive, Arkansas Boulevard and North State Line Avenue**—EMS traffic transporting injured persons should be directed south on Pinson Drive to Arkansas Boulevard. Units will then travel west on Arkansas Boulevard to North State Line Avenue. Secondary responding units should be prepared to block major intersections along Arkansas Boulevard and Pinson Drive. Public Works should be prepared to place barricades along the evacuation route at intersections between Sanderson Lane and North State Line Avenue along Arkansas Boulevard and from East 50th Street to Arkansas Boulevard along Pinson Drive.

I. Trinity Christian School

1. Student Evacuation Area

a. **Trinity Heights subdivision (just west of the campus)**—Upon evacuation of students and staff of Trinity Christian School, students and staff should be directed to the Trinity Heights Drive subdivision located just west of the campus. Students and staff should be directed to assemble along Trinity Heights Drive and remain within the roadway. Street access into the area should be controlled by law enforcement personnel. School staff, assisted by law enforcement should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

a. **Texarkana Arkansas Fire Station located at the intersection of Trinity Boulevard and Sanderson Lane**—Upon notification of an active shooter situation at Trinity Christian School, Fire Department, EMS personnel and non-assigned police units should stage in the parking lot of the Texarkana, Arkansas Fire Station located at the intersection of Trinity Boulevard and Sanderson Lane. As resources are needed, they will respond from the staging area. Additional unassigned units may stage on East 58th Street in the large parking area east of loop 245 behind the Road Runner Convenience Store.

3. Incident Command Post

a. **Phillips 66 Convenience Store located in the 5700 block of Loop 245**—Upon notification of an active shooter situation at Trinity Christian School, the Incident Command Post should be established on the back parking lot of the Phillips 66 Convenience Store located in the 5700 block of Loop 245. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

a. **Camp I 30 Truck Stop located on East 54th Street just west of Loop 245—**Upon notification of an active shooter situation at Trinity Christian School, all media personnel should be directed to the parking lot of the Camp I-30 truck stop located on East 54th Street just west of Loop 245. The Department's PIO and the PIO for Trinity Christian School will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

a. **Loop 245 to Interstate 30—**EMS traffic transporting injured persons should be directed South onto Loop 245 to westbound Interstate 30. Units will travel west on Interstate 30 for transport to Saint Michael's Hospital. Secondary responding units should be prepared to block major intersections along at Trinity Boulevard from Jefferson Avenue to Loop 245 and on Loop 245 from Sugar Hill Road to the Interstate 30 interchange. Public Works should be prepared to place barricades along the above listed intersections.

J. Veritas Christian School

2. **Student Evacuation Area**

a. **Timberline Drive (located just south of the Trice Campus)—**Upon evacuation of students and staff of Veritas Christian School, students and staff should be directed to Timberline Drive, which can be accessed by traveling south on Pinson and is located directly to the south of the Trice Campus. Students and staff should be directed to assemble along Timberline Drive and remain within the roadway. Street access into the area should be controlled by law enforcement personnel.

b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. **Police, Fire Department and EMS Staging Area**

b. **Parking lot located at the Beacon Point Apartment complex**—Upon notification of an active shooter situation at Veritas Christian School, Fire Department, EMS personnel and non-assigned police units should stage in the north parking lot located at the Beacon Point Apartment complex near its intersection with East 42nd Street. As resources are needed, they will respond from the staging area.

3. **Incident Command Post**

a. **Rear parking lot of the Faith Assembly of God Church located at 2001 Arkansas Boulevard—**Upon notification of an active shooter situation at Veritas Christian School, the Incident Command Post should be established on the rear parking lot of the Faith Assembly of God Church located at 2001 Arkansas Boulevard. When applicable, the mobile command post should be transported to that location.

6. Media Staging Area

a. **Parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard**—Upon notification of an active shooter situation at Veritas Christian School, all media personnel should be directed to the parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

7. EMS Evacuation Route

a. **East 50th Street to Jefferson Avenue**—EMS traffic transporting injured persons should be directed west on East 50th Street to Jefferson Avenue. For EMS units traveling to Wadley Regional Medical Center, units will travel south on Jefferson to Arkansas Boulevard and then west on Arkansas Boulevard to North State Line Avenue. For EMS units traveling to Christus Saint Michael, units will travel north on Jefferson Avenue onto Interstate 30. Secondary responding units should be prepared to block major intersections along Jefferson Avenue and Arkansas Boulevard. Public Works should be prepared to place barricades along the evacuation route as deemed appropriate.

K. Union Elementary School

1. **Student Evacuation Area**

   a. **Union Village Plaza (playground area)—**Upon evacuation of students and staff of Union Elementary School, students and staff should be directed to Euclid Street where they will proceed to the playground area located at Union Village Plaza. Access into the playground area should be controlled by law enforcement personnel. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. **Police, Fire Department and EMS Staging Area**

   a. **Shriners building located on Lineferry Road just north of Miller Street—**Upon notification of an active shooter situation at Union Elementary School, Fire Department, EMS personnel and non-assigned police units should stage in the parking area of the Shriners building located between Euclid and Miller Street on Lineferry Road. As resources are needed, they will respond from the staging area.

3. **Incident Command Post**

   a. **Parking lot of Arabella Heights Baptist Church located on Lineferry Road**—Upon notification of an active shooter situation at Union Elementary School, the Incident Command Post should be established in the parking lot of the Arabella Heights Baptist Church located at the intersection of Maywood and Lineferry Road.. When applicable, the mobile command post should be transported to that location.

4. **Media Staging Area**

   a. **Parking lot located at the South Haven Golf Course**—Upon notification of an active shooter situation at Union Elementary School, all media personnel should be directed to the South Haven Golf Course Clubhouse parking lot located just south of Miller Street on Lineferry Road. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. **EMS Evacuation Route**

   a. **Euclid Street, South Stateline Avenue, West 3rd Street, Texas Boulevard to Wadley Hospital**—EMS traffic transporting injured persons should be directed west on Euclid Street to South State Line Avenue. The route will continue over the overpass, right onto West 3rd Street and left onto Texas Boulevard to Wadley Hospital. Secondary responding units should be prepared to block major intersections along South State Line from Euclid to West 3rd Street. Public Works should be prepared to place barricades along the evacuation route at intersections between East Street and South State Line Avenue on Euclid Street as well as on Lineferry Road from Slimer to Miller Street.

L. W.T. Daniels School

1. Student Evacuation Area

a. **Jones Funeral Home located at the intersection of East 9th and Laurel Street (vacant lot)**—Upon evacuation of students and staff of W.T. Daniels School, students and staff should be directed to the vacant lot on the north side of Jones Funeral Home. Students and staff should travel south on Laurel Street to the vacant lot.

b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

a. **Business parking lot located at east 10th and North State Line Avenue**—Upon notification of an active shooter situation at W.T. Daniels School, Fire Department, EMS personnel and non-assigned police units should stage on the business parking lot located at East 10th Street and North State Line Avenue. As resources are needed, they will respond from the staging area.

3. Incident Command Post

a. **Twin City Marble, located at 333 East 9th Street**—Upon notification of an active shooter situation at W. T. Daniels School, the Incident Command Post should be established on the parking lot of Twin City Marble located at 333 East 9th Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

a. **Business parking lot located at East 9th and North Stateline Avenue (east side)**—Upon notification of an active shooter situation at W. T. Daniels School, all media personnel should be directed to the parking lot located at East 9th Street and North State Line Avenue on the east side of the business. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

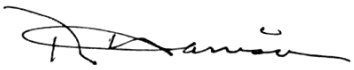
a. **East Short 10th Street to North State Line Avenue**—EMS traffic transporting injured persons should be directed west on East Short 10th Street to North State Line Avenue. Secondary responding units should be prepared to assist with traffic at the intersection of East Short 10th Street and North State Line Avenue Stateline.

VI. Forms

A. Active Shooter Protocol Checklist

	ACTION	TIME	DISPATCHER MAKING NOTIFICATION
1	SWAT Recall		
2	Patrol Commander Notification		
3	CID Commander Notification		
4	Services Commander Notification		
5	OEM Coordinator Notification		
6	Life Net / EMS Notification		
7	Wadely Regional Medical Center Notification		
8	Christus Saint Michael Notification		
9	Public Works Notification (Arkansas)		
10	TUTD Notification		
11	Fairgrounds Office (if applicable)		

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	School Security & Response to School Violence		
NUMBER	1102.20	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 25, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. This policy is intended to address issues surrounding the protection and security of the schools within the jurisdiction of the Texarkana Police Department. It shall remain the goal of the Department to prevent incidents of school violence by aggressively pursuing all reports or information concerning potential, planned or actual incidents of school violence.

II. Policy

A. It shall be the policy of the Texarkana Police Department to generate, manage and coordinate specific guidelines that serve to govern the Agency's response to issues surrounding school security and school violence. All members of the Department shall recognize and adhere to the guidelines and requirements contained within this policy.

III. Procedures

A. **Responding to Overt or Covert Threats of Violence**

1. Any officer observing, obtaining or receiving any information relating to any form of violence occurring within the school—or the receipt of any information that provides an advanced anticipation for violent action involving students, school personnel, school events or school property—will immediately contact the appropriate Shift Commander, the Commander of the Criminal Investigation Division or their designees.

2. All reports to the Shift Commander or the Commander of the Criminal Investigation Division shall be forwarded immediately through a verbal report. All such reports shall be followed with a detailed written report that contains comprehensive information surrounding the perceived threat.

3. The Commander of the Criminal Investigation Division will take the appropriate steps to address the information and safeguard the students, faculty and property within the affected school.

B. **Preventing School Violence**

1. Officers of the Uniform Patrol Division shall remain familiar with all of the schools within their assigned beat. When schools are in session—and as time and call load permit—officers will conduct foot patrols of the school's interior areas and provide mobile patrol of the school's

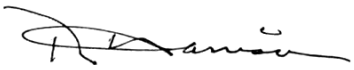
exterior property and surrounding areas Officers will ensure the patrol activity of these schools is notated on their individual activity sheet and within CAD.

2. School Resource Officers (SRO's) will make themselves familiar with problem students, suspended students and any other student that creates a cause for alarm. SRO's should make themselves familiar with the appearance of these students as well as the vehicle the student operates. If available as a resource, SRO's should utilize school records to assist in the familiarization process.

3. SRO's should also include within their curriculum appropriate student and faculty responses in the event of gun fire, armed students and other violence on campus. For additional information surrounding the Department's response to active shooters within a school campus, refer to *General Order 1102.19---Response to Active Shooters*.

4. All criminal violations shall be handled in accordance to Arkansas Law and Departmental Policy.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to Civil Disturbances		
NUMBER	1102.21	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	February 24, 2014	REVISION DATE	May 18, 2011
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The manner in which law enforcement agencies respond to unruly crowds and illegal gatherings places a direct bearing on the agency's ability to control such incidents, defuse the situation, contain property damage and prevent the loss of life. The purpose of this policy is to provide the guidelines necessary for members of the Texarkana Police Department to effectively respond to and mitigate situations involving large crowds who are either actively engaged in or poised to begin activity that poses significant threats of violence, property damage or substantial breaches of the peace.

II. Policy

A. To better provide for a comprehensive and coordinated response to civil disturbances and large crowds which are illegally gathered, it shall be the policy of the Texarkana Police Department to develop and implement specific guidelines that govern the Department's response to such situations. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Civil Disturbance—**An unlawful assembly that constitutes a breach of the peace or any assembly of persons where there exists an imminent danger of collective violence, destruction of property or other unlawful acts.

IV. Procedures

A. **Responsibilities and Guidelines**

1. The initial responding officer to an incident that meets the definition of a civil disturbance is responsible for the following actions:

   a. The initial responding officer should observe the disturbance at a safe distance and make an initial assessment of the group's size, the relative amount of violent / criminal behavior observed and the location of the disturbance. The officer should make a note of crowd leaders and those who are engaged in criminal activity.

   b. The initial responding officer should notify the Communications Center of his/her assessment and request a response from back-up units.

c. If the crowd can be addressed without undue risk—and after a sufficient number of back-up units have arrived on-scene—the officer should begin instructing the crowd to disperse.

2. The Shift Commander or shift supervisor responding to an incident that meets the definition of a civil disturbance is responsible for the following actions:

a. Respond to the scene of the disturbance and assume operational command. Assess the situation, and should the disturbance be minor and sufficient resources are available, attempt to disperse the crowd. The Shift Commander or shift supervisor shall maintain operational command until relieved by higher authority.

b. If the disturbance is sufficiently serious to require additional resources such as the Texarkana Metro SWAT Team, the Special Operations Section and/or the PIO, instruct the Communications Center to begin notifications.

c. Establish a temporary Command Post. The location of the Command Post should be selected based upon the availability of an area that will allow for the staging of equipment and personnel as well as an area that will provide security from the crowd's participants.

d. Establish an outer perimeter sufficient to contain the disturbance while denying entry into the affected area. Ensure appropriate resources are assigned to contain the outer perimeter.

e. To extent necessary, begin evacuating innocent civilians from the immediate area of the disturbance.

f. Assign a sufficient number of officers to points of surveillance to effectively identify agitators, crowd leaders and those individuals who are committing criminal acts. Officers assigned to a surveillance point(s) shall ensure they document and report on significant events as they occur. Photographic and video footage should be utilized wherever possible.

g. Continuously monitor the magnitude and scope of the disturbance, and should the situation increase to an intensity that would require implementing the Incident Command System, begin the process of activating those elements of the system deemed appropriate. For more information surrounding the Incident Command System, refer to *General Order 1102.31--- Incident Command System*.

B. **Options for Resolving the Civil Disturbance**

1. When adequate personnel and resources are in place, the Incident Commander shall establish communication with those who appear to be leaders of the disturbance. The Incident Commander should discuss actions necessary to disperse the crowd in the prescribed manner. The Incident Commander should be prepared to implement one of the following options:

a. **Containment and Dialogue**

(1) The objective of the containment and dialogue option is merely to disperse the crowd. In order for the containment and dialogue option to remain viable, the Incident Commander should ensure the following actions take place:

- Establish contact with the crowd leaders to assess their intentions and motivations while working to develop a trusting relationship; and

- Communicate to the participants of the disturbance their assembly is in violation of the law and will not be tolerated, the Department desires to resolve the incident in a peaceful manner and all acts of violence will be dealt with swiftly and decisively.

b. **Physical Arrest**

(1) When appropriate, and after ensuring a sufficient number of personnel and resources are available, the Incident Commander will order the arrest of the crowd's leaders, agitators and others who are engaged in unlawful conduct.

(2) When issuing the order to arrest, the Incident Commander will ensure the following elements are in place:

- Ensure the appropriate tactical formations are utilized and all available protective equipment for the officers engaged in the arrest(s) has been deployed;
- Ensure an appropriate level of transportation for the arrestees has been secured; and
- Ensure that a back-up team of officers remains readily available to assist the arrest team should such assistance be required.

c. **Non-Lethal Force (Less than Lethal Devices)**

(1) When the physical arrest of the identified leaders and/or agitators has failed to disperse the crowd, or should the physical arrest of these individuals not be an available option due to undue risks of injury or the escalation of the disturbance, the Incident Commander may authorize the deployment of selected non-lethal force implements to accomplish the crowd's dispersal. In doing so, the Incident Commander must ensure the following elements have been met before authorizing the deployment of such force:

- The formulation of a clear path of escape for those who wish to flee the scene; and
- The deployment of OC/CS, smoke, diversionary devices or other non-lethal devises are coordinated, controlled and deployed by those officers having the knowledge and training to deploy such force options.

(2) Any use of force must always remain compliant and in accordance with the Department's Use of Force policy. For more information regarding this policy, refer to *General Order 1102.03---Use of Force*.

(3) **The use of deadly force**

- The use of deadly force is governed by the above listed Use of Force policy. Officers are reminded that the Department permits the use of deadly force to protect the individual officer(s) or others from what is reasonably believed to be an imminent threat of death or serious physical injury.
- Particular caution should be taken when deploying firearms during civil disturbances. The arbitrary use of return fire in the direction of crowds is prohibited.

d. **Mass Arrest**

(1) During the course of civil disturbance, it may become necessary to make a large number of arrests over a relatively short period of time. To ensure this process is handled efficiently, safely and legally, the Incident Commander shall ensure the following:

- An arrest team is designated to process all prisoners for purposes of transportation;

- An adequate number of vehicles are available to remove the prisoners to the Texarkana Jail;

- An adequate secure area has been designated in the field for holding the prisoners before they are transported to the jail;

- All arrested persons have been adequately searched and properly identified prior to their transport to the jail for formal booking and processing;

- All injured prisoners are provided with medical attention prior to be booked and processed into the jail, with minor injuries referred to the jail nurse or physician and serious injuries treated at hospital or other medical facility;

- All arrested juveniles are managed in accordance with the Department's procedure for the arrest, transport and detention of juveniles; and

- All evidence and weapons taken from the prisoners are processed in accordance with the Department's policy on the preservation and custody of evidence and weapons.

C. **Stand Down Phase and Deactivation**

1. Once the disturbance has been brought under control, the Incident Commander shall ensure the following actions have been completed:

   a. All law enforcement officers who were engaged in the incident shall be accounted for and an assessment of personal injuries will be conducted;

   b. All personnel will be debriefed as necessary;

   c. The Incident Commander should coordinate with the Commander of the Criminal Investigation Division, or his/her designee, to ensure all of the witnesses, suspects and any others deemed essential have been interviewed and/or interrogated; and

   d. All written reports shall be completed as soon as possible following the incident. The Incident Commander should complete an After Action Report that contains a comprehensive report of the incident's origin, the nature and cause of the incident and the Agency's response to the incident.

D. Mobile Field Force

1. Mobile Field Force is a concept that allows an entire shift or the Incident Commander to respond to large unruly crowds and other situations deemed appropriate with a well organized, pre-planned and coordinated team of trained officers.

2. **Command Structure**

   a. For unanticipated responses, the Shift Commander or the shift supervisor shall serve as the Field Force Commander and maintain command of the incident until relieved by higher authority.

   b. On those occasions where a Mobile Field Force is deployed in response to an anticipated event, the Uniform Patrol Division Commander shall designate the Field Force Commander.

3. Organization

a. On-duty personnel will be utilized during the initial implementation of field force tactics. The Field Force Commander is authorized to request assistance from adjoining agencies and/or recall a sufficient number of personnel needed to control the situation.

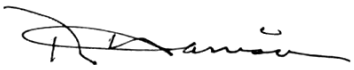
b. On-duty SWAT Team personnel may be utilized in field force operations; however, the recall of the Texarkana Metro SWAT Team as an entity takes precedence over field force operations.

4. **Equipment**

a. Unless otherwise instructed, officers will report in their issued Class D Uniform with all assigned personal gear to include their helmet, baton and patrol duty gear. For more information regarding the Class D Uniform, refer to *General Order 1101.03---Uniforms, Equipment and Appearance*.

b. Equipment used during the deployment of a field force is stored within the Special Operations Building. The Field Force Commander will ensure this gear is obtained. Should additional equipment be required, the Special Operations Sergeant or his/her designee will be contacted.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Airport Emergencies		
NUMBER	1102.22	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	February 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish guidelines and requirements surrounding the Texarkana Police Department's response to airport emergencies.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop a series of guidelines and requirements that govern all responses to aircraft emergencies at the Texarkana Regional Airport. All members of the Agency shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Alert 1—**A minor aircraft emergency such as an oil leak or low fuel.

B. **Alert 2—**A major aircraft emergency—such as faulty landing gear, engine fires, engine shutdown/failure or terrorist related threats—that occurs while the aircraft remains airborne and presents a risk of injury or property damage.

C. **Alert 3—**An aircraft crash, explosion, fire or collision which occurs either on airport property or in the airspace over airport property.

IV. Procedures

A. Should the magnitude of the emergency event require activation of the Incident Command System, the Fire Department will designate the Incident Commander. The Airport Manager's calls sign during such events shall be Airport One (1). For more information surrounding the Incident Command System, refer to *General Order 1102.31---Incident Command System*.

B. Members of the Texarkana Police Department must remember no vehicular traffic is permitted within the areas of the tarmac, taxi-ways or runways at the Texarkana Regional Airport without approval from the control tower.

C. The following procedures shall be followed whenever a Texarkana Police Officer is dispatched to the airport in reference to one of the above defined alerts:

1. Alert 1

    a. During a response to a declared Alert 1 emergency, no police action is required; however, the beat unit assigned to the property surrounding the airport shall be prepared to respond should the alert be upgraded.

2. Alert 2

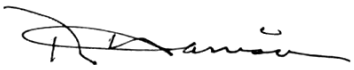
    a. During a response to a declared Alert 2 emergency, the assigned police unit shall respond to the intersection of Airport Drive and Globe Avenue and remained prepared to conduct traffic control duties.

3. Alert 3

    a. During a response to a declared Alert 3 emergency, the first police unit on-scene shall respond to the intersection of Airport Drive and Globe Avenue and limit access into the area to only emergency services and authorized personnel.

    b. Additional responding police units shall report to the terminal area or the staging area designated by the Incident Commander.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Hostage Situations, Barricaded Suspects and Armed Suicidal Persons		
NUMBER	1102.23	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	February 15, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedures and guidelines for handling hostage situations, barricaded suspects and armed suicidal persons.

II. Policy

A. Due to a wide range of factors, the Texarkana Police Department recognizes police action in response to hostage situations, barricaded suspects and armed suicidal persons will vary significantly. Issues such as the suspect's aggressiveness, mental and emotional state and criminal background must always be considered when developing an appropriate response to incidents such as these. Generally, barricaded and suicidal persons will resist forceful actions on the part of police personnel. For this reason, it shall be the policy of the Texarkana Police Department to abstain from instituting an immediate response plan based upon offensive law enforcement tactics during these types of incidents if possible.

B. It shall be the policy of the Texarkana Police Department to attempt to avoid confrontation with hostile barricaded suspects, armed suicidal persons or those who are holding hostages. Instead, the Agency shall practice a policy that remains in favor of controlling and containing the situation until the arrival of personnel from the SWAT Team and/or the Hostage Negotiations Team.

C. This policy cannot address every situation and every circumstance encountered at such incidents; therefore, this policy does not negate the possibility of the initial responding officer(s) or their supervisor(s) from establishing a line of communication with the suspect should it become necessary and deemed appropriate, nor does the policy negate these officers from taking forceful action prior to the SWAT Team's response should the incident escalate to the level that necessitates immediate action in order to protect others from injury or the loss of life.

D. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. When encountered with an incident involving a barricaded suspect, an armed person threatening suicide or a hostage situation, the initial responding officer(s) are responsible for the following actions:

1. The initial officer(s) shall assess the situation, call for additional backup, request medical assistance as deemed necessary and rendering first aid to those who have been injured.

2. The initial officer(s) shall establish an inner perimeter located a safe distance from the suspect's location. All non law enforcement personnel shall be excluded from entry into the area.

    a. The initial officer shall direct additional responding officers to assume positions on the perimeter. The perimeter should be constructed in a manner that denies entry by those who are unauthorized and serves as a method to block the suspect's escape. Additional officers will be utilized to establish an outer perimeter as well.

3. The initial officer shall ensure Central Communications and his/her on-duty patrol supervisor is aware of the situation. The shift supervisor shall respond to the scene as soon as possible.

4. If necessary and appropriate, the evacuation of persons and bystanders within the area should take place as soon as practical. Care should be taken to ensure the evacuation routes do not expose those evacuated to offensive action by either the suspect or the officers at the scene.

5. The initial responding officer(s) should indentify and isolate—in a safe location—all witnesses and/or other persons with knowledge about the identity of the barricaded person, hostages or information unique to the circumstances presented.

6. The initial responding officer shall remain in charge of the scene until relived by higher authority.

B. The on-duty Patrol Division supervisor shall be responsible for the following actions:

1. The on-duty Patrol Division supervisor shall respond to the scene as soon as possible and establish command of the situation according to the guidelines set forth with *General Order 1102.31---Incident Command System*. The initial responding supervisor shall remain the Police Incident Commander until relieved by higher authority.

2. The Police Incident Commander will ensure the appropriate personnel—both within and outside the Texarkana Police Department—are notified as soon as practical.

3. The Police Incident Commander will establish a command post in a safe area outside of the suspect's sight to ensure that both the inner and outer perimeters have been established. Containment of the suspect and the denial of entry into the affected area by unauthorized persons are crucial. The Police Incident Commander will direct the operation from the command post.

    a. A minimum of one (1) uniformed officer will be assigned to maintain security of the command post.

4. All support personnel—including members from other law enforcement agencies, fire department, EMS personnel and private sector entities—will be directed to the command post. The Police Incident Commander will coordinate the response of such personnel with the Communications Center and ensure appropriate staging areas for these personnel—as well as an area for injured personnel—have been established.

5. The Police Incident Commander shall evaluate the situation, and if in his/her opinion, the Texarkana Metro SWAT Team and/or the Hostage Negotiation Teams are required, he/she shall request a recall of these personnel through the Communications Center.

    a. The notification and recall of these personnel will be conducted in accordance with the provisions within *General Order 1102.31---Incident Command System* that define this process.

6. The Police Incident Commander shall ensure the Uniform Patrol Division Commander and the Chief of Police are notified of the situation. The Chief of Police, or his designee, may designate other command staff members who should be contacted.

7. Communications with other agencies may be conducted utilizing the shared radio system that allows the Department to interoperate with other agencies. Should the other agency not have the capability to monitor the shared system, the Department will—if possible—assist with providing additional portable radio equipment. For more information surrounding radio communications, refer to *General Order 1109.03---Radio Communications*.

8. The Police Incident Commander shall coordinate with other command elements of the incident and shall ensure a comprehensive and detailed After Action Report is completed at the conclusion of the incident. All such reports should include a critique of all elements of the operation.

IV. Hostage Negotiation Function

A. All hostage negotiation efforts will be managed and directed by the Hostage Negotiation Teams (HNT) who will communicate with the suspect(s) in a direct effort to mitigate and defuse the situation by arranging for the release of the hostages and/or the suspect's surrender without injury.

B. Once the SWAT Team Commander determines all attempts in obtaining a negotiated release or surrender have failed and additional efforts appear fruitless, he will decide on the next course of action. Once the SWAT Operation begins, the Commander of the SWAT Team shall assume and maintain operational command of the incident. All authorization for increases in the use of force, chemical agents and less lethal devices shall originate from the Commander of the SWAT Team.

C. Items that may be considered during the negotiation process may include the provision of food, drinks, cigarettes, prescribed medication or other similar items of comfort. **It shall never be a permissible option for the provision of weapons, ammunition and the exchange of a hostage for another person to become the product of any Texarkana Police Department negotiation.**

V. Criminal Investigations Division (CID) Function

A. The Police Incident Commander—or a CID supervisor—shall be responsible to determine the number of detectives needed to assist with the on-scene and post incident investigation.

B. The detectives assigned to the incident shall be responsible to gather intelligence, interview witnesses, process the crime scene(s) and prepare case files for the future prosecution of those persons arrested. As the SWAT Teams tactical plan changes, CID personnel should remain responsive to assist the SWAT Team Commander with additional manpower, vehicles and/or surveillance equipment.

C. With the exception of those detectives assigned to the SWAT Team, all CID personnel will operate under the command of the CID Commander—or his designee—who will report to the Police Incident Commander until the incident has concluded.

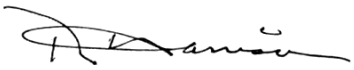
VI. Media Access

A. The Texarkana Police Department's PIO should be called to the scene of all incidents governed by this policy. The decision for the PIO's response shall originate with the Police Incident Commander. Once at the scene, the PIO will establish a media staging area and conduct all media management and related activity in accordance with *General Orders 1102.15---Public Information and Media Relations* and *1102.31---Incident Command System*.

B. The PIO shall be under the command and direction of the Police Incident Commander for the duration of the incident. Other Department personnel involved in the incident will refer all media inquiries to the Department's PIO.

C. Those media representatives who have been verified will be permitted to enter into the outer perimeter area and assemble at the media's staging area. All media representatives will be prohibited from entering the inner perimeter area without the approval of the Police Incident Commander and the SWAT Team Commander, and should such entry be authorized, a member of the Texarkana Police Department will escort them throughout all areas of the inner perimeter.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Bomb Emergencies		
NUMBER	1102.24	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	May 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	April 29, 2014	REVISION DATE	May 06, 2014
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedures for responding to and handling bomb threats that occur within the City of Texarkana, Arkansas.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop and manage a series of guidelines and other requirements that define the Agency's response to bomb threats. Members of the Department shall treat all bomb threats as legitimate criminal offenses. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. Bomb Threats Aimed at Schools, Businesses and Residences

1. Because radio signals may detonate some explosive devices, officers responding to a reported bomb threat should avoid utilizing their radios, cell phones, MDC's or other wireless electronic devices at or near the scene of the threat. Radio communications can be utilized for distances beyond a 1200 foot radius.

2. The decision to evacuate any facility shall remain the responsibility of the school administrator or the property owner. Should the responsible person decide to evacuate the facility, a minimum evacuation distance of 1200 feet is recommended.

3. The initial responding officer should meet with the school administrator, property owner or other responsible person in charge of the facility and determine if a search has been conducted.

4. If a search has not yet been conducted, responding officers will assist the person in charge at the facility and its employees with a quick cursory search of the common areas of the facility. If a suspicious device is not located during the quick cursory search, the responding officers will inform the person in charge the responsibility to conduct a detailed search of the facility rests with him/her and the employees. Detailed searches of the facility should be conducted by the facility employee most familiar with each specific area. This would include teachers searching classrooms and Wal Mart employees searching their assigned sections.

5. During their search of the facility, the person(s) responsible to conduct the search should be asked to look for objects that appear suspicious in nature, and should such a suspicious device be

located, the person(s) should notify the responding officers without delay. Those who are engaged in the search should be instructed not to touch or handle any device deemed suspicious.

6. Common and outside areas are the responsibility of the police. Once a suspected device is located, the responding officers will evacuate the facility and establish a perimeter.

B. Bomb Threats Aimed at the Bi-State Justice Center

1. The following guidelines and protocols have been approved by the Law Enforcement Advisory Council (LEAC) during a response to a bomb threat at the Bi-State Justice Center:

   a. If a bomb threat targeting the Bi-State Justice Building is received, the following individuals shall be notified by the Communications Center:

      (1) Shift Commanders and supervisory personnel affiliated with the Texarkana, Arkansas Police Department, Texarkana, Texas Police Department and the Bowie County Sheriff's Department shall be notified first;

      (2) Battalion Chiefs affiliated with the Texarkana, Arkansas Fire Department and the Texarkana, Texas Fire Department;

      (3) The Emergency Management Coordinator;

      (4) Chiefs of Police—or Division Commanders in the absence of the Chiefs—affiliated with the Texarkana, Arkansas Police Department and the Texarkana, Texas Police Department;

      (5) Bowie County Sheriff;

      (6) Fire Chiefs or their designees affiliated with the Texarkana, Arkansas Fire Department and the Texarkana, Texas Fire Department;

      (7) Texarkana Jail Warden;

      (8) Director of Building Maintenance; and

      (9) Commander of Central Records and Communications.

   b. The Incident Command Post will be established on the vacant parking lot located on the northeast corner of the intersection located at East Broad and Hazel Street. The Incident Commander will designate the Incident Central channel—the default command post channel—as the primary command and control channel. All affected personnel shall utilize this channel until the situation has been resolved. For additional information surrounding radio communications—to include fleet radio maps containing all channels designated for incident command purposes—refer to *General Order 1109.03---Radio Communications*.

   c. The role of Incident Commander will be determined by which side of state line the call originated. The Incident Commander shall continue having command authority until the threat is resolved. For more information related to Incident Command procedures, refer to *General Order 1102.31---Incident Command System*.

      (1) The above listed Geneeral Order contains information addressing situations that may arise and bring into question which responding agency has the responsibility to assume command and control of the respective incident.

d. The Incident Commander shall maintain operational command of the incident and will meet with other jurisdictions responding to the building. The Incident Commander will immediately determine whether the personnel and prisoners within the building will be evacuated. This could be a complete or partial evacuation.

e. The Incident Commander will designate and assign an appropriate number of personnel who will be responsible for searching the interior portions of the building. Building maintenance staff should be used to assist with the search, as this group of personnel is knowledgeable of the building's design and layout. No vehicle traffic will be allowed to enter the building's basement during the incident.

f. The Texarkana, Arkansas Fire Department will stage on the southeast side of the building, and the Texarkana, Texas Fire Department will stage on the northwest side of the building.

g. An isolation distance of 1200 feet is recommended. If a suspicious object, device or package is located, police supervisors will direct their personnel to withdraw from the building. The incident commander will hold a secondary meeting with supervisors from the other departments in an effort to plan for other options and contingencies. EMS personnel should be contacted and staged at an appropriate location.

C. EOD (Explosive Ordinance Disposal) Response

1. Should the circumstances of the incident require a response from an explosive ordinance team (EOD), the incident commander / Communications Center will contact the El Dorado Police Department Bomb Unit and request assistance. This unit will remain the primary response entity, as they maintain the capability to safely isolate and neutralize bomb threats.

   a. El Dorado Police Department Bomb Unit
   (870) 881-4800 (Main Number)

   Captain Michael Leveritt, EOD Commander
   (870) 881-4808 (Office)
   (870) 312-3071 (Cell)

2. Should the incident commander require additional resources, or if the El Dorado Police Department Bomb Unit is not available, the Communications Center will notify Arkansas State Police (ASP) Troop G and request a response from ASP's bomb team. ASP's bomb team consists of two (2) troopers who can respond and neutralize bomb threats. The team is assigned to headquarters, and all responses by this team must first be coordinated through the requesting jurisdiction's troop area.

   a. Arkansas State Police, Troop G Headquarters
   2501 N Hazel Street Hope, Arkansas
   Captain Jeff Jester
   (870) 777-4641

3. If an explosion occurs, personnel shall not tamper with any of the resulting debris. The scene shall be secured and EMS services provided to the injured. Both ATF and the FBI must be notified if there is any indication the explosion was terror related.

4. The evacuation guidelines involving those threats that involve the use of car/truck bombs should be governed by the following ATF recommendation:

ATF

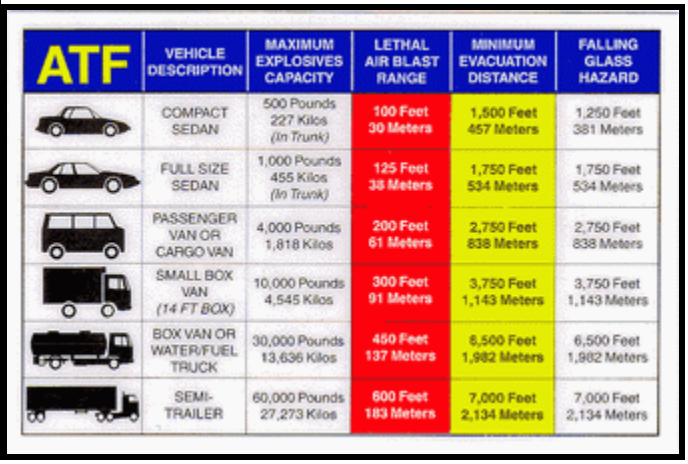
VEHICLE BOMB EXPLOSION HAZARD AND EVACUATION DISTANCE TABLES

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

IF YOU SUSPECT UNLAWFUL POSSESSION OR USE OF EXPLOSIVES OR BOMBS CALL 1-888-ATF-BOMB OR YOUR LOCAL ATF OFFICE FOR ASSISTANCE

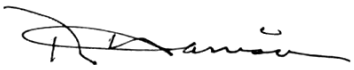
- Minimum evacuation distance is the range at which a life-threatening injury from blast or fragment hazards is unlikely. However, non-life-threatening injury or temporary hearing loss may occur.
- Hazard ranges are based on open, level terrain.
- Minimum evacuation distance may be less when explosion is confined within a structure.
- Falling glass hazard range is dependent on line-of-sight from explosion source to window. Hazard is from falling shards of broken glass.
- Metric equivalent values are mathematically calculated.
- Explosion confined within a structure may cause structural collapse or building debris hazards.
- Additional hazards include vehicle debris.

This information was developed with data from the Dipole Might vehicle bomb research program conducted by ATF, with technical assistance from the U.S. Army Corps of Engineers. Goals for Dipole Might include creating a computerized database and protocol for investigating large-scale vehicle bombs. Dipole Might is sponsored by the Technical Support Working Group (TSWG). TSWG is the research and development arm of the National Security Council interagency working group on counterterrorism.



ATF	VEHICLE DESCRIPTION	MAXIMUM EXPLOSIVES CAPACITY	LETHAL AIR BLAST RANGE	MINIMUM EVACUATION DISTANCE	FALLING GLASS HAZARD
	COMPACT SEDAN	500 Pounds 227 Kilos *(In Trunk)*	100 Feet 30 Meters	1,500 Feet 457 Meters	1,250 Feet 381 Meters
	FULL SIZE SEDAN	1,000 Pounds 455 Kilos *(In Trunk)*	125 Feet 38 Meters	1,750 Feet 534 Meters	1,750 Feet 534 Meters
	PASSENGER VAN OR CARGO VAN	4,000 Pounds 1,818 Kilos	200 Feet 61 Meters	2,750 Feet 838 Meters	2,750 Feet 838 Meters
	SMALL BOX VAN *(14 FT BOX)*	10,000 Pounds 4,545 Kilos	300 Feet 91 Meters	3,750 Feet 1,143 Meters	3,750 Feet 1,143 Meters
	BOX VAN OR WATER/FUEL TRUCK	30,000 Pounds 13,636 Kilos	450 Feet 137 Meters	6,500 Feet 1,982 Meters	6,500 Feet 1,982 Meters
	SEMI-TRAILER	60,000 Pounds 27,273 Kilos	600 Feet 183 Meters	7,000 Feet 2,134 Meters	7,000 Feet 2,134 Meters

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to Chemical and Hazardous Materials		
NUMBER	1102.25	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	February 15, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish guidelines and requirements surrounding any Departmental response to those incidents involving potential bio-hazardous and chemical spills of an unknown origin. This policy will also establish local threat procedures addressing the Bi-State Justice Center as well as procedures for handling, managing and processing suspicious packages by members of the Agency.

II. Policy

A. It shall be the policy of the Texarkana Police Department to treat all actual or reported incidents involving the release, explosion or spill of bio-hazardous substances, chemical substances and any other dangerous material as an immediate threat to the welfare and safety of the community. All members of the Department shall respond to such incidents in a defined and coordinated manner while recognizing and adhering to the guidelines and requirements contained within this policy.

III. Procedures

A. **Response to Chemical and Bio-Hazardous Materials**

1. When receiving a report of an incident involving the potential release of bio-hazardous substances, chemical substances and any other dangerous material, the responding officer will ensure the following actions are taken:

a. Upon arrival, conduct an immediate assessment of the situation from a safe distance and determine the circumstances of the incident. Should the incident appear to involve the release of a bio-hazardous substance, a chemical substance or any other similar dangerous material, the responding officer shall inform his/her Shift Commander or their designee of the circumstances surrounding the incident.

(1) The shift supervisor shall be responsible for notifying the Texarkana Office of Emergency Management as well as the Fire Department accordingly.

(2) The Shift Commander or his/her designee will coordinate personnel and ensure an appropriate containment perimeter is established, begin evacuations as deemed appropriate, establish a command post and begin implementing the Incident Command

System. For more information surrounding the Incident Command System, refer to *General Order 1102.31---Incident Command System*.

(3) Once the Texarkana Fire Department has arrived at the scene, the ranking member of the Fire Department shall assume the responsibility as the Incident Commander. The Shift Commander or his/her designee shall continue providing logistical support, evidence protection/collection responsibilities and any other assistance requested by the Incident Commander.

(4) The Shift Commander or his/her designee shall notify the FBI if there is a significant and credible reason to believe the incident is related to terrorism.

B. **Response to Suspicious Packages**

1. When responding to a report involving a suspicious package or letter, the responding officer will ensure the following actions are taken:

a. Upon arrival, conduct an immediate assessment of the situation and determine the circumstances of the incident to include an interview with the reporting person. Should the package appear to pose a threat, the officer shall inform his/her Shift Commander or their designee of the circumstances surrounding the incident and immediately secure the area.

(1) The Shift Commander or his/her designee shall respond to the scene, assess the situation and determine the magnitude of the hazardous situation. After assessing the circumstances, the Shift Commander or his/her designee shall be responsible for determining what additional resources are necessary and begin implementing a plan of action.

(2) Officers are reminded to avoid utilizing radios, cell phones or other similar electronic devices within a 1200 foot radius of any location containing possible explosives or other suspicious packages. For more information regarding the bomb threats, refer to *General Order 1102.24---Bomb Emergencies*.

b. Should there be no indication of a hazard from the package, the following options are available to the responding officer:

(1) The owner may elect to retain the package.

(2) The responding officer may take custody of the package. Under no circumstances will the package be returned to the owner once it leaves the scene with a member of the Department. The officer will ensure this mandate is made clear to the reporting person and collect the package in accordance to the provisions that govern hazardous material protocol.

(3) Crime Scene personnel shall respond to the scene and retrieve the package from the property and determine the disposition of the package. For more information regarding the collection of hazardous material, refer to *General Order 1102.02---Property and Evidence Control*.

IV. Local Target Vulnerability

A. The following locations within our jurisdiction are considered potential target areas for acts of terrorism. Officers of the Agency should make increased security checks and remain alert for unusual activity as the threat levels increase:

1. Downtown rail yard areas;

2. Texarkana Regional Airport;

3. Columbia Propane Company located at 1505 East 24th Street;

4. Americold Plant located at 3609 Genoa Road; and

5. Bi-State Justice Center.

B. **Threat Levels**

1. Threat Level Orange

a. If the threat level is elevated to condition orange, and there are indications that local conditions warrant increased security precautions, the following steps may be instituted as appropriate:

(1) All public tours within the Bi-State Justice Center will be cancelled;

(2) Officers will conduct periodic and documented security checks of the Bi-State Justice Center; and

(3) Employees will ensure that all doors remain secure after entering or leaving the building.

2. Threat Level Red

a. If the threat level is elevated to condition red, and there are indications that local conditions warrant increased security precautions, the following steps may be instituted as appropriate:

(1) The Bi-State Justice Center may be locked down and officers will screen persons entering the building. Known employees with a Bi-State ID card are not required to be screened unless there is a known security risk associated with them;

(2) All Bi-State Justice Center visitors must show photo identification, sign in and state their purpose for entering the facility. The visitor will be issued a temporary visitor ID card, and their photo identification will remain at the security screening post during their visit at the building;

(3) The streets surrounding the Bi-State Justice Center may be closed and parking prohibited around the building. TAPD will be responsible for blocking the eastern half of the area, and TTPD will be responsible for the western half; and

(4) All precautions appropriate to Threat Level Orange continue.

C. **Bi-State Justice Center Lockdown Procedures**

1. Once the decision to lock-down the Bi-State Justice Center has been made, the following actions will be taken:

a. TAPD shift supervisors will ensure all doors—with the exception of the front (north) doors—are chained and locked. Chains and locks are available at the first floor security area. Keys to the locks are on the supervisor key rings, Division Commander key boxes and Patrol Division key box.

b. The following is the schedule for manning the first floor security screening post:

(1) 07:30 – 10:40 Texarkana Texas Police Department;

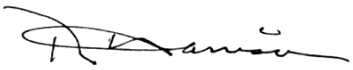
(2) 10:40 – 13:50 Texarkana Arkansas Police Department;

(3) 13:50 – 17:00 Bowie County Sheriff's Department; and

(4) 17:00 – 07:30 Bi-State private security officers.

c. Court sessions while under building lockdown will require the appropriate agency to supply additional officers for screening court participants.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to Infectious and Communicable Diseases		
NUMBER	1102.26	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	March 15, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	February 24, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The law enforcement profession is becoming increasingly dangerous, and the safe performance of daily operations is consistently threatened by life-endangering communicable diseases such as the Human Immunodeficiency Virus (HIV)—which is the causative agent of the Acquired Immunodeficiency Syndrome (AIDS), Hepatitis A, B and C as well as Tuberculosis. The purpose of this policy is to establish guidelines and requirements for the investigation of incidents that involve individuals who are suspected of having infectious or communicable diseases as well as provide employees of the Agency with information and up-to-date safety information necessary to minimize their risk of potential exposures to these types of diseases.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish and manage a defined series of guidelines that serve to protect the members of the Department from the risks associated with the exposure to infectious and communicable diseases. This policy shall establish the following procedures:

1. Establish safety procedures that reduce the risk of officers of the Department from contracting an infectious or communicable disease during the performance of his/her duties;

2. Establish procedures in response to an employee's exposure to an infectious or communicable disease; and

3. Establish guidelines that address the legal rights of victims of infectious or communicable diseases that directly affect issues of discrimination and confidentiality.

B. It shall be the policy of the Texarkana Police Department to ensure every person—regardless of his/her state of health—receive equal police protection and emergency services. All members of the Department shall recognize and adhere to the guidelines and requirements set forth within this policy.

III. Definitions

A. **Biohazard**—A material of biological composition, especially if infective in nature, that constitutes a threat to a human or his/her environment.

B. **Blood**—Human blood includes the blood itself as well as all human blood products or the components of human blood.

C. **Body Fluids**—Liquid secretions including but not limited to blood, semen, vaginal or other secretions that contain fluids such as saliva, vomit, urine or fecal matter. No distinction shall be made between the different body fluids, as all body fluids will collectively be treated as though they have the potential to transmit infectious or communicable diseases.

D. **Bloodborne and Airborne Pathogens**—Micro-organisms which are present in blood, body fluids and in the air which can cause disease in humans. Although not inclusive, these diseases include Hepatitis, HIV/AIDS and Tuberculosis.

E. **Infectious or Communicable Disease**—Illnesses which are infective in nature and transmitted through direct or indirect contact with and infected individual's body fluids or contracted through micro-organisms that exist in infected air.

F. **OSHA**—The federal Occupational Safety and Health Administration responsible for regulating workplace safety and establishing standards for infectious disease control within the workplace.

IV. Line of Duty Exposures to Infectious and Communicable Diseases

A. Under OSHA guidelines, an exposure to an infectious disease is deemed to have occurred under the following circumstances:

1. The employee's eye, mouth or other mucous membrane comes into contact with either blood or body fluids;

2. The employee has an area of non-intact skin where blood or other body fluid contact occurs;

3. The employee is subjected to a needle stick, human bite or has cuts and abrasions where contact with blood or other body fluids occurs; and

4. The employee has a prolonged exposure to the exhaled air of an individual with active Tuberculosis Disease (TB) or an individual believed to have active TB.

B. Exposure Protocol

1. Any officer who has been bitten by an individual or has physical contact with the body fluids of another person while performing his/her duties shall be considered to have been exposed to an infectious or communicable disease.

   a. The Department's physician will evaluate reports of an employee's exposure to airborne pathogens on the merits of the particular incident.

2. The officer's immediate supervisor shall be contacted, and unless he/she is incapacitated, the officer who encountered the exposure shall complete all appropriate injury forms.

3. Immediately after the exposure occurs, the officer shall seek medical attention through the appropriate health care facility for clinical and serological testing for evidence of infection.

   a. The health care officials will evaluate the test results—along with the circumstances surrounding the incident that led to the exposure—and make a determination to the extent of the exposure to the infectious or communicable disease.

b. All employees who have undergone an exposure shall be responsible to ensure they submit to follow-up clinical visits and/or testing.

4. Any person responsible for potentially exposing a law enforcement officer to an infectious or communicable disease shall be required to undergo testing to determine whether the person has an infectious or communicable disease.

5. Employees of the Texarkana Police Department who test positive for an infectious or communicable disease may continue working with the Department as long as they maintain an acceptable performance level and pose no safety and/or health threats to the employee, the Department or the public.

   a. The Department's decisions concerning the employee's work status shall be made solely on the opinions and advice from the Department's physician as well as state and local health authorities.

   b. The Department may require an examination by a Department physician or another appropriate health care provided to determine if the employee is able to perform his/her duties without creating a hazard to themselves or others.

6. All Department personnel shall treat other employees who have contracted an infectious or communicable disease in a fair, courteous and dignified manner.

C. Designated Contact Officer

1. The Federal Ryan White Comprehensive AIDS Resources Emergency Act contains provisions requiring an emergency response organization to appoint a designated officer responsible for managing information surrounding exposures to an infectious or communicable disease.

2. The Services Division Commander or his/her designee shall be the point of contact by those employees who believe they may have been exposed to an infectious disease by a victim of an emergency who was transported to a medical facility as a result of an emergency.

V. Prevention of Infectious or Communicable Diseases

A. In order to minimize potential exposure to a communicable disease, all officers must assume that all persons are potential carriers of an infectious or communicable disease.

B. Officers must cover all open cuts and abrasions with bandages prior to reporting for duty. Disposable double latex gloves shall be worn when handling any person, clothing or equipment contaminated with body fluids. Officers shall wear disposable latex gloves during those incidents when the officer anticipates becoming involved in assaultive behavior which could place the officer in a position to potentially become exposed to blood or body fluids containing blood.

1. Gloves should not be reused, and a new pair should be put on before handling a different person or touching uncontaminated items.

2. When leather or cotton gloves are worn for crime scene work, latex gloves can be worn underneath for added protection.

3. When working at a crime scene, a pair of latex gloves must be worn to protect against any exposure.

C. A mask, protective eye goggles and protective latex gloves shall be worn where body fluids may be splashed on the officer or whenever airborne contamination of a communicable disease is anticipated.

1. To date, there have been no documented cases of airborne transmission or contamination of the Hepatitis B virus (HBV) or the HIV virus.

D. Plastic mouthpieces or other authorized barrier/resuscitation devices must be used whenever an officer performs CPR or mouth-to-mouth resuscitation.

E. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care and should be considered to be contaminated items. For more information regarding the collection and storage methods for these or similar devices, refer to *General Order 1102.02---Property and Evidence Control*.

1. Gloves shall be worn when searching for or handling sharp instruments. Officers should be careful when they place their hands in areas where sharp instruments might be hidden.

2. When searching a suspect's pockets, officers should exercise careful hand movements pulling pockets inside out from the top edge of the pocket instead of inserting a hand into the pocket. When circumstances allow, the suspect should empty his or her own pockets by pulling the pocket inside out. A search of a purse can be accomplished by carefully dumping the contents onto a flat surface.

3. Needles shall not be recapped, bent, broken, removed or otherwise manipulated from a disposable syringe. Needles or similar sharp edged instruments shall be placed in a puncture-resistant, nonporous container when being collected for evidence or disposal purposes. The container shall be marked accordingly to show its contents.

F. Officers shall not smoke, eat, drink or apply makeup around body fluid spills or when wearing protective gloves.

G. Any evidence contaminated with body fluids shall first be air-dried then placed within a double bagged enclosure and marked to identify suspected evidence known communicable disease contamination. Department issued prongs shall be utilized to assist in gathering contaminated evidence, and when packaging appropriate evidence, Department issued sealable evidence bags should be utilized. For more information regarding the collection and storage methods utilized for evidence, refer to *General Order 1102.02---Property and Evidence Control*.

H. **Transport and Custody Protocol**

1. Where appropriate protective equipment is available, no officer shall refuse to interview, assist, arrest or otherwise physically handle any person who may have a communicable disease. Should an officer encounter circumstances where appropriate equipment is not available, the officer shall immediately contact his or her supervisor and request assistance.

2. Officers shall not put their fingers in or near the mouth of any conscious person. Officers utilizing protective gloves can, if the circumstances dictate, insert their finger into the mouth of an unconscious person in an attempt to clear a blocked airway. This action should be performed in accordance with prescribed foreign body airway obstruction procedures.

3. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals when appropriate.

4. During a transfer of custody, officers have an obligation to notify the relevant support personnel the suspect/victim has body fluids present on his/her person or has stated that he/she has an infectious or communicable disease. During any such release, the information shall be communicated in a discrete manner to ensure the information is not transmitted to the general public or to those who do not possess a need for that information.

5. Suspects taken into custody with body fluids on their persons and not in need of medical attention shall be directly placed in the designated holding area for processing. Jail personnel will be responsible for following their protocol when handling such persons.

    a. Notwithstanding the customary narrative associated with an arrest, the arresting officers shall document in the narrative portion of the arrest report the suspect taken into custody has body fluids or his or her person, and as the circumstances dictate, the suspect has indicated he/she has an infectious or communicable disease. The arresting officer shall also notify his/her shift supervisor of the suspect's status.

I. Disinfection and Decontamination Protocol

1. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing and drying.

    a. Alcohol or antiseptic towelettes may be used where soap and water are not available. Disposable gloves should be removed inside out with the contaminated side not exposed. The hands and forearms should then be washed. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.

2. Officers should remove clothing that has been contaminated with body fluids as soon as practical. Officers should cleanse any contact skin area in the prescribed fashion—to include showering if it is necessary—prior to putting on clean clothing. Contaminated clothing should be handled carefully and machine laundered with detergent and hot water in the normal fashion.

3. Disinfection procedures for police units should be handled carefully when a unit is contaminated with body fluids. The shift supervisor will be responsible to ensure the following procedures are instituted whenever a police unit is contaminated:

    a. The supervisor shall be notified and the patrol vehicle shall be taken out of service;

    b. A "Do Not Use – Possible Communicable Disease Contamination" sign shall be posted on the steering wheel of the vehicle; and

    c. The affected vehicle shall remain out of service until the contaminated areas are washed with a commercial disinfectant furnished by the Department.

4. Non-disposable items such as handcuffs or other police equipment should be disinfected with a bleach solution consisting of 1 part bleach to 9 parts water, rubbing alcohol and/or a commercial disinfectant. Contaminated shoes and boots, including their soles, should also be disinfected with an approved disinfectant.

5. All disposable contaminated materials shall be placed in approved biohazard disposal bags and disposed of in accordance with current state law.

J. Infectious Disease Control Supplies

1. Division commanders are responsible for assigning someone to maintain and store in a convenient location an adequate amount of communicable disease control supplies for their Division.

2. All police department vehicles shall be stocked with following communicable disease control supplies.

    a. Disposable latex gloves;

b. Puncture-resistant containers and sealable plastic bags;

c. Barrier resuscitation equipment, protective eye goggles and surgical facemasks;

d. Disposable towelettes containing 70% isopropyl alcohol;

e. "Do Not Use – Possible Communicable Disease Contamination" 8 ½" x 11" signs;

f. Biohazard disposal bags;

g. All supervisor units will contain disposable shoe coverings, aprons, and coveralls.

3. Officers using supplies stored in police cars are responsible for their immediate replacement. Officers are required to keep the above listed supplies in their vehicle at all times.

VI. Legal Rights of Victims of Infectious or Communicable Diseases

A. Victims of communicable diseases have the legal right to expect and municipal employees—including law enforcement personnel—have the duty to provide the same level of service and enforcement as any other individual would receive.

B. Officers assume a certain degree within the law enforcement career field and shall accept those risks with their individual appointments. This degree of risk includes the potential risks of contracting an infectious or communicable disease much the same as any other risk factor associated with the career field.

C. Whenever an officer mentions in a report a belief that an individual has or may have a communicable disease he shall write "*contains medical information*" across the top line of the narrative portion of their report. The officer's supervisor shall ensure this statement is on all reports requiring the statement at the time the report is reviewed and initialed by the shift supervisor.

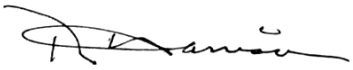
D. The Public Information Officer issuing news releases shall make certain the medical information is not given to the news media concerning contamination cases. Under the Arkansas Freedom of Information Act (FOIA), medical records are exempt from disclosure. For more information regarding media releases and FOI requests, refer to *General Orders 1102.15---Public Information and Media Relations* as well as *1102.16---Freedom of Information Requests*.

E. All requests—including subpoenas—for copies of reports marked "*contains medical information*" shall be referred to the Miller County Prosecuting Attorney's Office when the incident involves an indictable offense or those offenses involving juveniles. All requests for similarly marked reports involving lesser adult offenses, as well as incident reports not affiliated with any criminal offense, shall be referred to the City Attorney.

F. Prior approval shall be obtained from the Miller County Prosecuting Attorney's Office before advising a victim of a sexual assault that the suspect has, or is suspected of having, an infectious or communicable disease.

G. Any employee who disseminates confidential medial information originating from any report, investigative file, personnel file or any other media format in regard to a victim—or a suspected victim—of an infectious or communicable disease shall be subject to serious disciplinary action.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Special Events		
NUMBER	1102.27	EFFECTIVE DATE	November 15, 2008
Scheduled Review Date	February 15, 2016	ISSUE DATE	November 15, 2008
Date Reviewed	January 15, 2014	REVISION DATE	March 29, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy us to establish guidelines for deploying personnel and managing special events that occur intermittently within the City of Texarkana, Arkansas. This policy shall apply to all members of the Texarkana Police Department.

II. Policy

A. Special events such as parades, festivals, fairs, sporting events or entertainment events intermittently occur within the City and require varying degrees of Police Department involvement. It shall be the policy of the Texarkana Police Department to develop, implement and manage specifically tailored plans intended to manage these types of events while addressing the problems and special circumstances likely to be encountered during Police Department involvement at these events. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. All requests for assistance from the Texarkana Police Department in response to any type of special event should be directed to the Uniform Patrol Division Commander, and in his absence, the Special Operations Sergeant. The Uniform Patrol Division Commander will review the request and notify the Special Operations Sergeant for deployment strategy and staffing assignment associated with the planned event.

B. The Uniform Patrol Division Commander or the Special Operations Sergeant will contact those responsible for organizing the event to discuss specific elements associated with the planned event. Prior to the planned special event, the Uniform Patrol Division Commander or the Special Operations Sergeant will compile a written report that includes a description of the event to include estimates derived from the following criteria:

1. An estimate of the anticipated vehicle traffic and crowd control efforts;

2. Based upon the Department's past experience or the experience originating from other agencies involved with similar events, an estimate of the types of crime problems the Department is likely to encounter during the event;

3. An estimate of Police Department personnel requirements;

4. Specific assignments for Police Department personnel; and

5. An estimate of anticipated logistical support requirements from other agencies including the Fire Department, EMS services, Office of Emergency Management and the communications section.

C. In addition to the estimates of coverage and problems associated with the event, the Uniform Patrol Division Commander or the Special Operations Sergeant shall include a contingency plan that serves to address the flow and control of vehicle traffic likely to be encountered at the special event. Although not inclusive, traffic flow and control plans should address the following problems and special circumstances:

1. Routes of ingress and egress of vehicles and pedestrians;

2. Provisions for parking;

3. Provisions that address spectator control;

4. Provisions that address issues that surround public transportation;

5. Provisions that provide for the relief of officers assigned to traffic control points;

6. Provisions that allow for news media access;

7. Alternate routes for through traffic;

8. Provisions that allow for traffic controls and parking prohibitions; and

9. Provisions that allow for ingress and egress of emergency vehicles.

D. If the contingency plan is prepared by the Special Operations Sergeant, the plan shall be submitted to the Uniform Patrol Division Commander for review and relevant recommendations prior to the planned event.

E. The Uniform Patrol Division Commander or the Special Operations Sergeant shall be responsible for ensuring the following logistical requirements of the event are met:

1. Defining the operational schedule for the event;

2. Establishing operational command during the event;

3. Identifying the location of the assignments;

4. Identifying the names of the personnel utilized;

5. Identifying the radio call numbers for the assigned personnel;

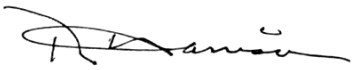
6. Identifying and securing all of the necessary equipment needed during the event; and

7. Should the special event be a parade, develop and distribute a map of the parade's route to the Communications Center and all personnel involved in the event.

F. During the event, coordination between the Texarkana Police Department, the event organizers and other involved agencies shall be the responsibility of the Department supervisor assigned to the event.

G. In an effort to provide a means for internal review, upon the conclusion of the event, the Department assigned supervisor shall prepare a written report describing the event and submit the report through the appropriate chain-of-command to the Uniform Patrol Division Commander.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to Pandemics		
NUMBER	1102.28	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	February 24, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of the policy is to broadcast the State of Arkansas' Pandemic Response Plan as well as specific Arkansas State Code that addresses public health emergencies. Influenza was added to the Federal list of those communicable diseases that may necessitate a federally enacted quarantine; however, during any pandemic, the individual states maintain the responsibility for public health matters within their respective borders.

II. Policy

A. It shall be the policy of the Texarkana Police Department to maintain within operational compliance of the State of Arkansas' Pandemic Response Plan—as well as the laws addressing public health emergencies—during those periods in which the community we serve becomes vulnerable to an identified health emergency. All members of the Department shall recognize and adhere to the guidelines contained within this policy.

III. Procedure

A. The Governor may declare a public health emergency, at which time he can close schools, business, and public functions. Under *A.C.A. §12-75-114* The Governor may also institute the following procedures:

1. Suspend the provisions of any regulatory statutes prescribing the procedures for conduct of state business, or the orders, rules, or regulations of any state agency, if strict compliance with the provisions of any statute, order, or rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency;

2. Utilize all available resources of the state government and each political subdivision of the state as reasonably necessary to cope with the disaster emergency;

3. Transfer the direction, personnel, or functions of state departments and agencies or units thereof for the purpose of performing or facilitating emergency services;

4. Subject to any applicable requirements for compensation under *A.C.A. §12-75-124*, commandeer or utilize any private property if he or she finds this necessary to cope with the disaster emergency;

5. Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if the Governor deems this action necessary for the preservation of life or other disaster mitigation, response or recovery;

6. Prescribe routes, modes of transportation, and destinations in connection with evacuation;

7. Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of the premises therein;

8. Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives and combustibles; and

9. Make provisions for the availability and use of temporary emergency housing.

B. The State Health Officer, through the Board of Health, can implement isolation/quarantine measures, limit travel between communities and close the state's borders.

C. The chief executive of each political subdivision shall exercise comparable authority within his or her political subdivision, and within the limits of the Arkansas Constitution and laws of the state, as the Governor exercises over the state government during disasters and major emergencies. The chief executive shall ensure, to the maximum extent possible, that his or her jurisdiction meets the minimum expected capability for disaster and emergency mitigation, planning, response and recovery (*A.C.A. §12-75-118*).

D. In accordance with *A.C.A. §14-262-102*, the City Board of Health is appointed by the mayor and shall have jurisdiction for one (1) mile beyond the city limits, and for quarantine purposes and in cases of epidemics, the jurisdiction shall extend to five (5) miles. The City Board shall have power to invest the board with such powers and impose upon it such duties as shall be necessary to:

1. Secure the city and its inhabitants from the evils of contagious, malignant and infectious diseases;

2. Provide for its proper organization and the election or appointment of the necessary officers; and

3. Make such bylaws, rules, and regulations for its government and support as shall be required for enforcing the prompt and efficient performance of its duties and lawful exercise of its powers.

E. Medical Quarantine

1. Quarantine restricts movement and activities or separates well persons believed to have been exposed to infection, to prevent transmission, should these persons develop illness. The limitation of freedom of movement is typically equal to the longest usual incubation period of the disease.

2. Quarantine may be lifted as soon as the exposed contact has remained without signs or symptoms of disease for a complete incubation period for influenza disease. Pandemic influenza preparedness activities should plan for containment measures that may last up to 10 days; however, the timeframe will be adjusted as more is known about the virus. Use of quarantine early in a pandemic may help slow the spread of disease. Later, when disease is widespread, it is much less likely to have an impact and would be unlikely to be feasible to implement.

3. Modes of Application

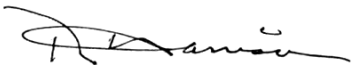
   a. Persons are usually quarantined in their homes, but may also be quarantined in community-based facilities.

   b. Quarantine can be applied to an individual or to a group of persons who are exposed at a large public gathering or to persons believed exposed on a conveyance during travel.

   c. Quarantine can be applied on a wider population or geographic basis with the voluntary or enforced prohibition of movements or activities.

   d. A working quarantine allows employees to work, but restricts activities while off duty. It may be allowed under some circumstances, e.g. for personnel who provide essential services.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Prisoner Handling and Transportation		
NUMBER	1102.29	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	February 10, 2012	REVISION DATE	February 10, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedures for the safe handling and transportation of prisoners by members of the Texarkana Police Department. This policy shall apply to all sworn members of the Texarkana Police Department.

II. Policy

A. The Texarkana Police Department recognizes its moral and legal responsibilities surrounding the manner in which persons who are arrested are treated. Acknowledging its responsibility to the community and to the arrested person, it shall be the policy of the Texarkana Police Department to take all reasonable precautions necessary to securely and safely transport prisoners and to prevent their escape from custody.

B. All members of the Texarkana Police Department shall recognize and adhere to the guidelines and procedures established within this policy.

III. Transport Procedures

A. Texarkana Police Department personnel shall only transport prisoners in a manner that provides safety and security for the prisoner, for the transporting officer and for the public. The transporting officer assumes legal responsibility for the safety and custody of the prisoner being transported from the time the officer accepts custody of the prisoner until such time the custody of the prisoner is relinquished to a detention facility.

B. Upon initially assuming custody of the prisoner, the transporting officer shall search the individual for contraband or weapons. Transporting officers will also search the prisoner each time they assume custody, including transportation to and from court appearances. **Officers shall never operate under the assumption the prisoner has been searched by someone else.**

1. When searching a prisoner in the field incident to an arrest, or during those times in which an officer conducts an investigative detention and is conducting a limited pat-down search of the individual's outer clothing, officers should attempt to conduct these searches at the front of their unit so the unit's camera system documents the officer's actions.

C. A proper search shall include an examination of the contents of all pockets, articles of clothing, baggage and purses. Prisoners shall not be allowed to retain readily accessible custody of baggage

and purses. Instead, items of this nature should be kept in the driver's compartment or in the trunk of the transporting vehicle.

D. Should the arrestee be wearing jewelry/pendants large enough to contain small secreted edged weapons, officers will remove this jewelry and/or pendants from the arrestee prior to transport.

E. Before and after a prisoner has occupied the transporting unit, transporting officers are responsible for ensuring that any vehicle used to transport a prisoner is safe, appropriately equipped and is free of weapons and contraband. **Officers should always be mindful of the possibility that exists for the introduction of weapons, contraband or any other items or conditions**.

1. At the beginning of each shift, officers shall—during the course of his/her pre-shift vehicle inspection—search the police vehicle for any contraband or weapons that may have been left during the previous shift. This shall be documented on the officer's activity sheet. Unless the patrol unit has been in the **constant** control of the officer from the beginning of the shift, the police unit should be examined for the presence of weapons prior to each occasion in which a prisoner is to be transported. In addition, any officer transporting a prisoner shall search the vehicle once the prisoner has been removed from the vehicle and delivered to the place of detention.

F. Under normal circumstances, officers should not transport more than two prisoners simultaneously. To every extent possible, prisoners should be seated in the vehicle's rear compartment in a manner that limits their opportunities for escape, attack or injuring themselves or others. While transporting prisoners, officers should be seated in a manner that allows them to observe the prisoner at all times. Prisoners should be properly restrained—and whenever practicable—seat belted in the rear of the police unit during transport.

1. **In cases where the prisoner is extremely combative, and if attaching the seat belts would expose the transporting officer to substantial risks of attack, utilizing seat belts is not necessary**. Under no circumstances shall a prisoner be transported in the front seat of a police unit. For additional information regarding the use of seatbelts, refer to *General Order 1101.11--- Department Units and Safety Belt Use*.

2. At no time will any Texarkana Police Department member utilize the leg hobble restraints to secure the individual's legs to his hands behind his back. No member of the Texarkana Police Department shall restrain any person in a manner commonly referred to as "hog tying". Restraining a prisoner in this manner has been proven to lead to a fatal phenomenon known as positional asphyxiation. The following picture illustrates the use of "hog tying":

3. Members of the Texarkana Police Department shall ensure that no prisoner, once handcuffed, is allowed to lie face down on the ground or in the back seat of a patrol car. Once handcuffed, the individual must be allowed to assume a seated position or allowed to stand while rendering the necessary assistance that allows the individual to assume these positions.

G. Unless there is an incident involving **grave and imminent** danger to a third party, transporting officers should not be assigned to handle other calls for police service nor any other assignment that might interrupt the transportation of a prisoner. In the rare event that an incident of this nature

occurs—and prior to an officer engaged in the transport of a prisoner responding to such an incident—a supervisor must first authorize the officer to respond.

1. Transporting officers should remain mindful of possible diversionary tactics that may be employed to divert the officer, place the welfare of the prisoner in jeopardy or facilitate the prisoner's escape. In all instances, the transporting officer may only engage in other duties or assignments that pose the most minimum of danger to the prisoner or to the risk of the prisoner's escape**. Only when the risk to the prisoner is minimal and the risk to another person is considered immediate and grave should any officer engaged in the transport of a prisoner render assistance to another person.**

2. In no case will an officer be authorized to engage in an emergency response while transporting a prisoner. Officers should use extreme caution in these situations and should not lose visual contact with the prisoner. Under normal circumstances, no stops will be made between the point of arrest and the place of detention.

H. Due to the inherent difficulty in maintaining security and safety for the public, to the prisoner and to the transporting officer, a prisoner being transported to, from or between locations will not be allowed to communicate with others. The prisoner's right to communicate with his attorney and others will not normally be allowed during the period that encompasses the prisoner's transport from one location to another. If special circumstances arise that necessitate an exception to this section, the transporting officer is responsible for arranging the communication.

I. All members of the Texarkana Police Department shall adhere to the following guidelines upon making a custodial arrest and while transporting a prisoner:

1. Officers shall ensure their unit's camera system is operating whenever transporting a prisoner. The camera systems used by the Department enable the system to capture images and audio from those positioned in the back seat of the unit.

2. When transporting a prisoner to the Texarkana Jail located at the Bi-State Justice Center, the officer shall not remove the prisoner from his vehicle until he is within the basement of the building and the garage door is completely closed.

3. **Prior to removing the prisoner from the unit**, the transporting officer must secure his/her firearm in either the gun locker located in the sally port or in the trunk of the police unit.

4. Upon their arrival in the basement of the building, Officers shall allow their unit's camera system to continue operating throughout the booking process. The camera system should not be turned-off until the officer arrives back to his/her unit from the jail.

5. Upon arrival at the Texarkana Jail's booking area, the transporting officer should not remove the prisoner's restraints. Instead, officers should allow a member of the jail's staff remove the handcuffs from prisoners. This is to ensure there are sufficient personnel on hand to safely handle the individual while allowing for the safe and proper exchange of custody.

6. During the booking process, the transporting officer shall complete the appropriate paperwork as required by the Department as well as the Texarkana Jail. This shall include an arrest report within ADSI. The transporting officer shall advise the Texarkana Jail's Intake Officer or other appropriate personnel of any problems the prisoner has presented relative to any security hazards or medical/health problems that may be known. For more information regarding the completion of arrest reports, refer to *General Order 1108.03---Incident Reporting Procedures*.

7. After the completion of the ADSI Arrest Report, the transporting officer will make a copy of the arrest report and present the copy of the report to the Texarkana Jail's Intake Officer or other

appropriate personnel as necessary. The transporting officer shall then relinquish his responsibilities for the prisoner to the Texarkana Jail.

J. Except as directed by a court or when authorized by the Chief of Police, Texarkana Police Department personnel will not normally transport prisoners for any reason not directly related to a legitimate law enforcement activity. If a special situation requiring prisoner transportation is directed by a court or authorized by the Chief of Police, the following procedures shall apply:

1. **The transporting officer will always search any prisoner being transported prior to placing the prisoner inside the transport vehicle. Officers should never assume the prisoner has not had access to contraband or has already been searched by someone else**;

2. The transporting officer shall utilize the appropriate level of restraint for the prisoner at all times during the transport;

3. The prisoner shall remain within sight of the transporting officer at all times during the transport; and

4. The transporting officer shall comply with all other policies regarding the transportation of prisoners at all times during special transport situations.

5. For more information regarding the transport of USMS prisoners, refer to *General Order 1101.05---Department Specialized Police*.

K. Before transporting a prisoner from any detention facility, the Texarkana Police Department member assigned to the transport duties must verify the prisoner's identification through booking records or other appropriate means available.

L. When medically or physically permissible, all members of the Texarkana Police Department shall ensure that any prisoner being taken from the Texarkana Jail is handcuffed behind his back prior to leaving the facility. The prisoner must also be handcuffed in a similar manner prior to being returned to the detention center.

1. Prisoners who have been granted trustee status and who are assigned to a trustee work detail outside of the confines of the Texarkana Jail are exempt from the requirements set forth within Paragraph K above.

2. **Prisoners who are being escorted from the Texarkana Jail to the Texarkana District Court byway of the elevators within the Bi-State Justice Center are also exempt from this requirement; however, at no time shall the number of prisoners on the elevator exceed the following ratio:**

   a. **At no time during the prisoner transport process shall the number of inmates on the elevator exceed five (5). The prisoner to officer ratio while on the elevator shall never exceed five (5) prisoners to one (1) officer.**

   b. **Once the prisoners have been transferred to the first floor of the Bi-State Justice Center, the prisoners shall be secured in the holding area until such time they are called to appear in court.**

3. All felony prisoners—including those who are making their first appearance in court—shall be restrained in accordance with this policy.

L. While transporting prisoners from a jurisdiction located in a state other than Arkansas, the officer must have in his possession a valid Governor's Warrant authorizing such extradition or a legally signed waiver of extradition. Transporting officers should ensure that the identity of the person being released to them is in fact the same person being sought by the Texarkana Police Department utilizing booking records or other means available.

M. If a Texarkana Police Department officer transports a prisoner to another agency or court, he shall notify the receiving agency or court of any of the following special circumstances regarding the prisoner:

1. Any high or unusual security risks, such as combative behavior or escape attempts; and/or

2. Any health risks the prisoner may pose to agency personnel, or illnesses of the prisoner that may be known to the transporting officer.

N. Prior to transport, and unless they have already been informed by Texarkana Jail personnel or those personnel who are associated with a different detention facility, Texarkana Police Department officers who are transporting a prisoner shall inquire as to any escape or suicide attempts, unusual illnesses, health risks or any tendencies toward violent behavior.

O. Whenever civilians are to be transported in a department vehicle for the purpose of public assistance or some other non-criminal matter, the officer shall rely upon his/her personal judgment as to whether he/she requests a pat-down search of the affected person *for officer safety purposes only*.

1. If the decision is made to conduct a pat-down search, the officer should request permission from the individual to conduct the search and explain the search is for safety purposes only. Refusal to submit to such a search may warrant the officer to refuse transportation.

IV. Escape from Custody Protocol

A. In the event a prisoner escapes from custody while being transported by a Texarkana Police Department officer, the following procedures will be followed:

1. The transporting officer shall immediately notify Central Communications of the escape and provide at a minimum the following information:

a. The location of the escape and the prisoner's last known direction of travel;

b. A complete physical and clothing description; and

c. The nature of the charge for which the prisoner had been arrested and whether the prisoner is a danger to the public, other officers or themselves.

2. The transporting officer will also notify the on-duty shift supervisor of the escape. Central Communications will, as soon as possible, notify surrounding agencies and inform them of the escape, as well as coordinate those requests for any additional assistance that may be necessary with the on-duty supervisor.

3. The on-duty shift supervisor shall assume control of the incident and has the responsibility for coordinating the search efforts, and if necessary, requesting any additional personnel or assistance from outside agencies. The supervisor will also prepare a briefing item to be disseminated to additional members of the Agency.

4. The transporting officer shall be responsible for completing an offense report detailing the escape, including a chronicle of the events leading up to the escape, as well as other pertinent information regarding the prisoner the reporting officer believes to be relevant.

V. Restraint Systems and Related Procedures

A. The Texarkana Police Department shall utilize the following types of restraint systems to secure prisoners prior to their transport or for their temporary detention:

1. **Handcuffs—**Handcuffs shall be the recommended method for restraining arrested persons or for persons who are detained temporarily for security reasons;

2. **Leg Hobble Restraints—**Shift supervisors have access to leg hobble restraints and will be utilized to prevent a prisoner from kicking and should be used whenever it becomes necessary to totally restrain a prisoner in the field.

3. **Flex Cuffs—**These restraints are intended as temporary, emergency restraining devices. Officers utilizing flex cuffs should replace flex cuffs with handcuffs as soon as practicable.

4. **Waist Restraints (Belly Chains)**—A waist restraint system, commonly referred to as a belly chain, is deployed during prisoner transports that last for an extended period of time. A waist restraint system is mandatory for these types of prisoner transports. For more information regarding prisoner transports, refer to *General Orders 1101.05---Departmental Specialized Police* and *1109.03---Radio Communications*.

5. **Leg Restraints (Leg Irons)**—Shift supervisors have access to leg restraints, commonly referred to as leg irons. Leg restraints can be deployed on prisoners that require extra levels of security and control. The use of leg restraints is mandatory during prisoner transports identified in the above paragraph.

B. Officers utilizing handcuffs to restrain prisoners or to temporarily detain persons shall make every effort to handcuff the individual's hands behind his/her back. Handcuffs must not be applied in a manner that inflicts injury or pain to the prisoner. In instances where the individual cannot physically place his hands behind his back, the officer may elect to use two sets of handcuffs linked together. Such circumstances may be due to the physical stature of the person being handcuffed or because of an injury or illness sustained by the prisoner.

1. In rare instances, the officer may elect to apply the handcuffs in front of the individual, but due to the additional risks of such a tactic, the officer should exercise extreme caution during the remainder of his contact with the person(s).

C. If a prisoner is excessively combative, or if other reasons exist that necessitate the total restraint of a prisoner while he/she is being transported, the transporting officer may elect to utilize the leg hobble restraints. Shift supervisors have access to leg hobble restraints.

1. With assistance from other officers as needed, the transporting officer should place the leg hobble restraints on the prisoners' legs and then close the loose end in the car door to secure it. Under no conditions will a prisoner be handcuffed to any part of the police unit during transportation. Officers utilizing the leg hobble restraints must make every effort to ensure the safety of the prisoner during transport.

D. Unless exigent circumstances exist, all persons subject to arrest and transportation—or investigative detention when applicable—will be handcuffed as soon as it becomes practical to do so. All restraint devices utilized will be "Double Locked" whenever possible with the prisoner's hands secured behind his/her back unless it is impractical to do so.

1. All prisoners will remain in restraints until such time they are released by the arresting/investigating officer in the field or are released to the authority of those personnel within a detention facility.

E. **Officers utilizing restraints during "Investigative Detentions"—commonly referred to as Terry Stops—on those persons not under arrest shall be prepared to clearly articulate the reason for the utilization of the restraints.** For more information surrounding investigative detentions, refer to *General Order 1105.04---Investigative Detentions and Field Interviews*.

1. When developing a rationale for the use of restraints during investigative detentions, officers shall rely upon concrete elements of a reasonable nature that bring the officer's fear of safety to themselves or the public into question.

2. The decision to deploy restraints in these situations must at all times remain reasonable under the circumstances, and the officer deploying the restraints must remain capable of clearly articulating the legitimate reasons for those actions. The officer must articulate those reasons to the person being restrained, and must as soon as possible, make the determination to arrest or release the person being restrained.

F. Depending upon the circumstances unique to the situation, officers may use any combination of the approved restraint devices in the approved manner. This policy does not prohibit officers from utilizing other forms of restraint not specifically listed due to exigent circumstances, or specific needs.

VI. Medical Assistance and Related Transport

A. Texarkana Police Department personnel will seek immediate medical attention for prisoners in their **custody** who become sick, who are injured while in the **custody** of the Texarkana Police Department or are injured while being taken into **custody**. If an individual requests medical attention, or if the officer determines that medical attention is needed, the arresting or transporting officer must make all reasonable efforts to see that medical attention is afforded. Any medical attention that is received—or the refusal of such treatment—shall be documented in the following manner:

1. The arresting or transporting officer must contact the on-duty patrol supervisor and brief the supervisor regarding the circumstances surrounding the illness or injury. All information, circumstances and related treatment options shall be included within the narrative of the officer's arrest report, offense report or supplemental report.

   a. Should the illness or injury occur in the field, the arresting or transporting officer shall request the response of emergency medical personnel. The arresting officer or transporting officer shall search the prisoner for contraband prior to his/her removal to a medical facility. The prisoner should also be searched prior to any medical assistance rendered in the field.

2. The Shift Commander or his/her designee shall ensure the Inmate Medical Treatment Report, as well as the Medical Care Authorization Form, has been completed prior to any prisoner's transport to a medical facility.

   a. When confronted with the following circumstances, the Shift Commander or his/her designee shall ensure the "Authorization is Granted" box on the Medical Care Authorization Form is checked. The Texarkana Police Department will not be responsible for any pre-existing medical condition connected to any illness or injury of those in the Agency's custody:

      (1) Any prisoner who becomes become sick while in the custody of the Texarkana Police Department;

      (2) Any prisoner who receives an injury while in custody of the Texarkana Police Department; and

      (3) Those individuals who become injured while being taken into custody by a member of the Texarkana Police Department.

   b. The Shift Commander or his/her designee shall provide a copy of the Medical Care Authorization Form to the medical facility at the time the prisoner is transported for treatment. The original copies of the Inmate Medical Report and the Medical Care Authorization Form are forwarded to the Uniform Patrol Division Commander.

c. If the illness or injury is connected to the use of force, these forms should accompany the Use of Force Report. For additional information regarding the completion of the Use of Force Report, refer to *General Order 1102.03---Use of Force*.

B. When a prisoner who is in the custody of the Texarkana Police Department is transported to a hospital or other medical facility, the arresting or transporting officer shall ensure the following actions are implemented:

1. The arresting or transporting officer should ask the hospital staff to isolate the prisoner away from other patients if possible;

2. The arresting or transporting officer shall ensure the prisoner is not left alone or unobserved; and

3. The arresting or transporting officer shall utilize restraints on the prisoner unless a request is received from the hospital staff to remove them for reasons surrounding treatment.

C. Should the circumstances surrounding the prisoner and the related injuries necessitate the prisoner's admission into the medical facility, the officer shall immediately notify the on-duty supervisor of these circumstances.

1. The Shift Commander or his/her designee shall be responsible to evaluate the circumstances and inform the Uniform Patrol Division Commander of the situation. Should the charges be of a serious nature, the Uniform Patrol Division Commander will arrange for the implementation of a security schedule.

VII. Forms

A. Inmate Medical Treatment Form

Texarkana Police Department

Inmate Medical Treatment Report

Inmate Name:_____ **CCN:** _____

Inmate SSN: _____ **Inmate DOB:** _____ **Inmate Race/Sex:** _____

Date of Treatment: _____ **Time of Treatment:** _____

Nature of Illness :_____

_____

Is the City responsible for the medical bill? **YES** _____ **NO** _____

Did the injury occur while in the custody of Department? **YES** _____ **NO** _____

If yes, date of occurrence: _____ **If yes, time of occurrence:** _____

If no, explain circumstances: _____

_____

Method of transport: Emergency Ambulance _____ **Transfer Ambulance** _____ **TAPD Unit** ____

Facility Transported To: _____

Authorizing Supervisor / Agency: _____

Has the inmate received prior treatment for this injury/illness?

YES _____ **NO** ____ **If yes, date:** _____ **Facility:** _____

Treating Physician: _____

Transporting Officer's Signature: _____ **Date:** _____

Shift Supervisor: _____ **Date:** _____

Division Commander: _____ **Date:** _____

This form is to be completed on all prisoners who are taken for medical treatment. Once completed, the form will be forwarded to the Uniform Patrol Division Commander. Please indicate in the narrative report is the Texarkana Police Department is responsible for the medical payment or if the illness/injury was determined to be a pre-existing condition. The Texarkana Police Department is not responsible for the treatment of any pre-existing condition.

DO NOT LEAVE THIS FORM AT THE MEDICAL FACILITY.

B. Medical Care Authorization Form

TEXARKANA POLICE DEPARTMENT
CITY OF TEXARKANA, ARKANSAS
P.O. BOX 1885
TEXARKANA, AR 75504-1885
(903) 798-3130
FAX (903) 798-3023
www.txkusa.org/arkpolice

Robert H. Harrison
Chief of Police

Capt. Dwight Mowery
Division Commander

"Excellence Innovation Integrity"

Medical Care Authorization Form

Authorization is _____ is not _____ (check one) granted to charge the Texarkana Arkansas Police Department for the medical care and treatment of the following inmate who is in custody of this Department:

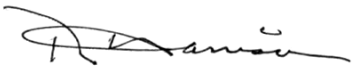
NAME:_____ CCN: _____

Transporting Officer:_____ Date: _____

Shift Commander: _____ Date: _____

Notice to care provider: A copy of this authorization form must accompany all invoices/bills in order to receive payment. The Texarkana Arkansas Police Department does not pay for any treatment related to pre-existing conditions.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**Pursuit Driving**		
NUMBER	**1102.30**	**EFFECTIVE DATE**	**December 21, 2009**
Scheduled Review Date	**February 01, 2015**	**ISSUE DATE**	**December 21, 2009**
Date Reviewed	**December 05, 2013**	**REVISION DATE**	**January 14, 2014**
APPROVED BY		**(Reserved for Expansion)**	

I. Purpose

A. The purpose of this policy is to define the Texarkana Police Department's policies and procedures governing the pursuit of motor vehicles by members of the Police Department.

II. Policy

A. The Police Department's primary concern in pursuit situations is the protection of the lives and safety of all citizens and officers. The operation of emergency vehicles is governed by *A.C.A. § 27-51-202*, which authorizes emergency vehicles (activated emergency lights and siren) to exceed the posted speed limit, but does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons. It also does not relieve the driver of any emergency vehicle from the consequence of a reckless disregard for the safety of others.

III. Definition

A. **Pursuit Driving** – A motor vehicle pursuit is an active attempt by a law enforcement officer operating an emergency vehicle and utilizing simultaneously all emergency equipment (emergency lights and siren) to apprehend one or more occupants of another moving vehicle, when the driver of a fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing his speed, disobeying traffic laws, ignoring or attempting to elude the officer.

1. A pursuit begins when the violator's actions indicate that he is not going to comply with a lawful directive to stop and the officer makes the determination that he will actively follow the vehicle for the purposes of contacting and detaining the violator.

2. At that point, all procedures listed in this General Order are in full effect, including but not limited to activation of ALL EMERGENCY EQUIPMENT including In-Car Video, and IMMEDIATE NOTIFICATION to dispatch of the particulars of the pursuit.

   a. It is **not** a pursuit when an officer activates his/her emergency equipment in order to catch up to a vehicle to conduct a traffic stop. Officers operating their units with emergency lights and siren during a pursuit or while attempting to catch up to a vehicle to conduct a traffic stop may only pass through a red light, stop sign or through an uncontrolled intersection after slowing down and ensuring that other drivers are aware of the officer's presence and have yielded the right of way pursuant to *A.C.A. § 27-51-202*.

b. This policy shall be followed unless exigent circumstances exist that would tend to increase a hazard to the safety of a victim, the public, or officers if the suspect was alerted to the presence of law enforcement responding to a call for service, or a self-initiated call.

c. This policy includes the emergency response (code 3) calls for service where compliance with *A.C.A. § 27-51-202* is applicable. In those instances, the officer shall activate all emergency equipment while responding to the incident location, but if exigent circumstances exist, the officer may deactivate emergency equipment, and reduce speed, and exercise extreme caution when approaching the incident location in order to provide for a covert approach when required in the interest of public safety.

IV. Procedure

A. The following factors shall be considered by officers and supervisors in making the decision to continue or terminate a police pursuit:

1. Environmental factors such as rain, fog, ice, snow, darkness or roadway conditions that would substantially increase the danger of the pursuit.

2. The officer's familiarity with the area and his/her ability to accurately notify Communications of his location and the direction in which the pursuit is proceeding.

3. Congestion caused by traffic or pedestrians. This would be especially important during rush hours or in the area of any school.

4. The pursued vehicle proceeds the wrong way on any freeway, divided highway or a one-way street. At no time will officers pursue violators the wrong way on a freeway, divided highway or one-way street.

B. The following procedures will govern vehicular pursuits:

1. Absent exigent circumstances, unmarked police vehicles are prohibited from participating in any vehicular pursuit. In the event an unmarked unit becomes involved in a pursuit under exigent circumstances, the unmarked unit will be replaced as soon as practical by a marked police unit

2. No more than two marked emergency vehicles will be involved in the immediate pursuit. Other police vehicles will be support units and will not become actively involved in the pursuit or operate in an emergency mode.

3. Upon initiation of a pursuit, the Communications Center will declare emergency traffic only on the primary police channel. Additionally, the dispatcher shall initiate a call for service in the CAD System regarding the pursuit.

4. The first unit to become involved in a vehicular pursuit will be designated the primary vehicle and will have the following responsibilities:

a. The officer will activate the police vehicle's emergency lights, siren, in-car video system and notify Communications of the following information:

(1) The unit identifier;

(2) The location and direction of the suspect vehicle;

(3) The charges involved; if known; and

(4) The license number, vehicle description and number of occupants.

5. In a pursuit, the second marked police unit will become the backup. Upon joining the pursuit, the backup officer will activate the vehicle's emergency lights and siren and advise Communications.

    a. Only one backup unit is to be used unless authorization for additional backup units is obtained from a police supervisor.

    b. The backup vehicle will follow the primary vehicle at a distance that will provide adequate maneuvering and stopping capability.

    c. Upon joining the pursuit, the backup unit will be responsible for conducting all radio traffic concerning the pursuit.

    d. Additional police units will not assume emergency status and follow the primary and backup units. Nothing in this policy prohibits an additional police unit from activating emergency equipment for the purpose of warning oncoming motorists or the public of an approaching fleeing vehicle, or for warning motorists or the public while covering potential escape routes.

6. Additional units shall be support vehicles and will not become actively involved in the pursuit, violate traffic laws or operate in emergency status.

    a. Support units will cover escape routes.

    b. Marked support units will be available to assume a backup or primary role should one of those units be unable to continue the pursuit.

    c. If a support vehicle inadvertently intercepts the suspect vehicle, the support vehicle will not attempt to intervene. The support vehicle will attempt to obtain additional suspect vehicle description and information.

7. Officers will not operate their vehicles as primary or secondary units when any passengers other than another police officer or a person who has signed a release or waiver of liability occupy their vehicles.

8. Except under exigent circumstances, police vehicles will not be used for the following purposes:

    a. Ramming of suspect vehicles;

    b. Boxing in or surrounding a suspect vehicle, rolling road blocks. Marked and unmarked units may be used to box in an unaware suspect in order to avoid a pursuit;

    c. Overtaking, driving alongside or forcing suspect vehicles off the roadway; or

    d. The Texarkana Police Department prohibits the use of roadblocks. Members are therefore prohibited from using any Department vehicle or other means to create a roadblock.

9. Pursuits will be immediately terminated under the following conditions:

    a. When **any** police supervisor orders the pursuit terminated;

    b. The officer knows the suspect's identity and knows that the suspect is wanted only for a traffic violation, misdemeanor or nonviolent felony;

        (1) The shift commander or the patrol shift sergeant may order the continuation of a pursuit, if in his/her best judgment, the necessity of apprehension outweighs the level of danger.

c. When the suspect's identity is unknown and the pursuing officer reasonably believes the suspect is only guilty of a misdemeanor or non-violent felony;

(1) The shift commander or the patrol shift sergeant may order the continuation of a pursuit, if in his/her best judgment, the necessity of apprehension outweighs the level of danger.

d. The pursuing officer knows or has reason to believe that the fleeing vehicle is being operated by a juvenile who has committed a traffic violation, misdemeanor or nonviolent felony, and who is driving in such an unsafe manner that it is obvious he does not have the maturity to deal with the danger involved;

e. The distance between the officer and suspect is such that, in order to continue the pursuit, it would place the officer or the public in unreasonable danger;

f. The primary officer loses visual contact with the suspect for an extended period of time (approximately 15-20 seconds). This is not to imply that the officers must cease looking for the suspect, but they must terminate the pursuit after loss of contact;

g. When there is a clear and unreasonable danger based on environmental conditions and or the underlying purpose of the pursuit to the officer, fleeing suspect and/or any other persons. This may be due to excessive speed, reckless driving techniques, or the erratic driving by the suspect, which exceeds the performance capabilities of the vehicle or the driver; and

h. When the danger created by the pursuit outweighs the necessity for immediate apprehension.

10. **Pursuits - Other Agencies or Other Jurisdictions**

a. When other agencies pursue vehicles into the city limits, the following shall govern Texarkana Police Department involvement:

(1) Texarkana Arkansas Police Department officers will not assist in active pursuit, unless requested by the pursuing agency and such assistance is approved by a police supervisor.

(2) At no time will TAPD units become actively engaged in a pursuit if two police vehicles from another agency are already in active pursuit.

(3) If TAPD units join the pursuing agency, and the agency's backup unit arrives to assist, TAPD units will terminate the active pursuit and cease emergency operations.

b. When a pursuit leaves the city limits and enters other jurisdictions the following shall apply:

(1) The primary officer will advise Communications that the pursuit is leaving the city. The Communication Center personnel shall notify the appropriate agency that the pursuit is entering their jurisdiction.

(2) The supervisor handling the pursuit will evaluate the entire incident and make the decision to allow the pursuit continue or terminate.

(3) If the agency with jurisdictional authority joins in active pursuit, the TAPD backup unit will discontinue pursuit and cease emergency operations. If two units from the other agency join the pursuit, all TAPD units will safely terminate their pursuit and discontinue emergency operations. At no time will TAPD units be involved in pursuits when two police units from another agency are already involved.

c. When other agencies become involved in TAPD pursuits, within the city limits of Texarkana, Arkansas the following shall apply:

(1) If another agency becomes involved in the immediate pursuit as a backup, the TAPD backup unit will terminate emergency operations. If another agency becomes involved in the pursuit as the primary, the TAPD primary will become the backup and the TAPD backup will terminate emergency operations.

(2) The primary unit will, if possible, advise Communications of the identity of the other agencies involved so that Communications can make contact and begin communications with the involved agency.

(3) Due to limited radio communications with other agencies, the assigned supervisor shall re-evaluate the pursuit and terminate if necessary.

(4) At no time will TAPD units be involved in multi-vehicle pursuits with other agencies. For the purpose of this Policy, a total of two units in active pursuit are authorized in pursuit situations. If there are already two police vehicles from another agency in pursuit, TAPD units will not become involved, but will provide support and assistance.

11. **Supervisors' Responsibilities**

a. A patrol supervisor will immediately, upon hearing of a police pursuit, take command of the situation, and will be accountable for compliance with this policy until the pursuit is terminated.

b. **Any** police supervisor may order a pursuit terminated, if in his/her best judgment, the level of danger outweighs the necessity of apprehension.

c. The shift commander or the patrol shift sergeant may order the continuation of a pursuit, if in his/her best judgment, the necessity of apprehension outweighs the level of danger.

d. The Shift commander or patrol shift sergeant will determine the feasibility of utilizing the stinger spike system, and if appropriate, use the spike system in an attempt to end the pursuit.

V. Reports

A. A supervisor will ensure that a Vehicle Pursuit Report is generated and that each officer involved in the pursuit details the facts of the pursuit.

B. The officer's supervisor will review the officer's report for accuracy and policy compliance.

C. The supervisor will submit a detailed written evaluation of the pursuit and make his or her recommendations.

D. Supervisors will advise the Communications supervisor to maintain a recording of all radio traffic pertaining to the pursuit for future reference.

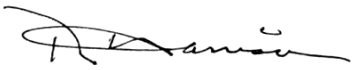
E. The reports will be forwarded through the chain of command for evaluation and review at each level.

F. All documentation will be secured in a report file, in order to minimize the loss of documents.

G. Any photographs, audio or videotapes will be placed in an envelope attached to the original report.

H. The initial evaluating supervisor shall be responsible for ensuring that all necessary documentation is obtained and properly completed before routing it through the chain of command.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Incident Command System		
NUMBER	1102.31	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	March 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	February 01, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The purpose of the following policy shall be to establish procedures for the operation of an Incident Command System in the event of a large scale unusual occurrence. The elements of this policy apply to all personnel.

II. Policy

A. It shall be the policy of the Texarkana Police Department to utilize an Incident Command System in response to large scale unusual occurrences. This system shall be utilized to establish and maintain control of the event while working toward a collective end to return the community to a state of normalcy. The Incident Command System will aid in the coordination of other agencies in response to an actual incident and is modeled in accordance with the Federal Emergency Management Agency (FEMA) incident management approach.

B. All members of the Texarkana Police Department shall recognize and adhere to the guidelines established within this policy.

III. Definitions

A. **Incident Command System (ICS)—**ICS is a method of emergency realignment of normal operating management structure and will be utilized by the Texarkana Police Department during a variety of unusual occurrences. This system of realignment allows the Agency to better manage and coordinate the application of its resources during critical incident management ensuring certain vital functions are accomplished while utilizing basic experience and training. This ICS may be adapted to any emergency situation, as deemed necessary and appropriate. The ICS relies on a set of guidelines to assist in any given emergency. The system can be modified to meet any contingency surrounding less than critical incidents.

B. **Police Incident Commander—**A ranking member of the police agency who is on the scene of the incident and designated to be in charge of all police operations concerning the specified event. Initially, it may be a first line supervisor. Ideally, a division commander—or his designee—should respond and assume the role of Police Incident Commander.

1. Depending upon the circumstances of those incidents requiring the deployment of the Incident Command System, the SWAT Commander will at times assume the role as the Police Incident Commander.

C. **SWAT Commander—**A ranking member of the Agency who is at the scene of an incident and designated to be in charge of all tactical and negotiation operations.

D. **Traffic Point / Perimeter Coordinator—**Any ranking member of the Agency who has been designated by the Police Incident Commander and charged with establishing and maintaining traffic points and perimeters throughout the incident.

E. **Perimeter Officer—**Any sworn officer of the Agency—or a sworn officer from an assisting agency—who has been assigned to establish and maintain control of an established perimeter surrounding the incident.

F. **Traffic Officer—**Any sworn member of the Agency—or a sworn officer from an assisting agency—who has been assigned a traffic control function within the areas surrounding the incident.

G. **Staging Officer—**Any sworn member of the Agency who has been assigned the responsibility for directing the assembly of personnel and equipment at the staging area.

H. **Liaison Officer—**Any sworn member of the Agency who has been assigned to coordinate activities between multiple agencies. This officer shall work closely with the Staging Officer.

I. **Operations Officer—**Any sworn member of the Police Department who has been assigned the responsibility for assisting the Incident Commander and assigning officers to specific tasks or other tactical assignments. The Operations Officer will normally only be utilized during major unusual occurrences or events.

J. **Scribe—**The Scribe, who is often overlooked and at times appears as a waste of manpower, can prove to be vital in reconstructing an event. The Scribe is assigned to maintain a detailed record of each event to include, if possible, the reasoning and discussion that lead to a decision. Although there is a tendency is to rely solely on radio recordings which are often available for documentation through the radio system, unless a full-time recording system is available at the Command Post, a Scribe will be assigned and responsible for recording all relevant activity occurring throughout the incident.

K. **Critical Incident**—A major unplanned event—such as a natural disaster, major civil disorder or an act of terrorism—which requires a special response from the Texarkana Police Department. All critical incidents consist of three (3) phases:

1. **Response Phase**—The initial phase of the incident which spans from the period of the initial report until the situation is stabilized.

2. **Management Phase**—This phase begins with the stabilization of the incident and the establishment of on-scene command.

3. **Stand Down Phase**—This phase begins when the Police Incident Commander initiates plans to terminate the incident.

IV. Incident Command System — Procedures and Guidelines

A. This policy provides guidance to officers and supervisors when responding to and handling emergencies or critical incidents. While specific guidance is provided—and in most cases an appropriate response—officers and supervisors must evaluate each situation encountered and respond based on training, their judgment and the guidance provided within this policy.

B. If deemed necessary and prudent, the first supervisor on a scene may activate the Incident Command System. The initial step in the activation process is accomplished by advising the Communications Center that the ICS is activated. The Incident Command System should be utilized during incidents

of a magnitude and scope where it is determined a large number of resources will be needed to successfully mitigate the incident.

1. As outlined by the on-scene supervisor, the Communications Center shall have the responsibility of notifying the Chief of police or a Division Commander to determine the appropriate response level.

2. The Chief of Police or Division Commander will be responsible for determining the necessity and appropriate level of mobilization for responses to any unusual occurrence or high risk incident. Mobilization may only be authorized by the Chief of Police or his designee.

3. The following elements of implementation may be considered during the mobilization of personnel:

    a. The act of designating a primary and alternate point of assembly for those personnel who are mobilized; and

    b. Placing all off-duty personnel on a "*call-out*" status.

C. In a response and mobilization of any critical incident whereby law enforcement resources are committed to operations within the City of Texarkana, Arkansas, the following command, control and chains-of-command shall be strictly followed:

4. The Chief of Police or his designee shall have command authority over all law enforcement resources utilized within the City of Texarkana, Arkansas. The Chief of Police is ultimately responsible for controlling law enforcement activities during all police operations.

5. The Incident Commander will have command over on-scene emergency operations.

6. The SWAT Commander shall have command over tactical and negotiation operations within the inner perimeter.

7. If the assumption of command becomes necessary during critical incident management, the following procedures shall be followed:

    a. Supervisors arriving on the scene shall first assess the situation to determine how they can best contribute and take into account the circumstances that exist at the time of their arrival.

    b. Supervisors in route to the scene of a critical incident or large scaled unusual occurrence shall not issue any instructions, recommendations or orders until they have arrived at the scene of the incident. The on-scene supervisor who has assumed the role of the Police Incident Commander shall be responsible for direction, command and control of the incident until his/her duties can be transferred to another supervisor in an orderly fashion.

    c. Supervisors not present at the scene of the incident shall avoid the use of the radio unless absolutely necessary. Unnecessary questions, instructions or commands only serve to make the on-scene Police Incident Commander's task more difficult and defeat the purpose of the Incident Command System.

    d. Superior officers who are not present at the scene of the incident shall not countermand the orders of the on-scene Police Incident Commander over the radio unless absolutely necessary. A telephone, if available, should be used for inquiries regarding operations.

    e. Transfer of command shall only take place after the following elements have occurred:

(1) The relieving Incident Commander has personally conferred with and been briefed by the current Incident Commander; and

(2) Transfer must be acknowledged by the receiving Incident Commander as well as relayed to the Communications Center. The relieved Incident Commander will then assume whatever new duties are assigned.

D. As soon as possible after the operation is underway, the Incident Commander shall appoint a Scribe to begin documenting essential information surrounding the incident's operation. The Scribe's purpose serves to document operational information as well as the operational and command decisions which have been issued to resolve the emergency. This documentation is critically essential, for in the event of a change of command, this documentation will minimize any disruption caused by the command transition. Although not inclusive, the documentation gathered during the critical incident or large scaled unusual occurrence shall contain, at a minimum, the following elements:

8. The nature of the event including relative times and locations;

9. The names of specific personnel in change of specific tasks;

10. Documenting the times specific tasks are initiated and completed;

11. Resources in use, or those resources that are available, to include:

a. The number of personnel involved;

b. Other departments involved;

c. Major equipment being utilized;

d. Any information related to private sector involvement; and

e. A list containing any resources previously dismissed from the scene of the incident.

E. **Duties and Responsibilities**

1. **Initial Responding Officer —** The first officer at the scene of a critical incident or large scaled unusual occurrence shall report the incident to the Communications Center. As soon as possible, the officer will provide the Communications Center with information needed to assist with injured people, crowd control, traffic control and establishing a perimeter.

a. The initial responding officer must make an initial evaluation of the incident and relay critical information to his/her shift commander or shift supervisor. Such action reports shall include the following information:

(1) **LOCATION** — address, streets involved, direction of movement

(2) **SIZE** — number of victims, suspects, area affected

(3) **ACTIVITY** — type of incident, crime(s) occurring, natural disaster, terrorist act

(4) Any additional information available to the officer that will assist other personnel to evaluate and respond to the incident.

2. **Initial Supervisor** — The first supervisor who arrives on the scene of a critical incident will assume command of the Police Department's disaster response, becoming the Incident Commander until relieved by the Police Incident Commander.

3. **Police Incident Commander** — The Police Incident Commander will assess the situation, direct personnel, coordinate/manage equipment and establish a temporary command post. The Police Incident Commander will keep the Chief of Police informed of all relevant information and make recommendations for additional resources needed to manage and mitigate the critical incident.

    a. Under normal circumstances, and unless specifically relieved of these duties by a division commander or the Chief of Police, a shift commander will serve as the Police Incident Commander. The division commanders and the Chief of Police will remain available to provide assistance and advice to the Police Incident Commander; however, the command of the incident rests with the Police Incident Commander. Although not inclusive, the following is a list of essential duties and functions of the Police Incident Commander:

        (1) Select a command post location and notify all units of the location and safe approach routes. Direct the Communications Center to begin notifications of the chain of command as well as the Public Information Officer;

        (2) Quickly assess the situation and determine if life threatening situations exist and, if feasible, begin an appropriate response to these situations;

        (3) Determine what immediate resources are required and request an appropriate response of those resources deemed essential. Select an inner and outer perimeter, as appropriate, and deploy personnel to these positions. Uniformed officers should be assigned to inner perimeter positions;

            (a) Continuously monitor the circumstances of the critical incident, and as the resource requirements change, remain in a position to request and secure the additional resources.

        (4) Determine radio channel assignments for the critical incident and communicate this information to all involved units and agencies. A tactical channel, rather than the primary dispatch channel, should be selected.

            (a) When determining an appropriate communications channel, the Police Incident Commander can rely upon section VI of this policy—as well as *General Order 1109.03---Radio Communications*—which contains all radio fleet maps.

            (b) Appropriate lines of communication should be secured with other entities such as the fire department, other law enforcement agencies, public works, utilities and medical facilities.

        (5) Identify the specific goals and objectives surrounding the operation. Begin implementing efforts and direction that serve to mitigate, control and stabilize the incident while working towards achieving these identified goals and objectives.

        (6) Should the magnitude and scope of the incident require a large number of resources to successfully mitigate the incident, or should the incident result in a multi-agency response, the Police Incident Commander must ensure the tenets of the Incident Command System are utilized.

        (7) Appoint a Scribe to begin collecting documentation consistent with the Section IV, Paragraph D of this policy. Ensure the Scribe's documentation contains information relating to personnel assignments, resources requested and all appropriate time notations.

        (8) Quickly determine if a staging area(s) is needed, and if so, select the appropriate location(s).

(a) Police Personnel;

(b) Fire Department equipment and personnel;

(c) Media personnel;

(d) Emergency medical personnel; and

(e) Private sector personnel to include disaster relief organizations.

(9) Early on during the response phase of the incident, the Police Incident Commander must designate one supervisor and a minimum of four (4) patrol units to respond to calls for service in the unaffected areas of the City.

(a) If deemed necessary, the Police Incident Commander may authorize the Communications Center to dispatch only "priority one (1)" and emergency calls for police service.

(10) The Police Incident Commander is responsible for the assignment of personnel, as deemed necessary, to each of the following tasks:

(a) Perimeter Officer;

(b) Staging Officer;

(c) Traffic Officer;

(d) Liaison Officer; and

(e) Operations Officer.

b. The Police Incident Commander's primary objective shall rest with the development and implementation of an Incident Action Plan that serves to stabilize and resolve the incident. The Incident Commander must constantly monitor the incident and revise the Incident Action Plan accordingly. The Incident Action Plan may be written or oral, and it should include the following elements:

(1) Specific tasks to be completed;

(2) Organizational structure to include the assignment of tasks;

(3) Contingencies and probable responses; and

(4) An overall review of available and required resources.

c. Evaluate the security needs of public buildings and facilities and deploy security units as needed for locations such as police or municipal buildings, schools, gun stores and National Guard facilities.

d. Develop a demobilization plan—to include a briefing—and collect all necessary information needed for the generation of an After Action Report. Release incident personnel and equipment as soon as possible while maintaining the integrity of the incident.

4. **Communications Center —** A specific radio channel shall be designated by the Police Incident Commander for use during the critical incident, and the Communications Center will maintain

open lines of communication on the assigned channel by assigning a dispatcher to constantly monitor the respective channel.

5. **Division Commander —** Should a substantial amount of Department resources be required to respond to the critical incident, the division commander will respond to the scene—and if necessary—assume the role of the Police Incident Commander.

    a. The division commander shall maintain the responsibility to determine whether the presence of on-duty personnel can adequately provide all of the resources necessary for de-escalation and bring stabilization to the incident. The division commander is responsible to provide a briefing to the Chief of Police.

6. **SWAT Commander —** Should an incident call for a response from the SWAT Team, the SWAT Commander will be notified and will respond to the scene. The SWAT Commander will be in charge of all inner perimeter personnel to include all tactical teams and members of the Hostage Negotiation Team.

    a. Assessing the inner perimeter will be the SWAT Commander's responsibility.

    b. As quickly as possible, the SWAT Commander must establish communications with the Police Incident Commander, the Tactical Team leader and Hostage Negotiation Team leader while ensuring the flow of information between these teams remains sufficient.

    c. Coordinate with the Criminal Investigation Division after the scene is secure and collect all documentation for the preparation of an After Action Report.

7. **Chief of Police** — The Chief of Police, or his designee, will ensure the city administrator is notified of the incident. The Chief of Police, or his designee, has the authority to request assistance from surrounding jurisdictions through mutual aid agreements and will coordinate the use of other city departments and resources through the city administrator. For additional information regarding mutual aid, refer to *General Order 1101.15----Mutual Aid*.

8. **Mayor** — In the event the critical incident exceeds the City's ability to control, the Mayor can declare a local emergency and initiate the process of obtaining assistance from the state and federal government. For additional information regarding requests for state and federal assistance, refer to *General Order 1101.12---Requesting Federal Assistance*.

9. **Staging Officer** — The Staging Officer will respond immediately to the staging area and provide for the orderly placement of vehicles and equipment in order to maintain safe and uninterrupted routes for ingress and egress.

    a. Maintain communication with the Police Incident Commander while providing general security for the staging area.

    b. Maintain documentation of all actions taken within the staging area and provide this documentation to the Police Incident Commander at the conclusion of the incident.

10. **Traffic Point / Perimeter Coordinator** — This coordinator will maintain communications with the Police Incident Commander while establishing and maintaining personnel on all traffic control points and outer perimeter areas throughout the incident. Maintain documentation of all actions taken within the staging area and provide this documentation to the Police Incident Commander at the conclusion of the incident.

11. **Traffic Point Officer** — The Traffic Point Officer will maintain a traffic perimeter that serves to block the flow of vehicular and pedestrian traffic into the affected area of operation. This officer must facilitate ingress and egress of emergency vehicles while maintaining an adequate level of

manpower. The use of barricades and traffic cones must be deployed to limit manpower requirements. Maintain communications with the Traffic Point / Perimeter Coordinator.

12. **Perimeter Officer** — The Perimeter Officer must determine the resources necessary to secure established perimeters while maintaining communications with the Traffic Point / Perimeter Coordinator.

13. **Liaison Officer** — The Liaison Officer must coordinate the use of personnel and equipment from other agencies, department and private sector enterprises while ensuring all necessary communications between the Police Incident Commander and representatives from these groups remains viable. This officer must assist the Incident Police Commander in planning and using resources of equipment belonging to these groups while maintaining documentation of all actions taken and providing this documentation to the Police Incident Commander at the conclusion of the incident.

14. **Operations Officer** — The Operations Officer must work closely with the Police Incident Commander to establish radio frequencies and call signs for a variety of Incident Command functions such as investigations, traffic control, perimeter control, staging areas and special units.

    a. Assist the Police Incident Commander with assigning officers to specific tasks and duties.

    b. Maintain close contact with the Police Incident Commander and keeping him/her updated regarding the status of police related functions and communicating the Incident Action Plan to police personnel.

    c. Maintain documentation of all actions and provide this documentation to the Police Incident Commander at the conclusion of the incident.

V. Personnel Call-Out — Procedures and Guidelines

A. Call Out procedures shall follow the Department's established chain-of-command and will be initiated by the Chief of Police or his designee.

    1. During all critical incidents, the Chief of Police, or his designee, shall utilize information gathered from the Police Incident Commander to determine whether the incident merits the resources of an Agency-wide call out. Information such as size, scope, nature and location of the incident shall be critical in determining the need for such resources.

B. Division commanders, or their designees, are responsible for maintaining current and accurate phone listings of personnel under their command. Copies of all listings will be maintained in the Administrative Services Division, by each division commander and within the Communications Center.

C. The Chief of Police, or his designee, will notify the Communications Center of the decision to initiate an Agency-wide call out. Once determined, the Communications Center shall contact and instruct division commanders to begin a systematic call out of personnel within their division.

    1. The circumstances and scope of the incident will always determine the Agency's level of response. Personnel call-outs may include the recall of specific units, limited personnel or all Department personnel. In addition, deployment times, changes in duty schedules and duty hours will also remain dependent upon the circumstances and scope of the incident. Acting upon the information received from the Police Incident Commander, the Chief of Police or his designee may initiate a "call out" order for all personnel.

    2. Should the Chief of Police or his designee declare an Agency-wide call-out of Department personnel, the CodeRed system may be utilized by the Communications Center. For additional

information surrounding the CodeRed System, refer to *General Order 1108.10---Code Red Emergency System*.

3. Division commanders will notify shift commanders, or shift supervisors, of the nature and scope of the call out. Division commanders and supervisors will notify and provide instructions for all personnel under their supervision. This may be accomplished by personnel within the Communications Center utilizing the CodeRed system. Although not always inclusive, the following elements should be provided to personnel affected by the call-out order:

   a. Reporting times;

   b. Assembly point location(s);

   c. Equipment needed; and

   d. A brief description of the nature of the incident.

4. The primary assembly point will be designated by the Police Incident Commander. The supervisor making the notifications will inform the on-duty supervisor of their subordinate's status while continuing attempts to contact / locate those officers not contacted or located during the initial call-out.

   a. In the event of a large scale disaster—or an incident involving multiple city departments, outside agencies, emergency management personnel or private sector entities—the Texarkana Police Department's Training Room located on the 1st floor of the Bi-State Justice Center will serve as the command center.

   b. Unless otherwise specified during the call-out notification, all sworn personnel shall report wearing their assigned Class D Uniform. For additional information regarding the Class D Uniform, refer to *General Order 1101.03---Uniforms, Equipment and Appearance*.

   c. The on-duty patrol supervisor(s) will maintain a list of Department personnel who respond to the call-out. The call-out list will be included within the After Action Report submitted by the Police Incident Commander and will include:

      (1) The officer's name, assigned shift, employee number and radio number;

      (2) The time the officer reports for duty as well as the time the officer ends his tour of duty; and

      (3) Recalled officer assignments.

   d. In the event of an unusual occurrence, officers who have been assigned a take home unit will use their assigned unit to respond to the designated area and provide transportation for other employees as needed. Supervisors will ensure that transportation is provided for any of their assigned employees who are unable to respond.

D. **Standby for Call-Out — Procedures and Guidelines**

1. During those periods in which Department personnel are placed on standby for the call-out notification process, supervisors shall instruct their personnel to prepare for a probable response and issue the following instructions to all personnel affected:

   a. All affected personnel shall be instructed to monitor their telephone, pager or Department radio traffic;

b. All affected personnel shall be instructed to refrain from consuming alcoholic beverages or engaging in any other activity that may prohibit their rapid response; and

c. All affected personnel shall be instructed to gather all of their necessary equipment.

2. The appropriate supervisor will notify their respective personnel when their response is needed. If telephone communications are not functioning, the Communications Center will utilize the police radio system to facilitate the notification and recall of personnel and will broadcast an alert tone on all channels. The broadcast will be accompanied by a recall message that includes information directing the personnel to the designated assembly location.

3. Personnel should direct all calls to the on-duty patrol supervisor, their immediate supervisor or the specified contact number. **Personnel shall not call the Communications Center for information.**

E. **Personnel Grouping — Squad Organization**

1. In order to affectively manage, group and organize personnel in response to the scope of critical incidents, and when determined necessary by the Chief of Police or his designee, all recalled Agency personnel will be assigned and grouped in the following manner:

a. A Squad — 1st Shift Patrol personnel

b. B Squad — 2nd Shift Patrol personnel

c. C Squad — 3rd Shift Patrol personnel

d. D Squad — Special Operations Section personnel

e. E Squad — SWAT personnel

f. F Squad — CID and Narcotics personnel

g. G Squad — Services Division personnel

2. During periods involving critical incidents, the Police Incident Commander may utilize these squads in accordance with the guidelines contained within this section; however, the Police Incident Commander may deviate from these guidelines as deemed necessary to accomplish the Department's mission.

3. Once the squads have responded, and as they begin to assemble within their respective groups, the respective Squad Leader will organize their squad in the following manner:

a. The Squad Leader should assign four officers to each unit and designate one officer or sergeant as the unit's leader;

b. The Squad Leader should obtain all of the required equipment for each unit. Equipment includes patrol units and any other specialized equipment deemed essential; and

c. Unless otherwise directed, all reporting officers should arrive in their Class D Uniform with their personal gear bag and other equipment necessary for patrol operations and will report to their designated Squad Leader.

4. Squad Operations

a. **Squads A, B, C and D**

(1) In order to maintain continuous police services to the non-involved areas of the City, Squads A and C may be assigned to a twelve (12) hours shift rotation. During these periods, Squad A will be assigned to work between the hours of 0600 and 1800 hours, and Squad C will be assigned to work between the hours of 1800 and 0600.

(2) Members of Squads B and D may be assigned to a twelve hour shift rotation as well. During these periods, Squad B will be assigned to work between the hours of 0600 and 1800, and Squad D will be assigned to work between the hours of 1800 and 0600. Both squads will be assigned duties related to critical incident operations. Members of Squad D will obtain and make available any Special Operations equipment requested by the Police Incident Commander.

b. **Squad E**

(1) Members of Squad E may be assigned to inner perimeter and tactical operations in those critical incident scenarios involving criminal activity. In those critical incident scenarios involving non-criminal activity, the Incident Commander may return Squad E to other squads or assign members of this squad to other duties.

c. **Squad F**

(1) Members of Squad F will conduct investigations and evidence collection/processing duties during critical incident scenarios involving criminal activity. In those critical incident scenarios involving non-criminal activity, members of Squad F may be assigned other duties as deemed appropriate by the Police Incident Commander.

d. **Squad G**

(1) Members of Squad G will remain in a position to provide administrative support, logistical support or other duties deemed appropriate by the Police Incident Commander. Necessary support will include the Public Information Officer's function, equipment management and communications assistance.

VI. Communications Protocol—Response to Critical Incidents

A. When implemented, this communications protocol will provide a clear and concise flow of critical information to all agencies responding to a major incident which could present an immediate danger to responders and/or the public. This section of the policy meets the requirements contained within the National Incident Management System (NIMS) that governs communications interoperability.

B. This protocol should be utilized on all multi-agency or multi-jurisdictional responses to major incidents. Although not inclusive, a major emergency may include hazardous material releases, terrorist attacks or large scaled mass casualty incidents.

C. **Procedures and Guidelines**

1. While in route to the scene of a major incident, the senior response official—who will serve as incident commander on a major incident—will designate a common communications channel such as OEM 1 to the Communications Center. The dispatcher receiving that information will notify or coordinate notification of that channel designation to the shift supervisor and/or senior representatives of all respective responding agencies on each of their normal response frequencies.

a. The senior response official—who will serve as incident commander—will vary depending upon the type of incident. For example, a hazardous material incident or a rescue response would normally establish the fire department's senior response official as the incident commander. During incidents that include active shooters, potential terrorist events or those incidents involving criminal acts will establish the senior law enforcement representative as the incident commander.

2. All responding supervisors/senior representatives will switch to the designated channel and monitor for updated information.

3. When command is established on scene, the exact location of the command post and applicable staging area(s), if established, will be announced on the designated communications channel. The senior representative of each responding agency will respond to the command post where a short initial briefing will take place.

   a. Each agency representative will assign radio channels to their personnel. One common channel will also be selected for command and control and announced to all agency representatives at the command post during the initial briefing. Only those personnel assigned to a command and control function will utilize the channel designated for that function.

   b. When the command and control channel is established, it will be monitored by the Communications Center. Any updated information will be broadcast on the command and control channel.

4. Strict radio discipline will be maintained by all agencies on all communication channels keeping communications to a minimum and utilizing plain text. During the initial response to the scene, dispatch will monitor the announced response channel. Any pertinent information or updates received through dispatch will immediately be broadcast to all responding units on that designated frequency.

5. A senior representative of each agency on scene will remain at the command post at all times.

VII. Incidents Involving the Bi-State Justice Center

A. During incidents surrounding fires, rescues or hazardous materials, the ranking member of the Texarkana Arkansas Fire shall assume the role of Incident Commander.

B. During incidents surrounding bomb threats or other criminal activity, the Incident Commander will be determined by the following criteria:

1. The senior ranking supervisor who shall assume the role of Incident Commander will be determined by which side of state line the call originated. The Incident Commander shall continue having command authority until the threat is resolved. For more information related to bomb threat procedures, refer to *General Order 1102.24---Bomb Emergencies*.

C. The Incident Commander shall be responsible to activate the evacuation plan for the Bi State Justice Center. Should the Incident Commander determine evacuation is necessary, the following guidelines are recommended:

1. The Communications and Records Section (CRC) should be notified immediately of the decision to evacuate. CRC personnel should notify the Texarkana Jail as well as building maintenance personnel.

2. A building wide announcement of the evacuation should be disseminated over the Bi State Justice Center's intercom system by building maintenance personnel. The announcement should include

information related to evacuation routes as well as any personnel staging areas. The Incident Commander will assign the appropriate police and/or fire personnel to conduct a building check to determine if the building is clear of personnel.

3. Personnel from CRC will relocate to the Southwest Center, which is located on West 7th Street. The Incident Commander may assign an appropriate number of personnel to assist in transporting CRC personnel to the Southwest Center.

4. Personnel assigned to the Texarkana Jail (Civigenics) shall be responsible to conduct the evacuation of the jail. The Incident Commander will be responsible to coordinate this evacuation and assign personnel to provide assistance as requested and/or necessary.

VIII. De-escalation of Critical Incidents

A. As the emergency lessens and control in the involved area is established, economy of force shall be employed by reducing the number of personnel and equipment in the area. As the event subsides, the Police Incident Commander will responsible for the following elements:

1. Survey the affected area and determine the continued need for police involvement. Personnel reduction shall coincide with the restoration of public services and coordinate with other City Departments for any necessary clean-up operations.

2. Reduce the manpower and equipment at the scene until only those directly involved in the operation remain deployed. Police involvement will continue until the event is brought to a successful conclusion. Early withdrawal of forces may aggravate or reawaken a situation. Some incidents may present special problems because of potential for looting; therefore, police patrols may need to remain in an area for protection.

3. Personnel who have been relieved from the event shall be directed to report to the staging area for debriefing. Any specialized equipment that was utilized shall be turned in at that time. Debriefing will serve to:

   a. Obtain intelligence for operations planning;

   b. Critique tactics employed for handling the incident;

   c. Encourage the reporting of incidents not previously known or included in situation reports; and

   d. Ensure all participating agencies have an opportunity to contribute to after-action reporting.

4. The Incident Commander will be responsible for determining who is to gather all written materials including the Incident Command Checklists that were distributed and prepare an After Action Report.

5. Supervisors will be responsible for ensuring that all equipment issued to their employees for use during the emergency is turned in and accounted for before they are relieved from duty.

6. Each supervisor will keep a record of all personnel assigned to his unit. This record will contain the names, assignments, employee numbers, as well dates, times and hours worked.

IX. Training and Evaluations

A. Incident Command System Rehearsals

1. The Texarkana Police Department's Incident Command System will be rehearsed on an annual basis. These rehearsals will be used to evaluate the effectiveness, efficiency and applicability of the plan to different situations and will include the involvement of those agencies expected to participate in an actual incident. The Chief of Police, or his designee, will determine the extent, scope, and format for the rehearsal. In the event of an actual implementation of the Incident Command System due to a natural or man-made disaster incident, the actual implementation of the plan will replace the annual rehearsal. The after action report required for all natural and man-made disasters will serve as the critique of the Incident Command System.

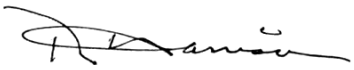
B. Annual Training

1. Agency personnel will attend annual training on the Incident Command System and related written directives. Training may involve mock exercises, actual exercises, tabletop exercises as well as in-service training. Key personnel identified in the Incident Command System manual will be trained in the requirements of the positions to be staffed.

C. Analysis of Incidents and Training Effectiveness

1. Annually, a documented evaluation of the effectiveness of all Incident Command System incidents and related training will be prepared by the Services Division Commander or as designated by the Chief of Police. This evaluation will include an analysis of all system activations and an evaluation of all related training with an emphasis on suggestions for improvement and identifying future training needs.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Release of Medical Information, Laboratory Results and Psychological Records		
NUMBER	1102.32	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	March 24, 2016	ISSUE DATE	May 18, 2011
Date Reviewed	February 24, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to provide clear and concise guidelines that govern the manner in which employees of the Texarkana Police Department release medical information, laboratory results and data associated with psychological records that is stored and maintained within the Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to remain compliant with the provisions set forth within the *Health Insurance Portability and Accountability Act of 1996* (HIPPA). Employees of the Texarkana Police Department shall follow the established HIPPA rules and regulations associated with the protection and privacy of individually identifiable health information. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. During the course of lawful investigations conducted by members of the Texarkana Police Department, employees of the Department may obtain through the legal process medical records, laboratory results and psychological records connected to those individuals involved within a criminal investigation. Although not inclusive, the following is a list of those records that fall within this protected category:

1. BAC results;
2. Toxicology results;
3. Autopsy results;
4. Emergency room treatment reports;
5. SANE reports; ***(Sexual Assault Examination Records)***
6. Medical / hospital patient records; and
7. Psychological reports from psychologists, psychiatrists, treatment facilities and hospitals.

B. Medical information, laboratory results and psychological records may be forwarded to the Prosecuting Attorney's Office or another judicial officer authorized to receive the information pursuant to the judicial process.

C. Medical information, laboratory results and psychological records are not subject to the Freedom of Information Act and shall not be released to any insurance company, private investigator or the general public without the written consent of the person who is the subject of the protected information.

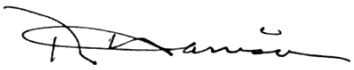
1. In the event of the death of the person who is the subject of the protected information, their next of kin or a person having granted power of attorney over the person's affairs must endorse the waiver that grants the release of the protected information before such a released is authorized.

D. HIPPA releases endorsed by the subject of the protected information—or an authorized person—must be notarized and presented to either CRC or the appropriate Department official before such a release is authorized. All HIPPA releases must specifically identify the authorized recipient of the protected information.

E. Pursuant to the Department's Freedom of Information Act policy, all releases of protected information identified within this policy shall not occur until the case has been adjudicated unless written authorization to release the protected information is received from the Prosecuting Attorney's Office for felony investigations, or by the City Prosecutor in the case of misdemeanor investigations.

F. For more information surrounding the Department's FOI policy, refer to *General Order 1102.16--- Freedom of Information Requests*.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Consular Notification		
NUMBER	1102.33	EFFECTIVE DATE	July 19, 2012
Scheduled Review Date	February 15, 2016	ISSUE DATE	July 19, 2012
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to institute a series of rules and guidelines that define the Texarkana Police Department's obligations and responsibilities during those instances in which members of the Department become involved in the arrest of a foreign national or an investigation surrounding the death of a foreign national.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to recognize and comply with all United States treaty obligations surrounding consular notification and access. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Foreign National**—Any person who is not a U.S. citizen; same as "alien." Aliens who are lawful permanent residents in the United States and who have a resident alien registration card (*green card*) are foreign nationals. So are undocumented or "illegal" aliens.

B. **Consular Officer or Consul**—A foreign official authorized by the Department of State to provide assistance to the foreign government's citizens in the United States. Different from the term "counsel," which is an attorney authorized to provide legal advice. Consuls are not authorized to practice law.

C. **Diplomat**—A foreign official at the country's embassy in Washington, D.C. who is assigned to represent the country. Diplomats may also perform consular functions and should be treated the same as a consular officer.

D. **Mandatory Notification**—Consular notification procedures that apply when an officer arrests a foreign national who originates from any of the 57 countries that have agreed to special rules with the United States. Whenever a foreign national from one of these 57 countries is arrested, officers must notify the consular officer regardless of whether the foreign national agrees to the notification. The "mandatory" list of these 57 countries can be located in Section V, Paragraph B of this policy.

E. **Upon Request Notification**—Consular notification procedures that apply when an officer arrests or detains a foreign national from any country not on the "mandatory" list of 57 countries.

IV. Procedures

A. Consular Notification Procedures

1. The obligation to notify the foreign national's respective consular official is triggered when the foreign national is booked into the Texarkana Jail. The officer responsible for the foreign national's arrest is responsible for implementing the notification process and ensuring the appropriate Statement of Consular Notification and the Consular Notification Form is completed.

   a. The Consular Notification Form is universal for all consular notifications. This form can be located on the Department's server within the folder entitled Consular Notification after accessing the information folder.

   b. The Statement of Consular Notification has been prepared in several different languages to include English, Arabic, Cambodian, Chinese, Creole, Farsi, French, German, Greek, Hindi, Italian, Japanese, Korean, Lao, Polish, Portuguese, Russian, Spanish, Filipino, Thai and Vietnamese. Each of these forms can be accessed within the Consular Notification folder as well.

2. The arresting officer must determine to the best of his/her ability the foreign national's country of origin. The officer should attempt to locate the foreign national's passport or Visa, and when a passport or Visa is located, the officer should assume the country identified therein is the foreign national's country of origin. In the absence of citizenship documentation, a valid passport, visa or any other evidence to the contrary, the officer will accept the foreign national's statement regarding his/her country of origin.

3. Once the country of origin has been determined, the officer must determine whether or not the particular country is a mandatory notification country. A listing of these countries can be found in Section V, Paragraph B of this policy. Consular notifications which are affiliated with any mandatory notification country shall be forwarded to the respective consular office regardless of any desire to the contrary on the part of the foreign national. Foreign nationals who originate from countries other than those on the mandatory list can decline a consular notification, and in those instances, officers will not notify the foreign national's consular office.

   a. **Mandatory Notifications**

      (1) After determining the foreign national originates from a mandatory notification country, the officer must present the arrested foreign national with the Statement of Consular Notification Form. The statement located at the bottom of the form addresses mandatory notifications, and the officer should request the foreign national's signature that documents the delivery of the form. Should the foreign national be unable or unwilling to endorse the form, the officer shall annotate this fact on the form and ensure the date and time is also recorded. Officers will leave a copy of this completed form with the foreign national and forward the original copy of form to CRC in the same manner as other official documentation.

      (2) The officer must complete the Consular Notification Form as well. Once completed, the Consular Notification Form shall be delivered to the officer's supervisor who will ensure the form is faxed to the appropriate consular office. The officer's arrest report should include language documenting the notification process and the completion of the necessary paperwork.

      (3) Appropriate fax numbers for every consular office can be accessed within the Consular Notification Index located on the server. Supervisors shall ensure all consular notifications are completed before the supervisor concludes his tour of duty. All completed Consular Notification Forms shall be forwarded to CRC in the same manner as other official documentation.

(4) When confronted with a mandatory notification, the foreign national has no right to refuse such a notification. Should the foreign national request assistance in seeking asylum, officers shall not disclose any information to the foreign national's consular official related to any request for asylum. Notwithstanding the basic information contained within the Consular Notification Form, the officer should contact the Department of State at the following number if the consular official requests any information the foreign national does not want disclosed:

(a) Department of State: (202) 647-4415.

b. **Upon Request Notifications**

(1) After determining the foreign national originates from a country that does not mandate consular notification, the officer must present the arrested foreign national with the Statement of Consular Notification Form. The statement located at the top of the form serves to inform the foreign national from the non-mandatory notification country that he/she **may** have his/her consular officer notified of the arrest.

(a) Officers should include within the narrative of their arrest report language that documents the issuance of this form to the foreign national as well as the foreign national's decision regarding consular notification. The officer should request the foreign national's signature on the form that documents its delivery. Should the foreign national be unable or unwilling to endorse the form, the officer shall annotate this fact on the form and ensure the date and time is also recorded.

(b) If the foreign national declines to have his/her consular office notified, no further action on the part of the officer is necessary. A copy of this completed form shall be forwarded to CRC in the same manner as other official documentation.

(c) If the foreign national requests the notification of his/her consular, the officer will complete the Consular Notification Form. Once completed, this form shall be delivered to the officer's supervisor who will ensure the form is faxed to the appropriate consular office. The officer's arrest report should include language documenting the implementation of the notification process and the completion of the necessary paperwork.

(2) Appropriate fax numbers for every consular office can be accessed within the Consular Notification Index located on the server. Supervisors shall ensure all consular notifications are completed before the supervisor concludes his tour of duty. All completed Consular Notification Forms shall be forwarded to CRC in the same manner as other official documentation.

(3) Should the foreign national request assistance in seeking asylum, officers shall not disclose any information to the foreign national's consular official related to any request for asylum. Notwithstanding the basic information contained within the Consular Notification Form, the officer should contact the Department of State at the following number if the consular official requests any information the foreign national does not want disclosed:

(a) Department of State: (202) 647-4415.

B. Facility Access and Visitation by Consular Officials

1. Upon request, members of the Texarkana Police Department shall provide consular officers and diplomats access to a foreign national housed in the Bi State Jail. Properly identified consular officers and diplomats shall have the same visitation privileges accorded to attorneys who are

meeting with their clients in the jail, and these officials are required to adhere to the same visitation guidelines, rules and regulations as attorneys.

2. Consular officers and diplomats must have proper identification before being allowed entry into the Bi State Jail. These officials should be carrying identification cards issued by the Department of State. Should anyone develop a reason to doubt the authenticity of any identification card presented by any consular official, the State Department should be contacted at the following numbers:

   a. During normal duty hours: (202) 647-1985; and

   b. After duty hours: (571) 345-3146 or (866) 217-2089.

C. Foreign National Death Investigation

1. In the event the Texarkana Police Department begins an investigation surrounding the death of a foreign national, the initial investigating officer should attempt to determine the foreign national's country of origin. Such information can be obtained from a passport, visa or green card. Once the country of origin is determined, the investigating officer will complete the Consular Notification of Death Form which is located on the Department's server.

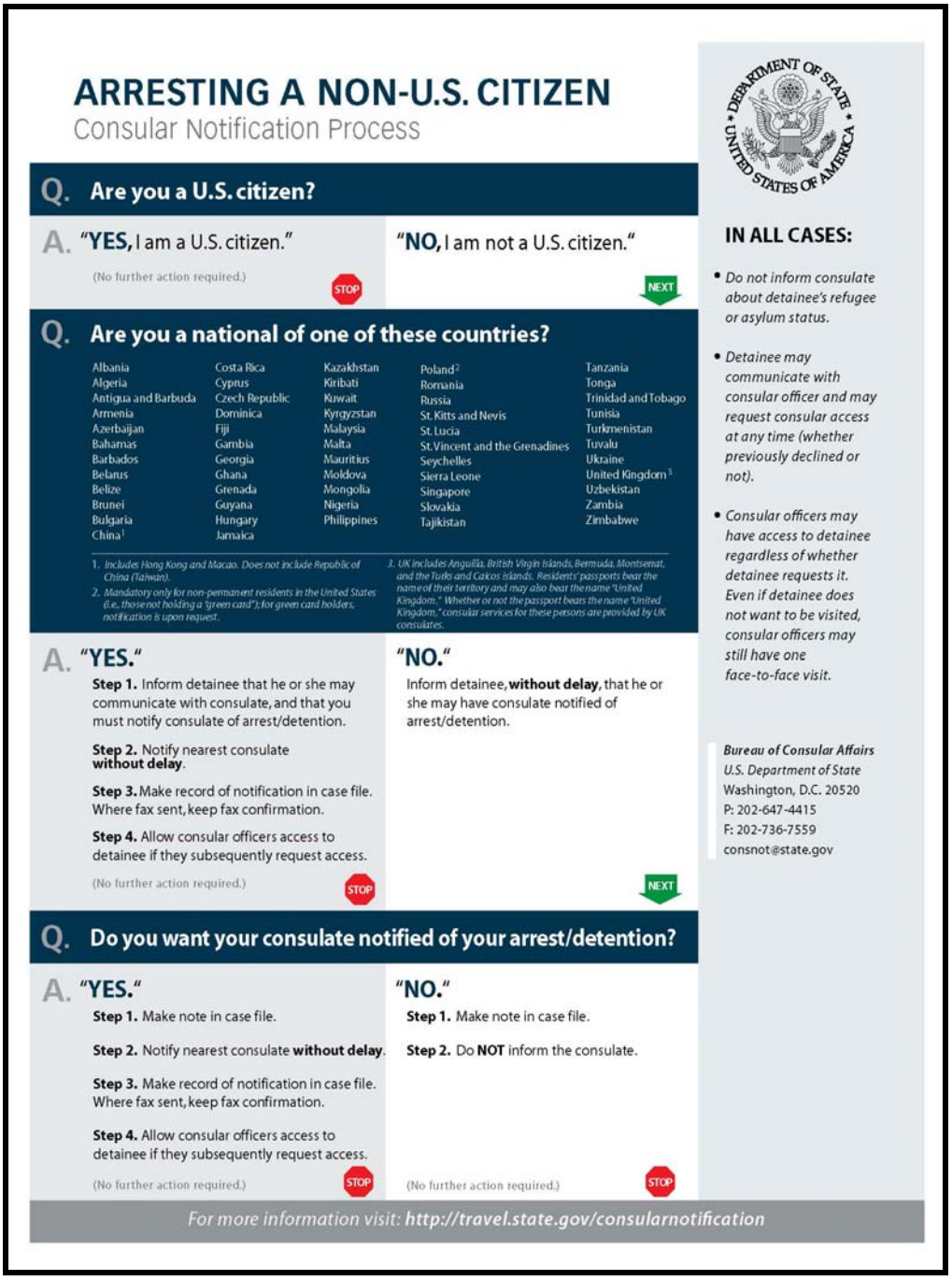
   a. If the officer is unable to determine the foreign national's country of origin, information regarding this inability will be included within the narrative of the officer's report. The detective who is assigned the death investigation will continue additional attempts to identify the foreign national's country of origin, and should the detective uncover this information, he/she will complete the Consular Notification of Death Form and ensure it is faxed to the appropriate consular office.

2. Once completed, this form shall be delivered to the officer's supervisor who will ensure the form is faxed to the appropriate consular office. The officer's report should include language documenting the implementation of the notification process and the completion of the necessary paperwork.

3. Appropriate fax numbers for every consular office can be accessed within the Consular Notification Index located on the server. Supervisors shall ensure all consular notifications are completed before the supervisor concludes his tour of duty. All completed Consular Notification of Death Forms shall be forwarded to CRC in the same manner as other official documentation.

V. Charts

A. Consular Notification Flow Chart



B. Mandatory Notification Country Chart

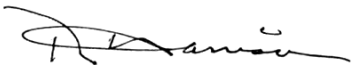
Albania	Algeria	Antigua and Barbuda	Armenia
Azerbaijan	Bahamas	Barbados	Belarus
Belize	Brunei	Bulgaria	China [1] (including Macao and Hong Kong)
Costa Rica	Cyprus	Czech Republic	Dominica
Fiji	Gambia	Georgia	Ghana
Grenada	Guyana	Hungary	Jamaica
Kazakhstan	Kiribati	Kuwait	Kyrgyzstan
Malaysia	Malta	Mauritius	Moldova
Mongolia	Nigeria	Philippines	Poland [2]
Romania	Russia	Saint Kitts and Nevis	Saint Lucia
Saint Vincent (Grenadines)	Seychelles	Sierra Leone	Singapore
Slovakia	Tajikistan	Tanzania	Tonga
Trinidad and Tobago	Tunisia	Turkmenistan	Tuvalu
Ukraine	United Kingdom [3]	Uzbekistan	Zambia
Zimbabwe			

[1] Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

[2] Mandatory notification only for foreign nationals who are not lawful permanent residents in the United States (i.e., "green card" holders). Otherwise, upon the national's request.

[3] The bilateral consular convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed above, consular notification and access should be provided to the nearest U.K. consulate.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Selection Process—Police Officer		
NUMBER	1103.02	EFFECTIVE DATE	November 15, 2010
Scheduled Review Date	March 15, 2017	ISSUE DATE	November 15 , 2010
Date Reviewed	January 28, 2015	REVISION DATE	February 17, 2015
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. In light of the complex mission of the Department—coupled with the need to bring continuity, consistency and sound principles to the Agency's responsibility concerning the recruitment and subsequent hiring for the position of police officer—the purpose of this policy is to further establish well defined guidelines that guide the Texarkana Police Department's employment selection process.

II. Policy

A. The Texarkana Police Department is committed to hiring the best qualified candidates by instituting sound selection methods based upon the concepts of validity, utility and minimum adverse impact. By relying on these concepts, the Texarkana Police Department has developed an efficient, effective, and fair process intended to result in the appointment of those individuals who best possess the skills, knowledge and abilities necessary for the proper and effective pursuit of the goals, mission and objectives inherit of a professional law enforcement agency.

III. Elements of the Selection Process

A. The responsibility placed within the overall implementation, success and oversight of the Department's recruiting and selection process rests within the Services Division. The Personnel and Training Section carries the assigned duty for administering the Department's role in the selection process.

B. From time to time, individuals will contact employees at City Hall in the Human Resources Department and express an interest in applying for the position of police officer. Whenever possible, employees within the Human Resources Department should refer the interested person to the Department's Personnel and Training Section where the Personnel and Recruiting Officer will provide the interested applicant with a recruiting packet that contains a rudimentary application, an explanation of the minimum requirements for the position, benefits assigned to the position of police officer, description of the training mandates assigned to a newly appointed police officer and a set of career options.

1. The recruiting packet shall also describe the various phases of the selection process. In addition, the minimum scores needed to successfully complete each phase of the selection process, and the expected duration of the selection process and any established dates for additional testing should be included within the packet. The packet should also contain the candidate's options for reapplication should he/she fail any portion of the selection process.

C. Once the recruiting packets are returned to the Personnel and Recruiting Officer, the applicant's information contained within the packet will be screened to insure the applicant meets the standard requirements as set forth by the Agency, the Commission on Law Enforcement Standards and Training and the Civil Service Commission.

1. The applicant must be twenty-one (21) years of age;

2. The applicant must have accumulated thirty (30) hours of college while maintaining a minimum 2.0 grade point average (GPA) on a 4.0 scale. Those applicants who have prior military service—or those applicants having prior law enforcement experience—are eligible to receive an educational waiver. The waiver enables the applicant to extend the college hour requirement an additional eighteen (18) months. The eighteen (18) month period initiates upon the applicant's completion of the Department's Field Training Program;

3. The applicant must not have any tattoos or other body ornamentation visible during the wearing of the standard Department uniform;

4. The applicant must not have any felony convictions; and

5. The applicant must not be a tobacco user.

D. Once these packets are completed by the applicant—and after the recruiting packet and applicant have been preliminarily screened to insure the applicant meets the above minimum requirements—the recruiting packets and rudimentary application shall be kept on file in the office of the Personnel and Recruiting Officer pending the administration of the written Civil Service Test. Information packets shall remain on-file for period of six (6) months or until the testing cycle is complete.

1. Applicants who fail to take the written Civil Service Test following the submission of their recruiting packet must submit a fresh recruiting packet for the following testing cycle. Any deviation from this requirement is at the discretion of the Chief of Police or his designee.

E. The Civil Service Commission will administer written examinations for the position of police officer during the months of April and October every year. When there exists a need to implement the process of seeking qualified applicants during periods covered by an emergency clause, the Civil Service Commission shall be asked to schedule a separate written test to satisfy the requirements during that emergency period.

1. The Personnel and Training Section—in conjunction with the City's Human Resources Department—shall prepare an announcement indicating the specific date, time and location where a written examination for persons interested in testing for the position of police officer will be administered. To allow sufficient opportunity for interested persons to respond, this announcement should be disseminated a minimum of thirty (30) days prior to the date of the scheduled test date.

2. Thirty (30) days prior to the administration of the Civil Service Test, the Personnel and Recruiting Officer shall prepare written notices that will serve as notification of the upcoming test date. These notifications will be sent to those applicants who have active information packets on-file with the Department. Copies of these notifications shall remain on-file in the office of the Personnel and Recruiting Officer.

3. Upon expiration of the deadline for recruiting packet submission, the Personnel and Training Section shall cause to be ordered the appropriate quantity of Civil Service written test packets.

F. The Texarkana Police Department's selection process is separated into several stages, most of which are dependent upon the applicant's successful completion of the previous stages involved within the process. The stages of the selection process occur in the following order:

1. The first stage of the selection process occurs with the administration of the Civil Service written examination which has been properly vetted and approved by the City of Texarkana's Civil Service Commission. During the vetting process, the test vendor shall certify content validity and relevancy to the satisfaction of the rules, regulations and definitions set forth by the Civil Service Commission. Applicants taking this test must achieve a minimum score of 63 percent (63%) before allowed to continue into the second phase of the selection process.

2. Applicants who successfully complete the written examination portion of the selection process shall submit to the Agency's Physical Fitness and Agility Test. This test is intended to assess the candidate's ability to perform within the rigid and physical demands inherent of a Texarkana Police Officer. For more information related to the Physical Fitness and Agility Test, refer to Section IV within this policy.

I. Applicants are deemed eligible for continued consideration after they have successfully completed the Civil Service Examination and the Physical Fitness and Agility Test. Once this process is complete, the applicant will be furnished with a comprehensive packet containing a Personal History Statement intended to be completed by the applicant. In addition to the personal history information, the packet contains a Pre-employment Polygraph questionnaire intended to facilitate a polygraph test to be administered during a later phase of the selection process. The Personnel and Recruiting Officer shall ensure in writing the applicant is made aware of the comprehensive packet's submission deadline. All packets that are returned after the expiration of the submission deadline are subject to disqualification.

H. Candidates who successfully complete all phases of the selection process as outlined within this policy shall have their names placed on a hiring eligibility list which shall be certified by the Civil Service Commission. The applicant's names shall be listed in descending order from the highest total aggregate score achieved according to Agency protocol. This certified list will remain in effect for one year, unless the list is depleted sooner.

1. An applicant's total aggregate score is defined as the sum of the applicant's raw score received upon completing the written Civil Service Examination and the additional preference points as defined by the Civil Service Commission's standards and protocol. The additional preference points are as follows:

   a. Prior law enforcement certification points

      - Six (6) points: Points shall be awarded to the applicants who meet the criteria established by the Civil Service Commission.

   b. Military service points:

      - Four (4) points: In order to receive these points, the applicant must have served in an active duty capacity within one of the armed forces for a minimum period of two (2) years. Unless the applicant was activated and otherwise placed in an active status, reserve or National Guard duty will not satisfy this requirement.

   c. Education

      - Five (5) points: In order to receive these points, the applicant must have achieved a minimum of sixty (60) college credit hours while maintaining a minimum 2.0 grade point average (GPA) on a 4.0 scale.

   d. Language

      - Five (5) points: In order to receive these points, the applicant must be able to fluently speak a foreign language or fluently employ sign language. The degree of fluency shall be determined according to Agency protocol.

I. Only the top three (3) applicants on the eligibility list can be considered for employment **(A.C.A. 14-50-304)**. The Civil Service Commission may deviate from this requirement under the guidelines that govern emergency clause conditions **(A.C.A. 14-50-310)**.

J. Eligible candidates are fingerprinted according to established Agency protocol.

1. Arkansas' Commission on Law Enforcement Standards and Training (CLEST) Minimum Standards Manual, Section 1002, Subsections (c) and (d) requires fingerprinting of all potential candidates. The requirement further mandates a search of state and national fingerprint files to disclose any criminal record associated with the candidate.

2. The employment of persons as police officers who have pled guilty or been convicted of a crime, for which the punishment of such crime includes imprisonment in a federal penitentiary or state prison, is prohibited by Arkansas law.

3. The criminal history check shall be conducted through the Arkansas Crime Information Center and the National Crime Information Center.

K. The Texarkana Police Department conducts thorough background investigations on all eligible candidates.

1. Arkansas' Commission on Law Enforcement Standards and Training (CLEST) Minimum Standards Manual, Section 1002, Subsection (e) requires that complete background investigations be conducted for each applicant employed as a law enforcement officer.

2. The purpose of the background investigation is to find character traits that might prevent the applicant from becoming a successful law enforcement officer.

3. Candidates will be required to complete a release of information form prior to the background investigation being initiated.

4. Background investigations will include, at a minimum, verification of qualifying credentials, a thorough review of any criminal history record found, and verification of a minimum of three personal references.

5. Background investigations shall be conducted by members of the Texarkana Police Department, as assigned by the Chief of Police or his designee. All background investigations shall be coordinated through the Services Division and the Personnel and Recruiting Officer.

6. Because social media accounts have become so pervasive among the populous, and because the content on these social media sites has become a tool utilized by the court system to determine an officer's credibility during criminal prosecution cases, the Texarkana Police Department has an obligation to review accessible content that might be posted on an applicant's social media web page. For more information regarding social media policy and procedure, refer to *General Order 1109.04---Social Media*.

a. Although not all inclusive, the following is a list of the more popular social media sites located across the World Wide Web:

(1) Facebook (social networking site);

(2) My Space (social networking site);

(3) Twitter (microblogging site);

(4) Nixle (microblogging site);

(5) Flickr (photo & video sharing site); and

(6) You Tube (photo & video sharing site).

b. As part of the comprehensive background investigation, the Personnel and Training Officer shall conduct a search of the above social media sites utilizing the applicant's proper name—or other names the person might use to identify themselves—as the target name for the search. This process shall not involve techniques that violate existing law and shall apply in a uniform fashion to all applicants.

c. The material found on all social media pages shall be scrutinized to the same degree as any other information obtained through other outlets during the background investigation. Information found on the social media web site that falls into a category protected by law shall be excluded from the information used to determine an applicant's suitability for employment with the Agency. Some of this information includes the following:

(1) Information or material related to the disclosure and identification of the applicant's sexual orientation;

(2) Information or material related to the applicant's race or national origin;

(3) Information or material related to the applicant's religious beliefs and/or affiliation; and

(4) Information or material related to the applicant's gender.

6. Background investigations shall include a credit history of the candidate.

L. Applicant Review Board

1. A panel of officers—selected by the Chief of Police or his designee—shall comprise an oral review board whose purpose is to conduct oral interviews of all eligible candidates. The purpose of the oral interview phase is an attempt to assess the interpersonal skills of the candidate. Additionally, board members shall have access to the candidate's background investigation file and application package and will have the opportunity to discuss any areas of concern that may be relevant.

2. Prior to the interviews, the Personnel and Recruiting Officer shall prepare a synopsis that addresses the applicant's identified strengths and weaknesses. In addition, the Personnel and Recruiting Officer shall brief the board members regarding any special circumstances or other items of interest unique to the individual applicant.

3. All components of the oral review interview phase shall be conducted in compliance with applicable Civil Service Rules and Regulations. Those members of the Department serving on the oral review board shall evaluate the applicant's suitability to serve and perform as a Texarkana Police Officer. At the conclusion of the interview process, each board member shall indicate on their individual scoring sheet whether the applicant should remain in consideration for employment with the Agency.

4. As outlined and governed by Arkansas Statutory Law, the Chief of Police reserves the right—as the Chief Executive Officer of the Agency—to conduct a final interview and/or a secondary oral review board comprised by members of his Command Staff Officers on all applicants seeking employment.

M. As vacancies occur, persons whose names appear on the eligibility list are offered a written conditional offer of employment. The candidate has five (5) days to accept or decline the offer.

N. Once a candidate has accepted a conditional offer of employment, the candidate must submit to three additional examinations, in accordance with Civil Service Rules and Regulations.

1. A medical examination is conducted by a licensed physician, at the City's expense. The purpose of the medical examination is to certify that the candidate is in good health and is physically capable of performing the essential job functions of a police officer. A drug test is also administered during the physical examination. Failing this examination disqualifies the candidate from further consideration for appointment as a police officer.

2. A psychological examination is administered by a licensed health professional, at the City's expense. The purpose of the psychological examination is to determine the applicant's emotional stability. Failing this examination disqualifies the candidate from further consideration for appointment as a police officer.

3. A Polygraph Examination—administered by a trained and licensed examiner—will be administered to the applicant. Prior to either examination, and during the pre-test interview, the candidate will be apprised of the areas from which the polygraph questions originate. The results of this examination will not be considered as the single determinant of employment status; however, any admissions made to the examiner prior to the test, during the test and after the test—coupled with other information—may be considered to support decisions relevant to employment status.

O. Candidates who successfully pass the three examinations described in the preceding section are appointed to the position of patrol officer for the Texarkana Police Department. For the first twelve (12) months of employment, the officer shall serve in a probationary status. During this period, if not already certified, the officer will attend the basic training conducted at the Arkansas Law Enforcement Training Academy and continue within the Agency's Field Training Program.

IV. Physical Fitness and Agility Test

A. The Texarkana Police Department Physical Fitness and Agility Test will be governed by the criteria established within The Cooper Standards. All tests will be conducted by a Department trained Physical Fitness Instructor.

B. Because physical fitness relates to an individual's total physiological wellness, it involves the measurement of the following identified areas:

1. Muscular strength;

2. Cardiovascular endurance;

3. Muscle tone;

4. Heart action; and

5. Response to physical activity.

C. The Cooper Standards are derived from scientifically formulated and validated tests, information and other data through the Cooper Institute of Aerobic Research in Dallas, Texas. The Cooper Institute has administered thousands of standardized tests across the United States and compiled criteria based upon the age and gender of those tested.

D. The standardized and validated results of these tests are commonly referred to as "The Cooper Standards" and are utilized by fitness experts across the United States as a benchmark. These tests and resulting criterion have been validated to determine an individual's level of fitness.

E. Applicants submitting to this test must achieve a minimum score of forty percent (40%) before being allowed to continue into the third phase of the selection process.

F. Fitness Test Events

1. The Cooper Institute of Aerobic Fitness has identified six (6) separate tests which have been scientifically validated as being ideal for law enforcement physical fitness assessment.

a. **One and one-half mile run**

(1) A major component of physical fitness and overall wellness is **cardiovascular respiratory endurance**. The one and one-half mile run has been determined to be ideal in measuring this identified fitness component. The applicant will be required to cover the total distance running and/or walking as fast as he/she can.

b. **300 meter run (sprint)**

(1) Another important component of physical fitness and overall wellness is the measure of one's **anaerobic power**. The 300 meter sprint has been determined to be ideal in measuring this identified fitness component. The applicant will be required to cover the total distance running and/or walking as fast as he/she can.

c. **Bench Press**

(1) Another important component of physical fitness and overall wellness is the measure of one's **upper body muscular strength**. The bench press has been determined to be ideal in measuring this identified fitness component.

(2) The test will consist of pressing the maximum weight one time covering the full range of motion.

(a) The bar will begin with the arms fully extended and lowered a location in which both of the applicant's elbows are bent at a ninety (90) degree angle and pushed up until the arms are fully extended, elbows locked. The buttocks must stay in contact with the bench, and both feet must be flat on the floor.

(b) The applicant shall start off with a lower level of weight and progressively increase the resistance until the weight can no longer be lifted. The first two or three attempts should serve as warm-up lifts in preparation for a maximal lift on the fifth (5^{th}) or sixth (6^{th}) attempt. The applicant's score will be noted once the maximum amount has occurred or by the (6^{th}) attempt.

(c) The score for this test is the maximum number of pounds lifted in one repetition. The amount of weight needed to attain a Cooper percentage is determined by a ratio of weight pressed to body weight.

d. **Push-Ups**

(1) Another important component of physical fitness and overall wellness is the measure of one's **upper body muscular endurance**. Muscular endurance is defined as the ability to contract the muscle repeatedly over a specific period of time. The push-up test has been determined to be ideal in measuring this identified fitness component.

(2) To perform this test, the applicant starts in the up position and the hands are placed on the floor at shoulder width.

(a) The push-up consists of lowering the chest to within fist level of the floor and then extending the arms to full length while keeping the back and knees straight and rigid.

(b) Resting as needed will be done in the up position.

(c) The test is considered to be completed once the applicant no longer remains in the up position or when the applicant raises or lowers his / her back.

(d) Only those push-ups that are done in this manner will be counted.

e. **Bent-Knee Sit Ups**

(1) Another important component of physical fitness and overall wellness is the measure of one's **core body muscular endurance**. The bent-knee sit up test has been determined to be ideal in measuring this identified fitness component.

(a) The test is performed as the applicant lies on their back with both knees bent with their fingers interlaced behind their head.

(b) The applicant's feet will be held securely by either a partner or an instructor.

(c) By flexing the torso, touch elbows to knees and return to a full lying position, with shoulder blades touching the floor.

(d) The buttocks must stay in contact with the floor at all times.

(e) Resting as needed will be done in the sitting up position.

f. **Vertical Jump**

(1) Another important component of physical fitness and overall wellness is the measure of one's **explosive leg strength**. The vertical jump test has been determined to be ideal in measuring this identified fitness component.

(2) The applicant will complete the test by standing with a shoulder against the wall with one hand extended as high as he / she can with feet flat marking the highest point. The applicant will then jump as high as possible, marking the highest point on the chart provided. The score is the difference between the two markers. **One foot must remain in a stationary position until leaving the floor.**

(3) You may step back with the other foot prior to jumping. You may use your arms to assist in the jump.

G. Physical Fitness Assessment Scoring Matrices

1. Male Applicants

25% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18”	35	64	24	13:25	.90
30-39	18”	31	65	19	14:10	.81
40-49	14.5”	26	81	13	15:00	.74
50-59	13”	20	89	9.5	16:46	.66
60 +		16		7	19:10	.60

30% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18”	35	62.1	26	13:08	.93
30-39	18”	32	63	20	13:48	.83
40-49	14.5”	27	77	15	14:33	.76
50-59	13”	21	87	10	16:16	.68
60 +		17		8	18:39	.63

35% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	19”	37	60	27	12:53	.96
30-39	18.5”	33	61	21	13:25	.86
40-49	15”	28	74.8	16	14:10	.78
50-59	13.5”	22	85	11	15:53	.70
60 +		18		9	17:49	.65

40% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	20”	38	59	29	12:29	.99
30-39	18.6”	35	58.9	24	12:53	.88
40-49	15.5”	29	72	18	13:50	.80
50-59	13.5”	24	83.2	13	15:14	.71
60 +		19		10	17:19	.66

45% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	20”	39	57.5	31	12:11	1.03
30-39	19”	36	58	25	12:44	.90
40-49	16”	30	70	19	13:25	.82
50-59	14”	25	82.6	14	14:35	.73
60 +		19		12	16:46	.67

50% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	20.5”	40	56	33	11:58	1.06
30-39	19.5”	36	57	27	12:25	.93
40-49	16”	31	67.6	21	13:05	.84
50-59	14”	26	80	15	14:33	.75
60 +		20		15	16:19	.68

55% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	21”	41	55	35	11:34	1.10
30-39	20”	37	56	29	11:58	0.96
40-49	16.5”	32	66	22	12:53	0.86
50-59	14.5”	27	77.4	17	13:58	0.77
60 +		21		16	15:53	0.70

60% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	21.5”	42	54	37	11:27	1.14
30-39	20”	39	55	30	11:49	.98
40-49	17”	34	64	24	12:25	.88
50-59	15”	28	74	19	13:53	.79
60 +		22		18	15:20	.72

65% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	22”	44	53.5	39	11:09	1.18
30-39	20”	40	54	31	11:34	1.01
40-49	17”	35	62	25	11:58	.90
50-59	15.5”	30	72	20	13:25	.81
60 +		24		20	14:55	.74

70% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	22.5	45	52	41	10:49	1.22
30-39	21	41	53	34	11:09	1.04
40-49	18”	36	61	26	11:52	0.93
50-59	16”	31	70	21	12:53	0.84
60 +		26		21	14:33	.77

75% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	23”	46	51	44	10:34	1.26
30-39	21”	42	52	36	10:59	1.08
40-49	18”	37	60	29	11:32	.96
50-59	16.5”	33	68	24	12:37	.87
60 +		28		22	13:58	.79

80% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	24”	47	50.3	47	10:08	1.32
30-39	22”	43	51	39	10:38	1.12
40-49	19”	39	57	30	11:09	1.00
50-59	17”	35	66.4	25	12:08	.90
60 +		30		23	13:25	.82

85% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	25”	49	49	51	9:52	1.37
30-39	23”	45	50	41	10:14	1.17
40-49	19.5”	40	56	34	10:44	1.04
50-59	18”	36	63	28	11:45	.93
60 +		31		24	12:53	.84

90% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	25”	52	48	57	9:34	1.48
30-39	24”	48	49	46	9:52	1.24
40-49	20.3”	43	55	36	10:09	1.10
50-59	19.5”	39	61	30	11:09	.97
60 +		35		26	12:10	.89

95% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	26.5”	55	46	62	9:10	1.63
30-39	25”	51	46.1	52	9:31	1.35
40-49	22”	47	52	40	9:47	1.20
50-59	21”	43	58	39	10:27	1.05
60 +		39		28	11:20	.94

99% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	30.3”	>55	42.6	100	8:22	>1.63
30-39	28.4”	>51	42	86	8:49	>1.35
40-49	25.1”	>47	47	64	9:02	>1.20
50-59	22”	>43	52	51	9:31	>1.05
60 +		>39		39	10:09	>.94

2. **Female Applicants**

25% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13”	28	76	11	16:43	.53
30-39	11”	21	85.5	9	17:38	.49
40-49	8.5”	16	1.09.3	7	18:39	.45
50-59		11			20:55	.41
60 +		4			23:20	.39

30% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13.5”	30	75	13	15:56	.56
30-39	11.1”	22	82	9	16:46	.51
40-49	9”	17	106.7	7	18:26	.47
50-59		12		7	20:17	.42
60 +		4			22:34	.40

35% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13.9”	31	74.5	14	15:32	.58
30-39	12”	24	80.5	10	16:43	.52
40-49	9”	19	101.8	8	17:38	.48
50-59		12			19:43	.43
60 +		5			22:03	.41

40% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	14”	32	71	15	15:05	.59
30-39	12”	25	79	11	15:56	.53
40-49	9.6”	20	94	9	17:11	.50
50-59		14		9	19:10	.44
60 +		6			20:55	.43

45% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	14.3”	34	68.5	17	14:33	.63
30-39	12.4”	26	75.5	13	15:35	.55
40-49	10”	21	91.7	10	16:46	.51
50-59		16			18:39	.45
60 +		8			20:38	.44

50% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.2”	35	64	18	14:15	.65
30-39	12.5”	27	74	14	15:14	.57
40-49	10”	22	86.0	11	16:13	.52
50-59		17		11	18:05	.46
60 +		8		8	20:08	.45

55% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.5”	37	62.7	19	13:58	.68
30-39	13”	28	72	14	14:33	.58
40-49	11.1”	23	80.5	11	15:56	.53
50-59		19			17:38	.47
60 +		10			19:29	.46

60% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.9”	38	61	21	13:25	.70
30-39	13.2”	29	71	15	14:33	.60
40-49	11.5”	24	79	13	15:17	.54
50-59		20		13	17:19	.48
60 +		11			18:52	.47

65% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	16”	39	61	23	13:01	.72
30-39	14.3”	30	69.9	16	13:58	.62
40-49	11.6”	25	78.7	13	15:03	.55
50-59		21			16:46	.50
60 +		12			18:39	.48

70% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	16.3”	41	60	24	12:51	.74
30-39	14.9”	32	68	18	13:41	.63
40-49	12.3”	27	75.3	14	14:33	.57
50-59		22		14	16:26	.52
60 +		12			18:05	.51

75% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	17”	42	59.7	27	12:07	.77
30-39	15”	33	66.5	19	13:08	.65
40-49	12.7”	28	72	15	13:58	.60
50-59		22			15:47	.53
60 +		15			17:34	.53

80% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	17.7”	44	58.3	28	11:56	.80
30-39	15”	35	66	23	12:53	.70
40-49	13”	29	72	15	13:38	.62
50-59		24		15	15:14	.55
60 +		17			16:46	.54

85% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18”	45	58	33	11:34	.83
30-39	15.5”	38	63.5	26	12:23	.72
40-49	13”	32	68.2	17	13:14	.66
50-59		25			14:33	.57
60 +		20			16:22	.59

90% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18.1”	49	56	37	10:59	.90
30-39	16”	40	60	33	11:43	.76
40-49	13.3”	34	66	18	12:25	.71
50-59		29		18	13:58	.61
60 +		26			15:32	.64

95% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18.8”	51	54.3	42	10:20	1.01
30-39	16.9”	42	56.5	39.5	11:08	.82
40-49	13.5”	38	65	20	11:35	.77
50-59		30			13:16	.68
60 +		28			14:28	.72

99% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	19”	+51	54	53	9:23	+1.01
30-39	18”	+42	55	48	9:52	+.82
40-49	13.5+	+38	65	23	10:09	+.77
50-59		+30			11:34	+.68
60 +		+28			12:25	+.72

V. Recruit Officer Mentoring Program

A. Purpose

1. The purpose of this mentoring program is to give recruit officers an opportunity to connect with the selected senior officers in an effort to develop positive, long-lasting relationships within the Texarkana Police Department as well as the community in which we serve.

2. This mentoring program is designed to assist new hire officers in developing relationships with current officers, learn about the life of police officers outside of work, establish a good understanding of the traditions of the Texarkana Police Department and form a solid understanding of the city and community in which he/she will work.
3. The program will essentially strive to provide the best possible life experience for the newly hired police officer while instilling within the officer a sense of brotherhood-of-family and camaraderie, qualities necessary for the functional operation of our police department.

B. Procedures

1. Upon confirmation of employment as a commissioned police officer, a newly hired officer will be assigned to the mentoring program at the direction of the Personnel and Training Officer who will act as the Mentor Program’s Coordinator.

   a. This program will benefit the newly hired police officer by allowing them to have someone connected to the department to reach out to for questions about the community, departmental policy, questions about General Orders and to give direction should the new hire seek assistance from the mentor.

2. Volunteer Senior Officer (VSO) Selection Process

   a. As the needs for additional VSO unfold, the Mentor Program Coordinator will send letter agency-wide requesting that each commissioned officer having a desire to become a VSO submit a letter of request through his/her chain-of-command to the Mentor Program Director.

b. All letters of request must be accompanied with a written recommendation from his/her supervisor which should include specific information related to the candidate's suitability for the position as well as information that supports the candidate's desire to make a positive difference in the life of the new police officer.

c. Following the receipt of the candidate's letter of request and the supervisor's recommendation letter, the Mentor Program Coordinator and the Chief of Police will select which of the applicants will be appointed as VSO's. Additional selection criteria will include the following information:

(1) Successful VSO's must have 3 previous years of police experience; and

(2) Successful VSO's must not have any received any disciplinary infractions within the previous 12 months of appointment as a VSO.

3. Volunteer Senior Officer (VSO) Duties and Responsibilities

a. VSO's assigned to this program will be available to answer simple common questions, provide direction whenever necessary, maintain a familiarity with the new officer's general welfare and develop a friendship to assist the new hire officer in feeling comfortable with the agency and the city.

b. The VSO will donate his or her time on-duty and off-duty as they deem necessary to carry out the overall goals of this program.

c. VSO's assigned to this program will not supervise or be a field training officer and will not act in that capacity while assigned to the new hire during the first year of probation. Any questions or comments by the new hires involving training issues or problems that are FTO related will be directed to the assigned field training officer or training supervisor.

d. Specific examples of mentoring duties include the following the following:

(1) Answering questions about the job and the department;

(2) Giving direction in the community and assisting new hires in learning Texarkana and the surrounding areas for restaurants, shopping areas, etc.;

(3) Discuss officer etiquette and conduct of officers on duty and off duty;

(4) Discuss the new officer's role within in the agency and proper steps for advancement;

(5) Discuss the new officer's commitment to their newly chosen career field and what is expected; and

(6) Discuss the new officer's participation in community events such as P.R.I.D.E., Shop with a Cop, Cops and Kids Pizza, meetings at the club house and the purpose of the club house.

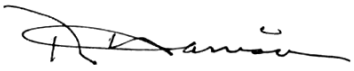
e. VSO's will operate within the program with the understanding that all communication with the newly hired officer will remain confidential unless the information is related to a subject matter that is a violation of the law, department policy, or information that raises concerns regarding one's safety.

4. Mentor Program Coordinator Implementation Duties

   a. The coordinator will be responsible to prepare proper notifications addressed to all newly hired police officers welcoming them to the police department and explaining the program.

   b. The coordinator will be responsible to analyze each newly hired police officer with respect to his or her personality and other trait factors and pair the newly hired officer with a VSO who best integrates with the new officer's personality. The coordinator must also prepare a proper notification to all VSO's with respect to his or her new mentoring assignment / pairing with a newly hired police officer.

TEXARKANA ARKANSAS POLICE DEPARTMENT
POLICIES AND PROCEDURES

SUBJECT	Departmental Awards Program		
NUMBER	1104.02	EFFECTIVE DATE	November 15, 2008
SCHEDULED REVIEW	April 01, 2016	ISSUE DATE	November 15, 2008
DATE REVIEWED	March 17, 2014	REVISION DATE	March 28, 2012
APPROVED BY		*Reserved for Expansion*	

I. Purpose and Scope

A. The purpose of the Departmental Awards Program is to recognize employees or civilians who demonstrate heroic or meritorious acts while serving as a member of the Texarkana Arkansas Police Department.

B. All members of the Texarkana Arkansas Police Department are eligible for consideration for the awards described in this policy.

C. This policy establishes criteria required for the various awards described in this policy.

II. Policy

A. It is the policy of the Texarkana Arkansas Police Department to offer awards to its employees or civilians in recognition of their performance of acts of valor, for bravery, exceptional service, life saving acts or attempts, superior achievements and other achievements as described below.

III. Recommendation for Award

A. Recommendations for awards may be initiated by any employee and shall be in writing. The memorandum shall describe the specific circumstances of the event that causes the employee to believe an award is appropriate. The nominator shall also specify the type of award that he or she believes should be conferred.

B. The memorandum containing the nomination should be directed to the attention of the Chief of Police.

IIII. RESPONSIBILITY OF THE AWARDS COMMITTEE

A. The Awards Committee will investigate the merits of a request for a service bar or qualification for a specific award and make recommendations regarding the approval or denial of a service bar or specific award to the Chief of Police. The Chief of Police or his designee will make the final decision on the issuance of the service bar or certificate. The Meritorious Conduct Awards Committee reviews and makes recommendation for selection of the Officer of the Quarter and the Officer of the Year recipient.

B. The Awards Committee is made up of officers from each of the police department divisions:

- A police supervisor holding the rank of sergeant or lieutenant serves as chairman.
- Two officers from the Patrol Division.
- One officer from Services Division.
- One officer from the Criminal Investigation Division.

C. The Public Information Officer will be notified and attend all meetings of the Meritorious Awards Committee.

IV. TYPES OF SERVICE BARS & CERTIFICATES

A. The following service bars and certificates will be issued by the Department for meritorious conduct in the line of duty. The awards are as follows:

1. POLICE MEDAL OF HONOR

(a) Order of Precedence: The highest award of the Department.

(b) Award Criteria: To be awarded to a police officer who voluntarily distinguishes himself 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 personal safety, and acted above and beyond the call of duty at the risk of his life.

(c) The term "above and beyond the call of duty" in the qualifications for this medal disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

2. POLICE CROSS

(a) Order of Precedence: Ranked next in prominence to the Medal of Honor.

(b) Award Criteria**:** To be awarded where an officer lost his 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.

3. POLICE MEDAL OF VALOR

(a) Order of Precedence: Ranked next in prominence to the Police Cross.

(b) Award Criteria: To be awarded for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.

(c) The term "voluntary course of action" in the qualifications for this medal disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

4. **DISTINGUISHED SERVICE MEDAL**

(a) Order of Precedence: Ranked next in prominence to the Police Medal of Valor Bar.

(b) Award Criteria: To be awarded for exceptional law enforcement career service involving exemplary performance of duty while in police service or for being disabled in the line of duty. The Chief of Police determines if this conduct decoration will be awarded. For the award of this conduct decoration for police service, a 3/16" gold star representing each 5 years of service will be mounted on the ribbon bar and medal ribbon to signify the number of honorable years of service. If space is a determining/limiting factor on the ribbon bar or medal ribbon, a 3/16" Silver Star will be utilized to signify 20 years of honorable service.

(c) May be awarded to an officer for distinguished law enforcement service and/or at a duty of greater responsibility, the duty reflecting excellence in such performance and advancing the goals of the Texarkana Arkansas Police Department, distinguishing himself and the Department in carrying out such performance. May be awarded to an officer who is injured and disabled and is therefore required to retire due to such injury

5. **MERITORIOUS CONDUCT BAR**

(a) Order of Precedence: Ranked next in prominence to the Police Medal of Valor and the Distinguished Service Medal

(b) Award Criteria: To be awarded for a heroic deed or exceptional meritorious conduct involving exemplary courage, risk, and danger to personal safety.

(c) May be awarded to an officer for meritorious service in a duty of greater responsibility, the duty reflecting excellence in such performance, distinguishing himself and the Department in carrying out such performance.

6. **POLICE COMMENDATION BAR**

(a) Order of Precedence: Ranked next in prominence to the Meritorious Conduct Bar.

(b) Award Criteria**:** To be awarded to an officer for outstanding performance involving great risk to his personal safety while performing his duty or; May be awarded to any police officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions being made in a higher professional degree of accomplishment.

(c) The Police Commendation Bar may be awarded to any officer upon recommendation of his supervisor and approval of the Chief of Police.

7. **LIFE SAVING BAR**

(a) Order of Precedence**:** Ranked next in prominence to the Police Commendation Bar.

(b) Award Criteria: To be awarded to any officer for the saving of a human life. This award is intended for all officers directly responsible for the saving of a human life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.

(c) The award may also be made where evidence indicates that actions by the officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later date.

(d) May be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.

8. **POLICE SHIELD**

(a) Order of Precedence**:** Ranked next in prominence to the Life Saving Bar.

(b) Award Criteria**:** To be awarded to any police officer, or other employee of this Department, who is seriously injured in the line of duty due to assault.

(c) May be awarded to any police officer, or other employee of the Department, who is seriously injured in the line of duty as a result of fire, explosion, 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) Falls on ice, motor vehicle accidents and the like, will not be considered unless the evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

9. **CERTIFICATE OF MERIT**

(a) Order of Precedence: Ranked next in prominence to the Police Shield Bar.

(b) Award Criteria**:** For excellence in police work. 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.

(c) May be awarded to civilian 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. When awarded to civilians, it is done in the form of a certificate.

(d) 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 Texarkana, Arkansas Police Department as a certificate.

(e) Under no circumstances will the Certificate of Merit be awarded in conjunction with another award for the same service or deed.

10. **COMMUNITY SERVICE BAR**

(a) Order of Precedence**:** Ranked next in prominence to the Certificate of Merit Bar.

(b) Award Criteria**:** To be presented to members of the Department, civilian and sworn, who bring favorable recognition to the Department through their involvement in civic affairs

while acting in the capacity as a member and representative of the Texarkana, Arkansas Police Department.

11. **OFFICER OF YEAR AWARD**

(a) Order of Precedence**:** Ranked next in prominence to the Community Achievement Bar.

(b) Award Criteria**:** The Officer of the Year will be selected from the previous four Officer of the Quarter recipients.

(c) The Meritorious Conduct Awards Committee will make the selection by majority vote.

(d) This selection will be made prior to the annual luncheon sponsored by a local service club.

12. **OFFICER OF THE QUARTER**

(a) Order of Precedence: Ranked next in prominence to the Officer of the Year Bar.

(b) Award Criteria**:** Officers who perform an outstanding feat or dedication to duty and service may also be considered.

(c) The Officer of the Quarter will be selected by a majority vote of the Meritorious Conduct Awards Committee. Recommendations for this award will be submitted through the chain of command to the Chief of Police. Officers are permitted to recommend an officer of equal or higher rank through their chain of command.

(d) Supervisors are expected to recognize those subordinates, who are performing their duties in an above average manner by recommending them for this award.

(e) The recipient of the Officer of the Quarter Award will be presented with a certificate, a plaque and a miniature tie tack badge by the Chief of Police.

13. **EDUCATIONAL ACHIEVEMENT**

(a) Order of Precedence: Ranked next in prominence to the Officer of the Quarter Bar.

(b) Award Criteria: Officers must hold a Bachelor of Arts/Science Degree.

14. **SENIOR CERTIFICATION**

(a) Order of Precedence: Ranked next in prominence to the Educational Achievement Bar.

(b) Award Criteria: Officers must hold Senior Certification from the Commission on Law Enforcement Standards & Training.

15. **FBI/NA ACHIEVEMENT**

(a) Order of Precedence: Ranked next in prominence to the Senior Certification Bar.

(b) Award Criteria: Successful completion of the Federal Bureau of Investigation's National Academy.

16. **SWAT TEAM MEMBER**

(a) Order of Precedence: Ranked next in prominence to the FBI/NA Achievement Bar.

(b) Award Criteria: Assignment to Metro SWAT Team.

(c) The SWAT Team Service Bar is retained after a member has completed a tour of duty in this specialized assignment of at least one year.

17. **FIELD TRAINING SERGEANT**

(a) Order of Precedence: Ranked next in prominence to the SWAT Team Bar.

(b) Award Criteria: Assignment as Field Training Officer Supervisor.

(c) The Sergeant FTO Service Bar is retained after the supervisor has completed this specialized assignment.

18. **FIELD TRAINING OFFICER**

(a) Order of Precedence: Ranked next in prominence to the SWAT Team Bar. If the officer has been trained as an FTO and then promoted to Sergeant, it is ranked next in prominence to the Sergeant FTO Service Bar.

(b) Award Criteria: Completion of 32 hour CLEST approved certified field training officer course and assignment as a field training officer.

(c) The FTO Service Bar is retained after a member has been assigned as a field training officer and transferred or promoted to the next higher rank.

19. **ACHIEVEMENT OF EXCELLENCE**

(a) To be awarded to an officer or a civilian employee for his/her duty performance of a law enforcement function reflecting a true sense of excellence. The officer/employee's performance must advance the Department's law enforcement mission and positively affect the Department's professional standing among our community. This award is not issued with a service bar. This certificate will not be awarded in conjunction with another award for the same performance or deed.

20. **PHYSICAL FITNESS ACHIEVEMENT AWARD**

(a) Order of Precedence: Ranked next in prominence to the Field Training Officer Bar.

(b) Award Criteria—Will be accompanied with a certificate that documents this individual achievement.

(1) The Physical Fitness service bar without the stars is awarded to those officers who score within the seventy-fifth (75%) percentile or higher on all of the events during both physical fitness assessments given yearly.

(2) The Physical Fitness service bar containing the stars is awarded to the officer who receives the Top Cop award. For more information regarding the Top Cop competition, refer to *General Order 1104.04---Physical Fitness and Wellness Program*.

21. **HONOR GUARD**

(a) Order of Precedence: Ranked next in prominence to the Physical Fitness Achievement Award.

(b) Award Criteria: Assignment to the Texarkana Police Honor Guard.

(c) The Honor Guard Service Bar is retained after a member has been assigned to this specialized unit.

21. **SAFE DRIVING AWARD**

(a) Order of Precedence: Ranked next in prominence to the Honor Guard Service Bar.

(b) Award Criteria**:** All members of the Department who are currently, or have been, assigned to a position which required driving department vehicles as part of the daily function of the position, are eligible for this award. An employee may be assigned a position wherein he does not actually drive a department vehicle each day, yet his responsibilities will require frequent use of a department vehicle during the period of assignment as directed by his supervisor or commanding officer. In such instances, the assignment will not render the employee ineligible to accumulate time toward this award.

(c) This award is based upon a five year increment. No previously issued Safe Driving Award Service Bar will be returned. When an employee has been charged with an accident, the day following the accident a new increment begins.

(d) Records of each employee's driving record will be maintained by the Services Division. When an employee becomes eligible for a Safe Driving Award, the award will be forwarded to the Chief of Police for presentation.

22. **YEARS OF SERVICE AWARDS**

(a) Order of Precedence: Ranked next in prominence to the Safe Driving Award Service Bar.

(b) Award Criteria: The police department issues a service bar in the following increments:

(1) Five years of service

(2) Ten years of service

(3) Fifteen years of service

(4) Twenty years of service

(5) Twenty-five years of service

(6) Thirty years of service

(c) Officers will wear the most current service bar issued to them on each five year anniversary date. The old bar is surrendered when the new service bar is issued.

23. **PERFECT ATTENDANCE AWARD**

(a) Award Criteria**:** The Perfect Attendance Award will be awarded to all sworn and civilian employees of the Police Department who distinguish themselves by perfect attendance each year. The calendar year for attendance is January 1 through December 31 of each year.

(b) This award is based on one year increments. For multiple year awards, the years are to be consecutive. To receive a one year award, an employee must complete one year without taking any sick leave. To receive a two year award, an employee must have two consecutive years without taking any sick leave, etc. No previously issued award will be canceled.

(c) Any break in service or leave without pay will require the employee to begin a new increment.

(d) Records of each sworn employee's sick leave will be maintained by the payroll clerk. Each year, in February, the sworn employee's previous time cards will be reviewed for eligibility. A sworn employee meeting the qualifications at any point during the preceding year will be eligible. When a sworn employee becomes eligible for a Perfect Attendance Award, the award will be forwarded to the Chief of Police for presentation. This same procedure will be performed for civilian employees.

24. **CITIZEN'S CERTIFICATE OF MERIT**

(a) Award Criteria**:** All persons are eligible for this award whose actions exemplify excellence in performance of civic responsibilities, show unselfish devotion to their fellow man and the community in which they live, or whose actions bring honor to the City.

(b) Any officer, who has knowledge of an incident involving a meritorious act by a citizen will submit, through channels to his Division Commander, a recommendation that the Citizen's Certificate of Merit be awarded. The Division Commander will then forward the report to the Meritorious Awards Committee for a review and determination if such award is to be made.

(c) The Public Information Officer will, at the direction of the Chief of Police:

(1) Determine whether the citizen is willing to accept the award.

(2) Determine if the citizen prefers to accept it publicly or privately.

(3) Arrange with the Chief of Police and the recipient a suitable time for the presentation ceremony. This will usually be done in conjunction with regular quarterly award ceremonies.

25. **QUALIFICATION LEVELS FOR FIREARMS TRAINING**

(a) Proficiency in firearms in law enforcement is a requirement. Excellence in the marksmanship is an area all officers should strive for to further enhance their ability to protect and serve the public. Officers are required to maintain a proficiency level of 80% to carry a firearm. Officers in SWAT are required to qualify at a proficiency level of 90% on weapons assigned to them.

(b) The following qualification levels are recognized by the department when an officer has met the marksmanship standards. Firearms scores are maintained in the officer's training file.

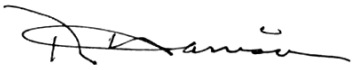
- **EXPERT MARKSMANSHIP**

  The recognition award will be noted in the training files of any officer who distinguish themselves as outstanding marksmen by obtaining a firearms proficiency score of 90% during their scheduled firearms training and proficiency qualifications. The qualification course must be a CLEST recognized law enforcement firearms qualification course.

- **DISTINGUISHED EXPERT**

  The recognition award will be noted in the training files of any officer who distinguish themselves as superior marksmen by obtaining a firearms proficiency score of 98% during their scheduled firearms training and proficiency qualifications. The qualification course must be a CLEST recognized law enforcement firearms qualification course.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Disciplinary Process		
NUMBER	1104.03	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	December 08, 2010
Date Reviewed	March 17, 2014	REVISION DATE	June 17, 2011
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department is committed to excellence. A portion of this commitment rests with the Department's ability to investigate and resolve in a fair and impartial manner those complaints received regarding members of the Agency or the Agency's operations. This policy is intended to inform all employees and the public of Department procedures for accepting, processing and investigating complaints concerning allegations of employee misconduct.

II. Policy

A. It shall be the policy of the Texarkana Police Department to provide for the fair and effective discipline of all of its members while relying upon both positive and negative disciplinary measures as well as developing and maintaining a progressive disciplinary process.

B. The Texarkana Police Department will accept and investigate—in a fair, consistent and impartial manner—all complaints concerning employee conduct in order to determine the validity of the allegations received and subsequently impose justifiable disciplinary action in a timely and consistent manner. All employees of the Department shall recognize and adhere to the information contained within this policy.

III. Definitions

A. Public Complaint Package

- Information packages containing complaint forms, information on the complaint procedures used by the Agency and subsequent actions the public can expect from the Department in response to their complaint.

B. Summary Action

- Disciplinary action taken by an employee's supervisor or commander for lesser violations of agency rules, policies or procedures as defined by the Agency. Summary actions are the lowest level of disciplinary action and are generally handled by first line supervisors.

C. Administrative Leave or Administrative Duty

- The Chief of Police or designee may place an employee who is the subject of an Internal Affairs Investigation on administrative leave—or administrative duty—during the period in

which the investigation is being conducted. An employee on administrative leave will be ordered to remain at a specified location—usually at their home—during regular business hours, unless otherwise directed by competent authority. An employee on administrative duty will perform non-enforcement assignments.

IV. Procedure

A. Basis for Discipline

1. Employees are subject to discipline for violations of established law, Agency policies, rules or regulations.

2. All disciplinary action levied under this policy shall remain subject to and in accordance with applicable Arkansas state law, local ordinances and administrative rulings.

3. Employees who withhold information from, obstruct or fail to cooperate with internal investigations—or those who fail to report known misconduct of other employees—are subject to disciplinary action in addition to any other disciplinary action that may result from the investigation.

B. Prevention of Employee Misconduct

1. Every employee of this Agency has a personal responsibility for, and will be held strictly accountable for, adherence to the Department's standards of conduct, rules, policies and procedures.

2. This Department has the responsibility for—and will provide to each employee—sufficient and proper training, supervision and policy guidance necessary to ensure all employees are apprised of the demands and requirements of this Agency regarding personal conduct, duties and responsibilities.

3. This agency shall take all reasonable measures to ensure that employees are only assigned and tasked with the duties and responsibilities in which they have the requisite knowledge, skills, abilities and training.

4. The primary responsibility for maintaining and reinforcing employee conformance to Departmental standards of conduct shall rest with its employees and first-line supervisors.

5. **Supervisors' Responsibilities:**

   a. Supervisors of the Department shall familiarize themselves with the employees placed within their charge and closely observe their general conduct and appearance on a daily basis.

   b. Supervisors of the Department should remain alert to indications of behavioral problems or changes that may affect an employee's normal job performance and document such information whenever deemed relevant.

   c. Whenever a supervisor perceives an employee may be having or creating problems, the supervisor should assess the situation and determine the most appropriate action. If that supervisor determines that the immediate removal of the employee from duty is necessary and appropriate, such removal is authorized until the next business day. The Division Commander should be notified of the action as soon as practical.

d. A supervisor may recommend additional training to refresh and/or reinforce an employee's skills, abilities or understanding of Agency policy, rules and regulations.

e. Counseling may be used by an Agency supervisor to determine the extent of any personal or duty-related problems that may be affecting performance and to facilitate assistance and guidance.

f. The supervisor shall document all instances of counseling or additional training used to modify an employee's behavior.

C. **Accepting and Filing of Complaints**

1. Public complaint packages shall be made available to the public through police personnel at pre-designated public facilities. These complaint packets can be obtained from the receptionist.

2. Complaints may be received by supervisors of this Agency either in person, over the telephone, or in writing. Complaints against any employee of the Department must be made no more than sixty (60) days after the alleged incident occurred.

   a. The sixty (60) day time period does not apply to those complaints that involve an alleged criminal violation or for those instances in which the complainant can demonstrate justifiable reasoning for not bringing the complaint forward within the specified time frame.

3. Complaints should only be accepted from those having first hand knowledge of the alleged incident.

4. Anonymous complaints will be investigated only under the specific direction of the Chief of Police. If the investigating officer determines—through a preliminary investigation—the violation has occurred, then that investigating officer will file the official complaint and assume the role as the complainant.

5. Department employees shall provide assistance to those who express a desire in lodging complaints against any employee(s) of this Agency. Although not inclusive, providing assistance includes the following:

   a. Calling a supervisor to the scene to document the complaint;

   b. Explaining the Department's complaint procedures;

   c. Providing referrals to individuals and/or locations where such complaints can be made in person; or

   d. Explaining alternative means for lodging complaints, such as by phone, email or standard mail.

D. **Investigation of Public Complaints—Department Supervisor's Responsibilities**

1. Supervisory personnel shall initiate a preliminary inquiry in order to determine if sufficient evidence needed to support an administrative investigation exists.

   a. If the inquiry finds that Agency policy and procedures have been followed, the supervisor will explain to the complainant the investigative steps that were taken by the Department while providing the findings and conclusions of the investigation.

If appropriate, the supervisor may explain Agency procedures in an effort to determine if a misunderstanding of Departmental policies and/or procedures may have precipitated the complaint.

b. The complainant shall receive a copy of the complaint as lodged with the Agency and shall be asked to verify by signature if the complaint is a complete and accurate account of the alleged incident. If the complainant elects not to sign, this fact shall be documented. After a review of the complaint, the investigation may proceed with the approval of the Chief of Police.

c. The written complaint—along with any additional information—will be documented and copies forwarded to Internal Affairs and the appropriate Division Commander.

2. If the supervisor's preliminary inquiry identifies grounds that may support disciplinary action, the supervisor shall cause further investigation of the complaint and shall notify the Internal Affairs Section of this action.

a. Internal Affairs may assume concurrent or sole authority for the investigation at any point in the investigation upon notification of the subject employee's supervisor and/or commander.

b. Should an investigation at any time reveal evidence of criminal conduct, all available information shall be forwarded to the Chief of Police and to Internal Affairs as soon as possible.

E. **Investigation of Public Complaints—Internal Affairs Responsibility**

1. The Internal Affairs Investigator carries the primary responsibility for review and investigation of all complains against employees, whether such complaints are initiated by the public or by a member of the Department.

2. The Internal Affairs Investigator may assume primary responsibility for a supervisor's compliant investigation at any stage within the investigative process upon notification of the investigating supervisor.

a. Under the direction of the Chief of Police or his designee, the Internal Affairs Investigator may also initiate an investigation of alleged employee misconduct with or without the receipt of a formal complaint.

3. The Internal Affairs Investigator shall have the following additional responsibilities:

a. The responsibility of maintaining a complaint log;

b. The responsibility of maintaining a central file containing complaints within a secured area and in further conformance to records retention requirements mandated by state law;

c. The responsibility of conducting a regular audit of complaints in an effort to discern the need for changes in training or Department policy;

d. The responsibility of maintaining statistical and related information needed to identify trends involving complaints of excessive force and abuse of authority;

e. The responsibility to monitor complaints levied against individual employees in an effort to assist in employee risk analysis; and

f. The responsibility to provide the Chief of Police with an annual summary of complaints against employees and final dispositions that may be made available to the public or otherwise used at the discretion of the Chief of Police.

F. **Investigative Interviews and Procedures**

1. Prior to being interviewed, the subject employee of the investigation shall be advised of the nature of the complaint.

2. Unless the seriousness of the investigation is such an immediate interview is necessary, all interviews will be conducted while the employee is on duty.

3. During all interviews conducted by Internal Affairs, there shall be one supervisor designated as the primary interviewer.

4. The complete interview shall be recorded. The recording will indicate the time at which breaks are taken during the interview, who requested the break and the time at which the interview resumed.

5. In conformance to the mandates dictated by the Garrity court decision, the affected employee shall be given the following admonitions:

   a. *" You are being questioned as part of an official Internal Affairs administrative investigation authorized by the Chief of Police "*;

   b. **"** *You will be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for office "*;

   c. **"** *You are entitled to all the rights and privileges guaranteed by the Constitution of the State of Arkansas and the Constitution of the United States "*;

   d. **"** *If you refuse to testify or to answer the questions relating to the performance of your official duties or fitness for office, you will be subject to Department charges which could result in your dismissal from the Police Department "*; and

   e. "*If you do answer these questions, neither your statement nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceedings; however, these statements may be used against you in relation to subsequent Department charges "*.

6. **Rules Governing Representation During Investigative Interviews**

   a. Employees who find themselves the subject of an internal administrative investigation may have an attorney or supervisor representative accompany them during any investigative interview as long as the chosen representative is not in any manner involved with the incident or circumstances surrounding the investigation.

   b. The chosen representative's role during any investigative interview shall primarily be that of an observer. The affected employee is responsible for his/her representative and should instruct the representative not to interfere in the interview.

   c. The chosen representative may be permitted to make a brief statement at the conclusion of the interview if so requested.

7. **Rules Governing Examinations and Searches During Internal Investigations**

a. The Department may direct the affected employee to submit to a breath, blood, urine, psychological, polygraph, medical examination or any other examination not prohibited by law and deemed appropriate if the examination is determined pertinent to the investigation.

b. An on-duty supervisor may direct an employee to submit to a breath, blood or urine test when there is reasonable suspicion to believe alcohol/and or drug usage is a suspected factor directly related to the allegations of misconduct.

c. An employee can be required to participate in a lineup if the lineup is used solely for administrative purposes.

d. Property belonging to the Texarkana Police Department is subject to inspection for investigative purposes.

8. **Internal Investigations and Dispositions of Administrative Charges**

a. The primary authority of the internal investigation (ie affected employee's supervisor, Division Commander or Internal Affairs) shall review the complaint report and investigative findings once the investigation is deemed complete. In accordance with the following sections, the investigative authority will generate a report of findings memorandum and provide a disposition recommendation for each charge:

- **Sustained:** Evidence is sufficient to prove allegations.
- **Not Sustained:** Evidence is insufficient to either prove or disprove the allegations.
- **Exonerated:** The incident occurred but was lawful / in accordance with Department rules, regulations, policies or procedures.
- **Unfounded:** The allegation was determined to be false, not factual or the employee was determined not to be involved.
- **Policy and Procedure:** The nature of the investigation was based solely upon a complainant's objection or criticism towards Department policy or procedure and not against an individual employee.
- **Incomplete Investigation:** The investigation could not be thoroughly or properly investigated. Reasons surrounding the incomplete status may be tied to a lack of cooperation by the complainant and/or witnesses, or the available physical evidence or statements received from witnesses are insufficient to adjudicate the complaint.

b. All applicable findings and recommendations which result from disciplinary investigations shall be forwarded to the Chief of Police through the chain-of-command for information, review and comment.

c. The Chief of Police will review the disciplinary action—along with all supporting documentation—and may either accept the findings and recommendations, or the Chief of Police may remand the disciplinary case for additional investigation.

d. If the investigation is classified as sustained, then the Chief of Police—or his designee—will determine whether formal administrative charges will be initiated. If administrative charges are filed, the Chief of Police—or his designee—will direct the generation of a formal charging document which shall be endorsed by the affected employee's supervisor and Division Commander and served on the affected employee. The elements within the formal charging document will contain and/or provide for the following:

(1) The nature of the charges;

(2) A copy of the investigative file; and

(3) Will provide for a reasonable time frame necessary to allow the employee an opportunity to respond to the charges either in a written or an oral format.

e. Employees who desire an opportunity to be heard on the proposed charges may request a hearing. All such requests will be forwarded to the Chief of Police—or his designee—within a three (3) day period following the affected employee's receipt of the formal charging document.

f. Following a hearing—or after receiving the affected employee's written response—the Chief of Police shall determine an appropriate disposition of the charges, or the Chief of Police may remand the disciplinary case for further investigation or related actions.

g. The employee may appeal the proposed charges in accordance with established law, ordinance or Departmental / governing jurisdiction procedure.

h. The disposition shall be returned from the Chief of Police to the appropriate Division Commander who shall direct the employee's supervisor to initiate the disciplinary action so required.

i. Following the initiation of the disciplinary action, the supervisor shall notify the Division Commander and Internal Affairs when the required disciplinary actions have been levied. The affected employee will be provided with a written copy of the disposition.

j. Disciplinary cases in which the findings do not support the charges, the Division Commander shall forward the complaint—along with all supporting documentation—to Internal Affairs for reporting and accounting purposes. The employee will be provided with a copy as well.

k. Following the final disposition of the complaint, the Chief of Police—or his designee—shall send a formal letter that explains the final disposition to the person who initiated the complaint.

l. Unless a waiver is granted by the Chief of Police or his designee, and whenever reasonably possible, the investigation of complaints should be completed within a forty-five (45) day period that initiates the day the complaint is received.

G. Incidents Involving Commissioned Personnel

1. All incidents involving the possibility of criminal activity on the part of commissioned personnel (disturbances, family violence, etc), will be investigated and documented by supervisory personnel. Copies of all reports will be prepared for review by the officer's immediate supervisor, Division Commander and the Chief of Police.

V. Disciplinary Actions

A. Progressive Discipline

1. The Texarkana Police Department subscribes to the theory of progressive discipline, meaning each subsequent incident of a similar nature would normally justify a more severe disciplinary action on the part of the Department. The Chief of Police may circumvent all formal disciplinary procedures and render an immediate remedy when he deems it necessary to preserve the integrity of the Department.

B. Summary Action

1. Summary action my be taken by supervisory personnel for lesser violations of Department rules, regulations, policies or procedures after approval for such action is received from the appropriate Division Commander.

2. All summary actions shall be documented and copies of the charges and their applicable dispositions provided to the affected employee, Internal Affairs and incorporated within the employee's personnel file.

C. Counseling

1. A Department Supervisor may counsel an employee for a minor infraction of Department rules, regulations, policies or procedures. The affected employee may also be counseled for inadequate or ineffective performances of duty or for an attitude / bearing that is deemed contrary to the guidelines established by the Department.

2. Each incident of counseling will be documented by the supervisor in a memorandum to the affected employee. All such memorandums will also be forwarded to the employee's Division Commander and Internal Affairs for filing.

3. A copy of the memorandum of counseling shall be placed within the affected employee's personnel file where it will remain for a minimum of three (3) years. After the expiration of a three-year period following the memorandum of counseling, if there are no additional violations similar in nature, the memorandum of counseling will be removed from the employee's personnel file.

    a. Each employee's personnel file will be reviewed in January of each year to determine if there are any memorandums of counseling eligible for removal. Final removal of any memorandum from any personnel file shall require the approval of the Services Division Commander.

4. Disciplinary action taken under this section will not bar a recommendation for increased levels of disciplinary action whenever deemed appropriate by higher authority.

D. Written Reprimands

1. A command-level supervisor—or his designee—may issue a written reprimand for more serious violations of Department rules, regulations, policies or procedures. Written reprimands may also be used to address subsequent violations which were previously adjudicated by lesser forms of discipline.

2. The Written letter of reprimand shall contain a brief description of the incident and/or circumstances and language tailored to the specific Department rule, regulation, policy or procedure the affected employee violated.

3. All written reprimands addressed to Department commissioned employees shall contain the following language:

   - **"** *A copy of this reprimand will be placed permanently within your personnel file in the office of the Chief of Police "*;
   - " *Any further violations by you of the City Personnel Policies or Department Rules and Regulations issued by the Chief of Police will result in the appropriate penalty for such violation and may result in more severe disciplinary action "*; and
   - " *If you desire to appeal this written reprimand, you must request a hearing before the Chief of Police within ten (10) days of your receipt of the reprimand. Otherwise, this written reprimand will become final "*.

E. **Suspension from Duty**

1. The Chief of Police or Division Commander may suspend an employee with or without pay for any length of time up to thirty (30) days for serious violations of Department rules, regulations, policies or procedures.

2. Any employee who is placed within a suspended status shall be provided written notice from his/her Division Commander that provides for and otherwise explains the justification of the action as well as language that includes his/her right to appeal the action.

   a. If the affected employee disagrees with the suspension, the initial step in the employee's appeal process initiates with a request for a meeting with the Chief of Police within three (3) days following the employee's receipt of the notification of suspension.

      (1) In accordance with A.C.A. § 14-51-308, if the suspension is for two (2) days or less, the appeal process ends and the decision made by the Chief of Police is final.

   b. If the affected employee has reason to believe the suspension is not justified despite the Chief of Police's upholding of the suspension, the second step in the employee's appeal process rests upon the employee's requirement to file an appeal with the Civil Service Commission through his/her chain-of-command within ten (10) days following the Chief's appeal decision.

   c. The Civil Service Commission shall have fifteen (15) days to establish and otherwise schedule a hearing date for the employee's appeal. Commissioned officers shall not be suspended from duty without pay until their appeal process has been exhausted.

   d. If the suspension without pay is subsequently reversed, the Chief of Police, the Civil Service Commission and/or the court of jurisdiction may direct the affected employee receive reimbursement for the net loss of earnings resulting from the period of suspension.

   e. Should the period of suspension from duty extend beyond five (5) days, the affected employee's immediate supervisor will collect the employee's badges, credentials and Department issued weapons. These items will immediately be forwarded to the Services Division Commander for safekeeping and appropriate storage.

f. During periods of suspension, no member of the Texarkana Police Department shall wear any portion of the official police uniform. For additional information regarding the wearing of the uniform, refer to *General Order 1101.03---Uniforms, Equipment and Appearance*.

F. **Demotion**

1. The Chief of Police—or his designee—may demote an employee for disciplinary reasons or for unsatisfactory job performance. Such action will result in the affected employee receiving reclassification to a lower pay grade.

2. An employee who is demoted shall be provided written notice that provides for and otherwise explains the justification of the action as well as language that includes his/her right to appeal the action.

3. Only employees who have successfully completed their initial probationary period associated with a promotion and otherwise achieved permanent status are eligible to appeal the action pursuant to established law and Civil Service Regulations.

G. **Dismissal**

1. The Chief of Police—or his designee—may dismiss or indefinitely suspend an employee for just cause in response to disciplinary action and/or unsatisfactory job performance.

2. An employee who is dismissed shall be provided written notice that provides for and otherwise explains the justification of the action as well as language that includes his/her right to appeal the action.

3. The affected employee's immediate supervisor shall ensure that all Department issued equipment is returned to the Services Division. Final paychecks shall be withheld until the employee has returned all of his/her issued equipment.

VI. Appeal Procedures for Disciplinary Action

A. Probationary Commissioned Employees

1. Employees who have not yet completed their probationary period with the Department may only appeal a disciplinary action to the Chief of Police.

B. Permanent Commissioned Employees

1. Any permanent commissioned employee who is suspended, demoted or dismissed from any Civil Service position may appeal that action to the Civil Service Commission.

2. The affected employee must submit a written request for a hearing through the employee's chain-of-command that otherwise requests a hearing before the Civil Service Commission within ten (10) days following the notification of disciplinary action issued by the Chief of Police or his designee.

3. The Civil Service Commission shall schedule a hearing as soon as possible which ordinarily occurs within a fifteen (15) day period. The affected employee shall have the right to introduce evidence in his/her own behalf and provided the opportunity to be represented by person(s) of his/her choosing.

4. Provided the presence of a quorum, the decision of the Civil Service Commission shall be derived by majority vote. Upon hearing the evidence presented, the Civil Service Commission may take the following action(s):

    a. Uphold the suspension, demotion or dismissal;

    b. Modify the disciplinary action taken by the Department in accordance with established Arkansas law; or

    c. Reverse the suspension, demotion or dismissal and reinstate the affected employee with full back-pay and applicable benefits.

5. Depending upon the outcome of the Civil Service Commission's decision, both the Department (City of Texarkana) and the affected employee shall have the right to appeal the decision to the Miller County Circuit Court.

    a. The written notice of the appeal must be filed with the Civil Service Commission within thirty (30) days following their decision.

    b. Upon the receipt of the notice for appeal, the Civil Service Commission shall forward all pertinent documents, a complete transcript that contains all of the evidence heard by the Commission and all subsequent findings and orders issued by the Civil Service Commission to the Miller County Circuit Court.

6. Depending upon the outcome of the appeal to the Miller County Circuit Court, both the Department (City of Texarkana, Arkansas) and the affected employee shall have the right to appeal the decision to the Arkansas Supreme Court. Such an appeal shall be governed in accordance to the established Arkansas laws surrounding such appeals from the Circuit Court.

C. **Permanent Non-Commissioned Employees**

1. All permanent, non-commissioned employees subject to Department disciplinary action may appeal the action as outline below and in accordance with the appeals procedures outlined with section 6.08 of the City of Texarkana, Arkansas' Personnel Policy.

2. The affected employee must file a written appeal with the Chief of Police within five (5) working days of the disciplinary action. After review of the appeal, the Chief of Police will respond in writing to the employee within five (5) working days.

3. Should the affected employee be dissatisfied with the response from the Chief of Police, the employee may appeal to the City's Personnel Director within three (3) working days. The Personnel Director will submit a written report to the City Manager within five (5) working days.

4. The City Manager will review all of the information and respond to the affected employee in writing within ten (10) working days. The City Manager's decision shall be final.

VII. Internal Affairs Records and Confidentiality

A. Records retained within the Office of Internal Affairs shall be considered confidential and managed in accordance with the following guidelines:

1. Internal Affairs shall be informed of all final disciplinary decisions.

2. Internal Affairs case files and related information shall be maintained separately from personnel records.

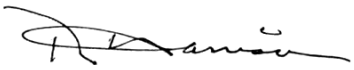
3. Information originating from within the Office of Internal Affairs is considered confidential and will be retained under secure methods within the Internal Affairs Section.

   a. Case files and personnel dispositions maintained within the Office of Internal Affairs may not be released to any source except by court order; however, the following information must be revealed following a properly filed request:

      - Name of the complaining person(s);
      - Name of the accused employee(s);
      - Subject matter of the allegations; and
      - The final disposition assigned to the disciplinary case.

   b. Case investigative files shall be retained for a period of time as defined by established state law or the Chief of Police.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Physical Fitness and Wellness Program		
NUMBER	1104.04	EFFECTIVE DATE	February 01,2011
Scheduled Review Date	April 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	March 17, 2014	REVISION DATE	October 11, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The primary function of the Texarkana Police Department is to provide the citizens of our community with professional law enforcement services. This is accomplished through the preservation of the peace, detection of crime, and the apprehension and prosecution of criminals under, local, state, and federal laws. In order to achieve its mission, the Department's personnel must remain prepared to respond to physically exerting tasks.

B. The duties within many occupations are comprised of predictable levels of physical exertion; however, the law enforcement career field does not fall within this category. Sworn members of the Agency may operate within minimum levels of physical exertion for extended periods of time and suddenly be faced with a situation that requires a maximum level of physical exertion, strength and mental energy.

C. This policy addresses a physical fitness and wellness program that will assist the officers of the Department in achieving an appropriate fitness and wellness condition. It is incumbent of every officer to ensure he/she remains physically fit and able to endure both the physical and mental demands placed upon them.

II. Policy

A. It shall be the policy of the Texarkana Police Department to implement and manage a well coordinated physical fitness and wellness program accessible to all members of the Agency. The Agency strongly encourages its employees to maintain a reasonable level of physical fitness and overall wellness, as such a condition enables the Department to provide the community with professional police services, enhances the employee's ability to accomplish their assigned tasks and duties while minimizing the risk of injury and illness among its employees.

B. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Physical Fitness Coordinator**—The Physical Fitness Coordinator must have successfully completed the Law Enforcement Instructor Certification Program at the Cooper Institute in Dallas, Texas. Although not inclusive, the Physical Fitness Coordinator shall have the following responsibilities:

1. Responsible to ensure compliance with the Department's Physical Fitness and Wellness Program;

2. Responsible for periodic evaluations of the Texarkana Police Department's exercise facilities; and

3. Responsible for evaluating the equipment within the exercise facilities, facilitating improvements therein and coordinating the purchase of new equipment.

B. **Physical Fitness Instructor**—The Physical Fitness Instructors shall be responsible to assist those commissioned officers within the Agency who request guidance and assistance with fitness and nutritional needs. Fitness Instructors will be responsible to assist the Physical Fitness Coordinator during all semiannual Departmental assessments.

1. The Physical Fitness Instructors shall supply periodic information concerning nutrition and fitness information to the members of the Department. The Physical Fitness Instructors must have successfully completed the Law Enforcement Instructor Certification program at the Cooper Institute in Dallas, Texas.

IV. Procedure

A. Wellness Program Components

1. The Texarkana Police Department's Physical Fitness and Wellness Program is a multi-faceted approach to the overall physiological and psychological health of its employees. While all of the components within the program are voluntary, the Department strongly encourages full participation by all full-time employees of the Agency. The Texarkana Police Department will strive towards achieving a one-hundred percent participation level among its employees.

2. The Texarkana Police Department has within its ranks a trained Physical Fitness Coordinator and Physical Fitness Instructors who stand ready to provide personal attention to employees of the Agency. Those employees wishing to improve their fitness level can consult the Department's Physical Fitness Coordinator or a Physical Fitness Instructor for assistance. In addition, personal counseling sessions concerning the following areas are available from these personnel:

   a. Diet and nutrition;

   b. Stress reduction;

   c. Safe exercise techniques;

   d. Assistance in the development of individualized exercise programs tailored to each individual employee; and

   e. Provide body fat composition tests utilizing a skin fold caliper.

B. Physical Examinations and Medical Screenings

1. While it is not a requirement of employees to have a physical examination, the Department encourages and advises all employees to submit to a medical examination before beginning any exercise program. Such an examination will provide the employee with valuable insight regarding medical restrictions.

2. All employees of the Department who elect to participate in the evaluation phase of the Physical Fitness and Wellness Program shall be given a pre-screening medical assessment before an evaluation of the employee's physical fitness level takes place.

a. This pre-screening medical assessment will be administered in a medically approved fashion by trained medical personnel such as Life Net Paramedics. The pre-screening assessment will consist of the following elements:

(1) Resting heart rate;

(2) Blood pressure;

(3) The completion of the Physical Activity Readiness Questionnaire;

(4) The completion of the Physical Fitness and Wellness Program Participation Consent Form; and

(5) Any additional tests deemed necessary.

b. Employees who have medical concerns or medically restrictive conditions identified during the pre-screening assessment—or those medically restrictive conditions identified by the employee's physician—will be required to obtain a medical release before being allowed to participate in the evaluation phase of the program. Employees may also elect to endorse an release of liability form in lieu of such medical release.

C. **Cooper Standards**

1. The Cooper Standards are derived from scientifically formulated and validated tests, information and other data through the Cooper Institute of Aerobic Research in Dallas, Texas. The Cooper Institute has administered thousands of standardized tests across the United States and compiled criterion based upon the age and gender of those tested.

2. The standardized and validated results of these tests are commonly referred to as "The Cooper Standards" and are utilized by fitness experts across the United States as a benchmark. These tests and resulting criteria have been validated to determine an individual's level of fitness.

3. A copy of The Cooper Standards shall remain posted in the Department's exercise facility when referring to the required levels based upon age and gender.

D. **Evaluation Phase**

1. The Texarkana Police Department Physical Fitness and Wellness Program's evaluation phase will be governed by the criteria established within The Cooper Standards.

2. Because physical fitness relates to an individual's total physiological wellness, it involved the measurement of the following identified areas:

a. Muscular strength;

b. Cardiovascular endurance;

c. Muscle tone;

d. Heart action; and

e. Response to physical activity.

3. In an effort to assist employees with an assessment of their individual level of fitness, a key component of the Department's Physical Fitness and Wellness Program is a voluntary physical fitness assessment.

a. The Texarkana Police Department will sponsor voluntary physical assessments twice per calendar year. These assessments will be administered during the months of April and October.

b. Sworn employees who elect not to participate in the testing will assume their normal duty assignment during the date of testing. The fitness assessment's time, date and location will be posted at least sixty (60) days in advance of the assessment.

c. All physical fitness assessments—including those portions of the assessment which are conducted away from the Texarkana Police Department's exercise facility—must be approved in advance by the Chief of Police or his/her designee. All assessments must be supervised by the Department's Physical Fitness Coordinator who is specifically designated to ensure compliance with the program. The Physical Fitness Coordinator/Instructor will have the responsibility to maintain safety and report injuries that happen to occur during the assessments.

d. To ensure all Department employees remain covered under the City's workers compensation insurance coverage, those who participate within the assessment phase of the program must limit their activity during the physical fitness assessment to the official Texarkana Police Department Physical Fitness and Wellness Program. For more information regarding workers compensation insurance, refer to *General Order 1101.02---Compensation and Benefits*.

e. In the event a participating employee becomes injured during the course of the Department's official assessment, the on-duty supervisor will be responsible for completing the necessary injury/workers compensation forms.

f. While the criteria may demonstrate a strength or weakness in certain areas, the resulting information from the evaluation is for the employee's benefit alone, and nothing in addition will be required from the employee based on the assessment.

(1) If the employee chooses to participate in the incentives portion of this policy, the employee must provide the Physical Fitness Coordinator with their individual results so the Department average can be computed and incentives awarded. Those records will be maintained by the Department.

(2) The records for those officers who elect not to participate in the incentives portion of this policy will be given back to the employee for their personal information. Those employees are not required to maintain their personnel records.

4. While the criteria may demonstrate a strength or weakness in certain areas, the resulting information from the evaluation is for the employee's benefit alone, and nothing in addition will be required from the employee based on the assessment. The employee must provide the Physical Fitness Coordinator with their individual results so the Department average can be computed and incentives awarded.

5. All Texarkana Police Department employees are encouraged to participate in the process and maintain a regular exercise program. The desired percentile to be maintained by employees for overall health and fitness shall be the forty-fifth (45^{th}) percentile or above in all of the testable categories.

a. All Department members should remember this program—which includes the six assessment tests—is completely voluntary in nature, and there is no assigned "pass or fail" level attached to the Physical Fitness and Wellness Program.

b. Should an officer elect to bypass any of these tests, the officer's decision to bypass the test(s) will not preclude them from participating in any of the other remaining fitness tests. Each individual employee is encouraged to know their abilities and physical limitations prior to submitting to the physical fitness assessment tests. Employees are also encouraged to work their way up to the levels which they feel appropriate for their current, respective level of fitness.

6. **Participation Incentives, Fitness Awards and Top Cop Award**

a. All Department personnel who choose to participate in the physical fitness assessment phase may be eligible to obtain incentive awards based upon their level of performance. The incentives will be awarded in October following the fall assessment; however, these incentives will only be awarded to those employees who have participated in both of the annual assessments.

b. If a situation develops that causes an employee of the Department to become unavailable to attend an assessment, a letter should be forwarded to the Physical Fitness Instructor/Coordinator. All reasons submitted will be evaluated by the Physical Fitness Coordinator and the Physical Fitness Instructors. All reasons will be deemed valid by a majority vote among these personnel. If deemed valid, an alternative test date/time will be scheduled.

c. The following is a list of those incentives and their corresponding performance achievement levels:

(1) Officers will have the ability to earn twenty-four (24) hours of time-off based upon their performance during the assessments;

(2) Officers have the ability to earn up to four (4) hours of time-off for each event.

(3) Each event will be scored separately and the resulting awarded hours earned per event will be totaled.

(4) The hourly incentives will be in accordance with the following table:

Bench Press	**Push-up**	**Sit-ups**	**300 meter run**	**Vertical Jump**	**1.5 mile run**
75% = 4 hours	75% = 4 hours	75% = 4 hours	75% = 4 hours	75% = 4 hours	75% = 4 hours
65% = 3 hours	65% = 3 hours	65% = 3 hours	65% = 3 hours	65% = 3 hours	65% = 3 hours
55% = 2 hours	55% = 2 hours	55% = 2 hours	55% = 2 hours	55% = 2 hours	55% = 2 hours
45% = 1 hour	45% = 1 hour	45% = 1 hour	45% = 1 hour	45% = 1 hour	45% = 1 hour

(5) In addition to the awarded time-off, those officers scoring in the eightieth (80%) percentile on all six (6) events in a combined average will also receive a certificate from the Chief of Police during the Department's Award's Ceremony as well as a Department Physical Fitness Ribbon.

(6) The top four (4) employees—as determined by their aggregate percentile scoring in all six (6) tests—shall be eligible to compete within the Department's Top Cop competition.

- The four (4) eligible employees will compete in an approved Texarkana Police Department firearms course of fire utilizing selected Department issued firearms. The weapons selection will be made by the Texarkana Police Department Training Section. The employee scoring the highest during this firearm's course shall be named the Texarkana Police Department's Cop.

- In addition to the above incentives, the Top Cop will also receive the following:
    - A plaque identifying them as the Department's Top Cop for the upcoming year.

d. All personnel who have earned incentive time-off during the physical fitness assessment shall take their awarded time-off during the calendar year that follows the fall assessment. If the time-off is not taken during that calendar year, the employee shall forfeit their incentive time-off.

(1) Employees will not be allowed to accrue their incentive time-off from year to year. Employees who are terminated from employment—or those employees who sever their employment from the City—will not be paid for their unused incentive time-off. Any resulting time-off derived from the physical fitness assessment will become void.

(2) Employees who utilize their incentive time-off during their regular shift shall indicate the usage of this awarded time on their activity sheet. The Department's payroll clerk will receive notification of all awarded incentive time-off. It shall be the responsibility of the payroll clerk to maintain accurate records of all awarded incentive time-off.

E. **Fitness Test Events**

1. The Cooper Institute of Aerobic Fitness has identified six (6) separate tests which have been scientifically validated as being ideal for law enforcement physical fitness assessment.

a. **One and one-half mile run**

(1) A major component of physical fitness and overall wellness is **cardiovascular respiratory endurance**. The one and one-half mile run has been determined to be ideal in measuring this identified fitness component. The officer will be required to cover the total distance running and/or walking as fast as he/she can.

(2) **An alternative to the one and one-half mile run shall be the one mile walk test**. When submitting to the one mile walk test, the participant must not run any portion of the test and should walk the distance as fast as he/she can. At the conclusion of the walk test, the Fitness Instructor will note the amount of time the participant utilized to complete the one mile walk test. Upon the participant's request, the Fitness Instructor may use the appropriate Cooper Standards formula to determine the results of the test.

b. **300 meter run (sprint)**

(1) Another important component of physical fitness and overall wellness is the measure of one's **anaerobic power**. The 300 meter sprint has been determined to be ideal in measuring this identified fitness component. The officer will be required to cover the total distance running and/or walking as fast as he/she can.

c. **Bench Press**

(1) Another important component of physical fitness and overall wellness is the measure of one's **upper body muscular strength**. The bench press has been determined to be ideal in measuring this identified fitness component.

(2) The test will consist of pressing the maximum weight one time covering the full range of motion.

(a) The bar will begin with the arms fully extended and lowered a location in which both of the officer's elbows are bent at a ninety (90) degree angle and pushed up

until the arms are fully extended, elbows locked. The buttocks must stay in contact with the bench, and both feet must be flat on the floor.

(b) The officer shall start off with a lower level of weight and progressively increase the resistance until the weight can no longer be lifted. The first two or three attempts should serve as a warm-up lifts in preparation for a maximal lift on the fifth (5^{th}) or sixth (6^{th}) attempt. The employee's score will be noted once the maximum amount has occurred or by the 6^{th} attempt.

(c) The score for this test is the maximum number of pounds lifted in one repetition. The amount of weight needed to attain a Cooper percentage is determined by a ratio of weight pressed to body weight.

d. **Push-Ups**

(1) Another important component of physical fitness and overall wellness is the measure of one's **upper body muscular endurance**. Muscular endurance is defined as the ability to contract the muscle repeatedly over a specific period of time. The push-up test has been determined to be ideal in measuring this identified fitness component.

(2) To perform this test, the individual starts in the up position and the hands are placed on the floor at shoulder width.

(a) The push-up consists of lowering the chest to within fist level of the floor and then extending the arms to full length while keeping the back and knees straight and rigid.

(b) Resting as needed will be done in the up position.

(c) The test is considered to be completed once the individual no longer remains in the up position or when the individual raises or lowers his / her back.

(d) Only those push-ups that are done in this manner will be counted.

e. **Bent-Knee Sit Ups**

(1) Another important component of physical fitness and overall wellness is the measure of one's **core body muscular endurance**. The bent-knee sit up test has been determined to be ideal in measuring this identified fitness component.

(a) The test is performed as the individual lies on their back with both knees bent with their fingers interlaced behind their head.

(b) The individual's feet will be held securely by either a partner or an instructor.

(c) By flexing the torso, touch elbows to knees and return to a full lying position, with shoulder blades touching the floor.

(d) The buttocks must stay in contact with the floor at all times.

(e) Resting as needed will be done in the sitting up position.

f. **Vertical Jump**

(1) Another important component of physical fitness and overall wellness is the measure of one's **explosive leg strength**. The vertical jump test has been determined to be ideal in measuring this identified fitness component.

(2) The applicant will complete the test by standing with a shoulder against the wall with one hand extended as high as he / she can with feet flat marking the highest point. The applicant will then jump as high as possible, marking the highest point on the chart provided. The score is the difference between the two markers. **One foot must remain in a stationary position until leaving the floor.**

(3) You may step back with the other foot prior to jumping. You may use your arms to assist in the jump.

V. Physical Fitness Assessment Scoring Matrices

A. Male Employees

25% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18"	35	64	24	13:25	.90
30-39	18"	31	65	19	14:10	.81
40-49	14.5"	26	81	13	15:00	.74
50-59	13"	20	89	9.5	16:46	.66
60 +		16		7	19:10	.60

30% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18"	35	62.1	26	13:08	.93
30-39	18"	32	63	20	13:48	.83
40-49	14.5"	27	77	15	14:33	.76
50-59	13"	21	87	10	16:16	.68
60 +		17		8	18:39	.63

35% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	19"	37	60	27	12:53	.96
30-39	18.5"	33	61	21	13:25	.86
40-49	15"	28	74.8	16	14:10	.78
50-59	13.5"	22	85	11	15:53	.70
60 +		18		9	17:49	.65

40% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	20”	38	59	29	12:29	.99
30-39	18.6”	35	58.9	24	12:53	.88
40-49	15.5”	29	72	18	13:50	.80
50-59	13.5”	24	83.2	13	15:14	.71
60 +		19		10	17:19	.66

45% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	20”	39	57.5	31	12:11	1.03
30-39	19”	36	58	25	12:44	.90
40-49	16”	30	70	19	13:25	.82
50-59	14”	25	82.6	14	14:35	.73
60 +		19		12	16:46	.67

50% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	20.5”	40	56	33	11:58	1.06
30-39	19.5”	36	57	27	12:25	.93
40-49	16”	31	67.6	21	13:05	.84
50-59	14”	26	80	15	14:33	.75
60 +		20		15	16:19	.68

55% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	21”	41	55	35	11:34	1.10
30-39	20”	37	56	29	11:58	0.96
40-49	16.5”	32	66	22	12:53	0.86
50-59	14.5”	27	77.4	17	13:58	0.77
60 +		21		16	15:53	0.70

60% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	21.5”	42	54	37	11:27	1.14
30-39	20”	39	55	30	11:49	.98
40-49	17”	34	64	24	12:25	.88
50-59	15”	28	74	19	13:53	.79
60 +		22		18	15:20	.72

65% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	22”	44	53.5	39	11:09	1.18
30-39	20”	40	54	31	11:34	1.01
40-49	17”	35	62	25	11:58	.90
50-59	15.5”	30	72	20	13:25	.81
60 +		24		20	14:55	.74

70% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	22.5	45	52	41	10:49	1.22
30-39	21	41	53	34	11:09	1.04
40-49	18”	36	61	26	11:52	0.93
50-59	16”	31	70	21	12:53	0.84
60 +		26		21	14:33	.77

75% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	23”	46	51	44	10:34	1.26
30-39	21”	42	52	36	10:59	1.08
40-49	18”	37	60	29	11:32	.96
50-59	16.5”	33	68	24	12:37	.87
60 +		28		22	13:58	.79

80% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	24”	47	50.3	47	10:08	1.32
30-39	22”	43	51	39	10:38	1.12
40-49	19”	39	57	30	11:09	1.00
50-59	17”	35	66.4	25	12:08	.90
60 +		30		23	13:25	.82

85% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	25”	49	49	51	9:52	1.37
30-39	23”	45	50	41	10:14	1.17
40-49	19.5”	40	56	34	10:44	1.04
50-59	18”	36	63	28	11:45	.93
60 +		31		24	12:53	.84

90% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	25”	52	48	57	9:34	1.48
30-39	24”	48	49	46	9:52	1.24
40-49	20.3”	43	55	36	10:09	1.10
50-59	19.5”	39	61	30	11:09	.97
60 +		35		26	12:10	.89

95% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	26.5”	55	46	62	9:10	1.63
30-39	25”	51	46.1	52	9:31	1.35
40-49	22”	47	52	40	9:47	1.20
50-59	21”	43	58	39	10:27	1.05
60 +		39		28	11:20	.94

99% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	30.3”	>55	42.6	100	8:22	>1.63
30-39	28.4”	>51	42	86	8:49	>1.35
40-49	25.1”	>47	47	64	9:02	>1.20
50-59	22”	>43	52	51	9:31	>1.05
60 +		>39		39	10:09	>.94

B. **Female Employees**

25% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13”	28	76	11	16:43	.53
30-39	11”	21	85.5	9	17:38	.49
40-49	8.5”	16	1.09.3	7	18:39	.45
50-59		11			20:55	.41
60 +		4			23:20	.39

30% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13.5”	30	75	13	15:56	.56
30-39	11.1”	22	82	9	16:46	.51
40-49	9”	17	106.7	7	18:26	.47
50-59		12		7	20:17	.42
60 +		4			22:34	.40

35% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13.9”	31	74.5	14	15:32	.58
30-39	12”	24	80.5	10	16:43	.52
40-49	9”	19	101.8	8	17:38	.48
50-59		12			19:43	.43
60 +		5			22:03	.41

40% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	14”	32	71	15	15:05	.59
30-39	12”	25	79	11	15:56	.53
40-49	9.6”	20	94	9	17:11	.50
50-59		14		9	19:10	.44
60 +		6			20:55	.43

45% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	14.3”	34	68.5	17	14:33	.63
30-39	12.4”	26	75.5	13	15:35	.55
40-49	10”	21	91.7	10	16:46	.51
50-59		16			18:39	.45
60 +		8			20:38	.44

50% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.2”	35	64	18	14:15	.65
30-39	12.5”	27	74	14	15:14	.57
40-49	10”	22	86.0	11	16:13	.52
50-59		17		11	18:05	.46
60 +		8		8	20:08	.45

55% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.5”	37	62.7	19	13:58	.68
30-39	13”	28	72	14	14:33	.58
40-49	11.1”	23	80.5	11	15:56	.53
50-59		19			17:38	.47
60 +		10			19:29	.46

60% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.9”	38	61	21	13:25	.70
30-39	13.2”	29	71	15	14:33	.60
40-49	11.5”	24	79	13	15:17	.54
50-59		20		13	17:19	.48
60 +		11			18:52	.47

65% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	16”	39	61	23	13:01	.72
30-39	14.3”	30	69.9	16	13:58	.62
40-49	11.6”	25	78.7	13	15:03	.55
50-59		21			16:46	.50
60 +		12			18:39	.48

70% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	16.3”	41	60	24	12:51	.74
30-39	14.9”	32	68	18	13:41	.63
40-49	12.3”	27	75.3	14	14:33	.57
50-59		22		14	16:26	.52
60 +		12			18:05	.51

75% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	17”	42	59.7	27	12:07	.77
30-39	15”	33	66.5	19	13:08	.65
40-49	12.7”	28	72	15	13:58	.60
50-59		22			15:47	.53
60 +		15			17:34	.53

80% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	17.7”	44	58.3	28	11:56	.80
30-39	15”	35	66	23	12:53	.70
40-49	13”	29	72	15	13:38	.62
50-59		24		15	15:14	.55
60 +		17			16:46	.54

85% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18”	45	58	33	11:34	.83
30-39	15.5”	38	63.5	26	12:23	.72
40-49	13”	32	68.2	17	13:14	.66
50-59		25			14:33	.57
60 +		20			16:22	.59

90% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18.1”	49	56	37	10:59	.90
30-39	16”	40	60	33	11:43	.76
40-49	13.3”	34	66	18	12:25	.71
50-59		29		18	13:58	.61
60 +		26			15:32	.64

95% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18.8”	51	54.3	42	10:20	1.01
30-39	16.9”	42	56.5	39.5	11:08	.82
40-49	13.5”	38	65	20	11:35	.77
50-59		30			13:16	.68
60 +		28			14:28	.72

99% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	19”	+51	54	53	9:23	+1.01
30-39	18”	+42	55	48	9:52	+.82
40-49	13.5+	+38	65	23	10:09	+.77
50-59		+30			11:34	+.68
60 +		+28			12:25	+.72

C. **Cardio Respiratory One Mile Walk Fitness Chart**

Fitness Rating	Men Under 40	Men Over 40	Women Under 40	Women Over 40
Excellent	13:00 or less	14:00 or less	13:30 or less	14:30 or less
Good	13:01 — 15:30	14:01 — 16:30	13:31 — 16:00	14:31 — 17:00
Average	15:31 — 18:00	16:31 — 19:00	16:01 — 18:30	17:01 — 19:30
Below Average	18:01 — 19:30	19:01 — 21:30	18:31 — 20:00	19:31 — 22:00
Poor	19:30 or more	21:31 or more	20:01 or more	22:01 or more

VI. Forms

A. Physical Activity Readiness Questionnaire

Texarkana Police Department
Physical Activity Readiness Questionnaire

Regular physical activity is an important component to one's overall physical health and general well-being. The Texarkana Police Department Physical Fitness and Wellness Program is a method and a barometer by which your level of physical fitness can be measured and compared against statistical information gathered from years of research surrounding the field of physical fitness.

Officers of the Department who have volunteered to participate within the Agency's Physical Fitness and Wellness Program must complete this questionnaire before continued participation can be allowed. Because risk factors are associated with physical assertion, officers are strongly encouraged to examine, evaluate and honestly answer the following questions. This form is intended to protect each participating officer from encountering an adverse health problem during their participation within the Physical Fitness and Wellness Program.

Yes	No	
		1. Has your doctor ever told you that you have a heart condition and that you should only do physical activity recommended by a doctor?
		2. Do you feel pain in your chest when you do physical activity?
		3. In the past month, have you had chest pain when you were not doing physical activity?
		4. Do you lose your balance because of dizziness, or do you ever lose consciousness?
		5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity level?
		6. Is your doctor currently prescribing drugs (for example, water pills) for your high blood pressure or heart condition?
		7. Do you know of any other reason why you should not do physical activity?

If you answered YES to one or more of these questions:

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the Physical Activity Readiness Questionnaire and which questions you answered YES.

- You may be able to do any activity you want—as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

If you answered NO to all of these questions:

If you honestly answered NO to all of these questions, you can reasonably sure you can:

- Start becoming much more physically active—begin slowly and build-up gradually. This is a safe way to go.
- Take part in a fitness appraisal. This is an excellent method to determine your basic fitness level that will enable you to plan the best way to live actively. It is highly recommended you have your blood pressure evaluated. If your reading is determined to be over 144/94, talk with your doctor before becoming much more active.

DELAY BECOMING MUCH MORE ACTIVE:

- If you are not feeling well because of a temporary illness, such as a cold or a fever—wait until you feel better; or
- If you are or may be pregnant, talk to your doctor before you become more active.

PLEASE NOTE:

IF YOUR HEALTH CHANGES SO THA YOU THEN ANSWER YES TO ANY OF THE ABOVE QUESTIONS, TELL YOUR FITNESS OR HEALTH PROFESSIONAL. ASK WHETHER YOU SHOULD CHANGE YOUR ACTIVITY LEVEL.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my fullest satisfaction."

Name: _____ **Date:** _____
(Printed)

Signature: _____ **Fitness Instructor/Coordinator:** _____
(Signature)

B. Physical Fitness Consent Form

Texarkana Police Department

Physical Fitness and Wellness Program
Participation Consent Form

I, _____, as the undersigned person hereby give informed consent to engage in the Texarkana Police Department's Physical Fitness and Wellness Program's fitness appraisal. I hereby waive consent and voluntarily agree to the procedures relative to completing the Texarkana Police Department's Physical Activity Readiness Questionnaire, agree to engage in a fitness appraisal consisting of a battery of six (6) fitness tests and agree to participating in a variety of physical activities. These activities include walking, running, weight lifting, push-ups and sit ups.

The purpose of the Department's Physical Fitness and Wellness Program is to encourage the overall physiological and psychological health of its employees. All fitness appraisals will be supervised and monitored by the Department's Physical Fitness Instructor(s) and/or the Physical Fitness Coordinator. These employees have received specialized training to monitor exercise activity and appropriately respond to any situations that may arise.

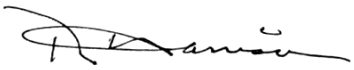
There exists the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include heat related illnesses, abnormal heart beats, abnormal blood pressure and in rare instances—heart attacks. If abnormal changes were to occur, the Department's Physical Fitness Instructors and the Physical Fitness Coordinator have received training to recognize the symptoms of these changes and take appropriate action if encountered.

I have read the form and understand there are inherent risks associated with any physical activity and recognize it remains my responsibility to provide accurate and complete health/medical information. Furthermore, I understand it remains my responsibility to monitor my individual physical performance during any activity.

While I am engaged within the Department's Physical Fitness and Wellness Program's fitness appraisal, I understand any injuries or illnesses I sustain may be covered by the Department's workers compensation benefits.

_____ _____
(Signature) (Date)

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Performance Evaluation and Development System		
NUMBER	1104.05	EFFECTIVE DATE	October 15, 2008
Scheduled Review Date	April 01, 2016	ISSUE DATE	October 15, 2008
Date Reviewed	March 17, 2014	REVISION DATE	September 02, 2010
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish clear procedural guidelines that serve to govern the manner in which the Texarkana Police Department administers and documents an employee's performance.

B. In order to facilitate Departmental management requirements, coupled with the requirements inherit of individual employees, the evaluation process shall be centered upon the following objectives:

1. Fostering fair and impartial personnel decisions;

2. Maintaining and improving employee performance levels;

3. Providing methods necessary for the effective counseling of employees;

4. Facilitating proper decisions regarding probationary personnel;

5. Identifying and isolating training needs;

6. Instituting fair, consistent and continuous methods that serve to recognize and measure an employee's individual performance; and

7. Recognizing and documenting superior levels of employee performance and individual accomplishments.

II. Policy

A. The Texarkana Police Department recognizes the importance and relevant impact upon the Agency's mission when considering such actions as timely and relevant feedback provided to the employees of the Agency; therefore, it shall be the policy of the Texarkana Police Department to conduct a fair, impartial and objective formal performance evaluation of every member of the Agency on a semi-annual basis.

III. Definitions

A. **Counseling**—A discussion occurring between an employee and a supervisor consisting of dialogue aimed at addressing an employee's job performance or providing advice to the employee.

B. **Performance**—Actions taken or instituted by an employee, or the absence or lack of actions, regarding specific tasks and/or assignments inherit of an individual's specific duty obligation.

C. **Evaluation**—A process to determine the value of specific actions that include an appraisal of such actions.

D. **Rating Score**—Any measureable indication of the quality of the work performance to include any relative personal attributes.

E. **Evaluation Period**—The period of time that encompasses and defines the period in which the employee's performance will be evaluated. i.e. January thru June; June thru December.

F. **Evaluation Interview**—A meeting between the supervisor and the employee that consists of a dialogue intended to convey related feedback necessary to define the employee's work performance.

G. **Rater**—A supervisor who prepares the employee's performance evaluation.

IV. Procedure

A. Probationary Sworn Officers

1. All sworn employees are subject to a twelve month probationary period commencing from their date-of-hire into the sworn position.

2. All officers shall be evaluated daily during their field training period byway of the Texarkana Police Department's Daily Observation Report. Such evaluations shall be further governed by the Agency's policy surrounding field training. Once the probationary officer graduates from the FTO program, he/she will be evaluated pursuant to Paragraph B, Section 1, sub-section (a) listed below.

3. Performance evaluations described in Paragraph A, Section 2 above shall be completed in addition to all other evaluations required by the Commission on Law Enforcement Standards and Training (CLEST).

B. Sworn Officers - - Non-Probationary

1. Subsequent to the initial one-year probationary period, sworn officers shall be evaluated semi-annually using the Texarkana Police Department's Performance Evaluation Form.

   (a) All sworn personnel shall be evaluated on a six-month evaluation period which shall occur during the months of January and July of each year.

      (1) The evaluations completed annually during the month of January correspond to the rating period comprised of the six-month time frame between July and December of the previous year; and

      (2) The evaluations completed annually during the month of July correspond to the rating period comprised of the six-month time frame between January and June.

   (b) The criteria used to the performance evaluation shall be specific to officer's assignment during the evaluation period.

C. The evaluation forms as well as the form's instructions are accessible on the Department's server within the information folder. Supervisors having questions related to the completion of these forms should forward such questions through their appropriate chain-of-command.

D. Performance evaluations are reviewed at each level of the chain-of-command and during meetings of supervisory review. The meetings of supervisory review provide the supervisors within the Agency an opportunity to express concerns regarding an officer's or supervisor's specific evaluation form prior to its submission to the Chief of Police.

E. Agency supervisors shall also be required to prepare monthly evaluations reports on those employees that are promoted or transferred to a new assignment within the Department. These evaluation reports shall be completed on the Agency's standard performance evaluation form for a period of six months that follows a promotion or transfer. All evaluations completed in response to this section shall be forwarded to the Chief of Police through the appropriate chain-of-command, and upon his approval, placed with the affected employee's personnel file.

F. At the direction of the employee's Division Commander, an employee who receives a performance evaluation reflecting a performance rating score of **"Needs Improvement"** shall be subject to additional performance ratings for a period of time determined by the appropriate Division Commander. If necessary, the evaluations completed pursuant to this section shall address the relevant needs of remedial training as well as additional directives designed to improve the employee's performance.

1. These additional performance evaluations will be prepared by the employee's immediate supervisor in accordance with the directive established by the Division Commander and processed in a manner pursuant to all other performance evaluations governed by this policy.

G. If an employee is performing at an unsatisfactory level, he or she shall be notified of this fact in writing by his or her supervisor. If possible, this notification shall be made at least ninety days prior to the end of the evaluation period. The supervisor shall define necessary actions to be taken to improve the performance areas where the officer needs improvement. If the unsatisfactory performance continues, or if the officer has shown improvement, the information will be included in the performance evaluation.

1. At the direction of the employee's Division Commander, employees who are placed within a probationary period in response to poor job performance resulting in a disciplinary action may be subject to the completion of monthly performance evaluations for a period of six months. The appropriate Division Commander, or his designee, shall prescribe a plan of action intended to correct the employee's performance and define a measurable amount of improvement expected during the six month period. Once completed and approved by the Division Commander, the evaluation forms will be forwarded to the Services Division for inclusion within the officer's personnel file. All supervisors are responsible and accountable for proper employee motivation, counseling and providing the employee assistance as necessary whenever the affected employee demonstrates poor job performance.

H. At the end of each evaluation period, the rater will counsel the employee in the following areas:

1. The results of the completed performance evaluation;

2. The level of performance expected;

3. Explanation of the rating criteria used during the performance evaluation, to include an explanation of the dimensions and the meaning of the rating so assigned;

4. Goals for the upcoming evaluation period;

5. Career counseling relative to topics such as advancement, specialization, or training appropriate for the employee's current position; and

6. Recognition of superior and above average incidents of performance in relevant areas of performance.

I. Each employee shall be given the opportunity to make comments to supplement the completed performance evaluation report. Each employee shall sign the completed evaluation indicating that he/she has read and understands it. This signature does not indicate agreement or disagreement with the performance evaluation score.

1. Should the employee refuse to sign a performance evaluation, the supervisor shall take note of such refusal and, if known, record the reasons surrounding the employee's decision. Each employee shall be provided a copy of the evaluation form in its entirety.

J. Evaluations which are rated unsatisfactory will be accompanied by written documentation with specific reasons for the rating.

K. Each evaluation will be reviewed and endorsed by the employee's supervisor(s) and routed through the chain-of-command to the Division Commander for his/her endorsement.

L. Unless the employee, supervisor or Division Commander is unavailable due to vacation, training, illness or some other reason, Division Commanders shall review and forward all completed performance evaluations to the Chief of Police no later than ten days after the performance evaluation's date of completion.

M. During any such incident or sets of circumstances involving poor, diminished or declining levels of job performance, all employees of the Texarkana Police Department shall be treated equally, fairly and in accordance to the Agency's approved methods of progressive discipline that includes:

1. Oral counseling;

2. Written Letter of Counseling;

3. Written Letter of Reprimand;

4. Suspension without pay; and

5. Termination of employment.

(a) It shall remain the responsibility of the employee's supervisor to monitor and document all incidents of unsatisfactory job performances. All employees of the Texarkana Police Department are expected to perform at a satisfactory level within any assignment encountered in order to secure continued employment with the Agency.

N. A member may request an appeal of an evaluation rating when they believe that it does not correctly reflect their performance during the preceding six (6) months. Should an evaluation be contested, the appeal process is as follows:

1. The officer shall notify his or her supervisor in the form of a written memorandum requesting to appeal the evaluation and stating the specific reasons why the employee does not believe the evaluation rating reflects job performance for the applicable rating period.

2. Discussion of the evaluation and all related counseling between the rating supervisor and the employee shall occur as soon as is practicable after the appeal request has been submitted, but unless either the employee or the supervisor is unavailable due to vacation, training, illness, or other reasons deemed acceptable by the Division Commander, discussion and related counseling must occur within five (5) working days.

3. If an agreement between the next higher ranking officer in the employee's chain-of-command is not reached, the employee's Division Commander shall then review the evaluation with the employee and the rating supervisor.

4. If the contention remains unsatisfied, the Division Commander shall forward the appeal and all evaluation documentation to the Office of the Chief of Police. The final decision shall be made by the Chief of Police, and the employee will be advised of that decision in writing.

V. Evaluation Procedures

A. The Texarkana Police Department has developed and instituted a performance evaluation instrument specific to the job assignment of each employee.

B. Four individual "performance factor ratings" are possible for each of the dimensions of the plan by which employees are evaluated. These ratings and their explanation are as follows:

1. **S—Superior**

- In this performance category, the employee consistently performs in an exceptional manner, exceeding the requirements of the Agency.

2. **AA—Above Average**

- In this performance category, the employee consistently performs in an above average manner consistently exceeding the requirements of the Agency.

3. **A—Average**

- In this performance category, the officer consistently performs at a level that meets the requirements of the agency.

4. **N—Needs Improvement**

- In this performance category, the employee occasionally meets the requirements of the agency, but has not yet reached the consistent performance criteria established by the Agency.

C. The Texarkana Police Department's Performance Evaluation and Development System Plan identifies performance factors that are designed to measure the performance level in varying areas particular to the employee's job assignment. Seven of these factors have been determined by the Texarkana Police Department to be required for all employee evaluations, while the individual Divisions within the Agency determine the remaining factors that will be used. The seven required factors are as follows:

1. **Job Knowledge**

- Demonstrates effective application of required knowledge and skills in all phases of the job; learns new methods and techniques quickly.

2. **Initiative / Attitude**

- Originates or develops constructive ideas; readily accepts responsibility, change, direction and discipline, receives constructive criticism in a positive manner; shows confidence and pride in individual's work; and contributes to good morale, positive attitude to department policies and procedures.

3. **Cooperation / Loyalty**

   - Works well with others toward best interest of all; maintains the willingness to assume additional responsibilities; and supports individual's superiors and a good team player.

4. **Problem Solving / Judgment**

   - Sizes up problems quickly; makes prompt, sound decisions after analyzing all relevant facts; and shows good use of common sense and sound judgment under pressure.

5. **Appearance**

   - Personal cleanliness, to include grooming; and posture while within the office, public and vehicle/equipment; and uniform leather, dresses appropriately for position.

6. **Communication / Public Contact**

   - Expresses ideas clearly in speech and writing; listens effectively; keeps others informed as appropriate; uses tact and discretion; maintains self control; shows ease and positive approach with citizens.

7. **Productivity**

   - Gets things done; good use of time management skills, maintains required standard for quality, quantity and schedules; attendance, arrives to work and leaves work as job requires.

D. Optional performance factors, in addition to those described in section C above, are included in the evaluation form. The Division Commander or designee will determine which factors will be used, depending on the job assignment and duties. The job factors must be chosen from the following options:

1. **Development of Employees**

   - Identifies developmental needs; prepares and implements developmental plans; encourages self-development; delegates duties effectively; and tries to learn different aspects of the job.

2. **Operation of Agency Equipment**

   - Exercises speed control; familiar with defensive driving practices; properly uses blue lights and siren; knows hazards of high speed driving; understands importance of safety; parks vehicle properly during officer violator contacts; and completes safe driving course.

3. **Leadership / Supervision**

   - Sets high performance standards; motivates others effectively; gets results through others; and teaches leadership skills as necessary.

4. **Report Writing**

   - Completes reports/forms documents pursuant to agency policies and procedures. Reports are clear and concise. Utilizes appropriate statutory language, and ensures that all pertinent information is presented in proper format. Employee has mastered all reporting formats, including electronic documents. Employee has demonstrated the ability to accurately prepare and document the required information for felony arrest affidavits, search warrants and evidence collection and submission.

5. **Planning / Organizing**

   - Sets and meets realistic target dates; employee arranges work for most efficient handling; uses time effectively; sensitive to impact on other departments.

6. **Safety**

   - Proper use of equipment, tools, etc.; uses proper safety techniques and procedures; aware of safety hazards; knows limitations of jobs.

7. **Dependability**

   - Does job well with minimum supervision; takes care of necessary tasks promptly; comes to work daily; conforms to work hours; handles assignments with little difficulty.

8. **Communication / Public Contact**

   - Citizens provide positive feedback; imparts sociability and warmth to citizens; inspires others to be courteous.

9. **Stability**

   - Ability to withstand pressure and remain calm, not jumpy and nervous under stress; presents self to others with genuine confidence.

10. **Housekeeping**

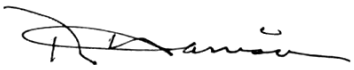
    - Maintains a clean work area, tools and equipment in proper locations.

E. All factors must be accompanied with written explanations within the remarks section of the performance evaluation form.

F. The rating Supervisor shall also outline specific plans for the employee to further develop their performance over the next evaluation period. Examples might include special assignments, coaching, reading, improvement steps, in-house or outside training, etc.

G. The intent of this policy to identify employee strengths and define areas in which employees can improve in order to field a well-trained, competent and professional organization. Employees should be evaluated based on their individual performance as it relates to the General Orders, philosophy and general direction of the Agency, with the primary purpose of issuing positive feedback for superior performance, and by providing direction for the employees where improvement is needed in order to secure professional development throughout the Agency.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Biased Based Policing		
NUMBER	1104.06	EFFECTIVE DATE	November 20, 2008
Scheduled Review Date	April 01, 2016	ISSUE DATE	November 20, 2008
Date Reviewed	March 17, 2014	REVISION DATE	June 17, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish guidelines and procedures that unequivocally present the Texarkana Police Department's stance towards the practice of biased based policing. The Texarkana Police Department will not tolerate nor condone any law enforcement activities that are borne from instances or elements of biased based profiling. The act of biased based profiling is not only unethical and illegal, but it also serves to foster a sense of distrust of those serving within the law enforcement career field by the community in which the Agency serves.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to patrol the city in a proactive manner while aggressively investigating suspicious persons and/or circumstances and actively enforcing the motor vehicle laws of the State of Arkansas.

B. It shall remain the policy of the Texarkana Police Department to protect the fundamental rights of all citizens—providing equal protection under the law—while insisting that citizens will only be stopped or detained when the following circumstances exist:

1. A reasonable suspicion to believe the citizen stopped or detained has either committed, is committing or is about to commit a violation of the law.

C. The Texarkana Police Department prohibits the use of biased based profiling during incidents involving traffic contacts, field contacts and during periods when the Department becomes involved in asset forfeiture efforts. All members of the Department shall recognize and adhere to the guidelines and procedures set forth within this policy.

III. Definitions

A. **Biased Based Policing—**The selection of individuals based solely on a trait common to a particular group of people for enforcement action. This includes—but is not limited to—race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or any other identifiable group of people.

B. **Enforcement Activities—**Activities undertaken both on and off duty by members of the Texarkana Police Department that arise from their authority related to employment, oath of office, state statute or federal law. Activities include traffic contacts, field contacts, arrests, investigations, asset seizure and forfeiture and generalized law enforcement contact with citizens.

C. **Probable Cause—**A set of facts and circumstances which are based upon reliable information, personal knowledge or personal observations by an officer that reasonably demonstrates or would warrant an ordinary prudent person to believe that a particular person has committed, is committing or is about to commit some criminal violation of the law.

D. **Reasonable Cause to Believe—**A basis for a belief that is grounded in the existence of facts which—in the view of the totality of circumstances—is substantial, objective and sufficient to satisfy applicable constitutional requirements.

E. **Reasonable Belief—**A belief which is based upon a reasonable cause to believe.

IV. Responsibilities and Requirements of Field Officers

A. Every member of the Texarkana Police Department—whether the employee is sworn or non-sworn—shall treat every person coming within their contact with courtesy and respect while conducting all law enforcement duties in a professional manner.

B. All investigative detentions, traffic stops, arrests, searches and seizures of property conducted by members of the Texarkana Police Department shall be based on a standard of reasonable suspicion, probable cause or as otherwise mandated by the Fourth Amendment of the United States Constitution and applicable statutory authority. In accordance with General Order 1105.12---Mobile Video Recording, all stops will be recorded. For more information surrounding investigative detentions, refer to General Order 1105.04---Field Interviews and Investigative Detentions.

1. Officers must ensure they are able to articulate the specific facts, circumstances and the conclusions from which the probable cause or the reasonable suspicion for an arrest, traffic stop or investigative detention is based.

C. Officers are permitted to take into account the **reported race, ethnicity or national origin** of a specific suspect or suspects when such information is based upon **credible, reliable and locally-relevant information** that connects a person of a specific race to a particular criminal incident or connects a specific series of crimes in an area to a group of individuals of a particular ethnicity.

1. The criteria that identifies "local relevancy" requires the information connecting a specific race to a crime must be based upon local conditions. In essence, officers cannot rely upon widely held stereotypes or facts and circumstances that might be present in other areas of the country that connect certain races to certain types of criminal acts. Officers of the Texarkana Police Department must have independent information that supports the link between race and specific criminal acts within the jurisdiction of the City of Texarkana, Arkansas.

D. Except as provided in Paragraph C above, officers of the Department shall not consider race, ethnicity or national origin when establishing either reasonable suspicion or probable cause.

E. In an effort to prevent the appearance, inappropriate perception or elements of impropriety connected to biased based law enforcement activities, members of the Texarkana Police Department shall utilize the following strategies when conducting pedestrian and vehicle stops:

1. As soon as possible, and unless providing such information compromises the safety of officer or other persons, officers of the Department shall introduce themselves—to include their name and their affiliation with the Texarkana Police Department—and explain to the citizen the reason for the stop. During periods that involve vehicle stops, this information should be provided before asking the violator for his/her driver's license and registration.

a. The Texarkana Police Department subscribes to the following seven (7) point violator contact procedure. Section (5) below will remain the officer's discretion:

(1) " ***Good Morning…Good Afternoon…Good Evening*** ";

(2) " ***My name is Officer/Sergeant/Lieutenant/Captain _____ with the Texarkana Police Department*** ";

(3) " ***May I see your driver's license?*** ";

(4) " ***You have been stopped for the violation of _____*** ";

(5) " ***You will be issued a citation/warning/verbal warning for the violation*** ";

(6) **Advise the violator of the court procedure**; and

(7) " ***Drive safely and thank you for your courtesy*** ".

b. Due to the nature and purpose of the operation involved, undercover officers—or officers acting as decoys—are exempt from identifying themselves until the point that an arrest, detention or any enforcement action is executed.

F. Appropriate enforcement action shall always be properly documented which generally consists of written warning citations, citations, field interview cards or arrest/incident/supplemental reports.

G. Ensure the length of a person's detention is no longer than necessary to execute the appropriate action connected to the known or suspected offense or circumstances that precipitated the contact.

H. Answer any question the person asks to include explaining options for the disposition of the traffic citation where applicable.

I. The officer shall provide his/her name and badge number when requested to do so. Such notification should be provided in a written format or on a business card.

J. Officers shall provide the person with an explanation if the facts and circumstances that surround the reasonable suspicion for the detention are ultimately determined to be unfounded. Such circumstances are commonly encountered after making detentions in response to BOLO's.

K. The deliberate recording of any misleading information related to the actual or perceived race, ethnicity, gender or sexual orientation of a person detained for investigative or enforcement purposes is prohibited and shall be cause for disciplinary action consistent with Departmental policy.

V. Responsibilities and Requirements of Supervisors

A. Supervisors of the Agency shall ensure the officers within their charge follow the policies and procedures outlined within this policy. It will remain the responsibility of supervisors to monitor the activities of the officers within their charge and remain sensitive to the awareness for the potential of biased based policing activity.

B. An on-duty supervisor shall be responsible for making contact, whenever possible, with any known complainant who has alleged biased based police practices by any officer under their charge either in person or by telephone. The content of such complaints shall be documented.

C. Upon the receipt of a biased based policing complaint, the respective supervisor shall address the matter in a timely manner by providing a written evaluation and report of the complaint to the respective Division Commander and the Chief of Police.

1. All internal reporting procedures involving biased based policing complaints shall be completed within twenty-four (24) hours of the receipt of such complaint.

D. Supervisors will ensure they remain knowledgeable of all biased based policing complaints involving officers under their charge that were previously filed with the Services Division. Supervisors will remain particularly alert to potential patterns and practices of their personnel that tend to indicate the biased based profiling and treatment of individuals.

VI. Allegations of Biased Based Policing

A. When a person lodges a complaint involving the person's belief an officer has engaged in practices which are prohibited by this policy, the officer will immediately notify his/her supervisor of the receipt of the complaint.

1. Whenever practical, the supervisor will report to the scene and attempt to mediate the situation and circumstances.

2. Officers who are accused of biased based policing activity shall provide the complainant(s) with the full name and appropriate telephone number that corresponds to his/her immediate supervisor as well as the full name and appropriate telephone number of his/her Division Commander.

a. Officers who are accused of such activity shall also complete an Inter-Office Memorandum that contains the following elements:

(1) Documents the incident in question;

(2) List the specifics of the individual allegation and the merits of the complaint as stated by the complainant;

(3) List the purpose for the stop that precipitated the complaint (pedestrian or vehicle stop); and

(4) Indentify the enforcement action taken if any such action exists (citation, arrest, investigative detention).

b. The memorandum shall be forwarded from the affected officer to the Chief of Police utilizing the officer's established chain-of-command.

B. The Texarkana Police Department will accept complaints from any person who believes they have been stopped, detained, searched or arrested based solely upon biased based circumstances.

C. All investigations stemming from complaints that surround biased based policing practices shall be conducted and managed in a manner consistent with Department guidelines or as directed by the Chief of Police, or his/her designee.

VII. Review and Reporting Requirements

A. Depending upon the findings and disposition of each complaint—coupled with individual factors and circumstances unique to the respective complaint—corrective measures will be instituted in accordance to Departmental policy to remedy violations of this policy.

1. Although not inclusive, corrective measures may include training, counseling, policy review and discipline up to and including termination of employment.

B. On an annual basis, the Services Division Commander will direct the compilation of a statistical summary of all biased based policing complaints which will include applicable findings and the dispositions assigned to each complaint.

C. The statistical summary will be utilized in an annual administrative analysis of these complaints which will occur simultaneously with the review of the Department's policy, practices and citizen complaints.

D. Should a pattern during the analysis emerge, the Services Division Commander shall be responsible to direct an investigation to determine whether the officer(s) of the Texarkana Police Department have violated the provisions of this policy and/or other Departmental policies and procedures.

VIII. Retaliation in Response to Complaints or Impending Complaints

A. No person will be discouraged, intimidated or coerced in any manner from filing such a complaint nor shall any person be discriminated against for such actions.

B. No member of the Texarkana Police Department—regardless of rank—shall retaliate against any fellow officer, official, civilian or volunteer for their involvement of any incident involving biased based policing practices.

C. All actions and/or behavior found to constitute retaliation shall immediately be addressed and may lead to disciplinary action up to and including termination of employment.

IX. Training

A. Training targeted towards the members of the Texarkana Police Department shall remain in compliance with applicable state laws and accreditation standards. This training shall include the following:

1. Departmental training concerning this policy and the prohibition of racial, biased based policing practices shall extend to all current and future employees of the Texarkana Police Department;

2. Annual in-service training developed to stress the understanding and respect for racial, ethnic, national, religious and cultural differences;

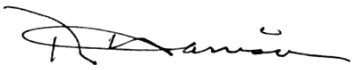
3. Provide for the development of effective and appropriate methods of managing and administering law enforcement duties;

4. A review of the Department's guidelines and operating procedures that implement and establish the prohibition of racial profiling and biased based policing practices;

5. Endorsed training records that reaffirm all Department employees' understanding, acknowledgement and receipt of the policy that addresses biased based policing practices.

6. If necessary and deemed appropriate, officers may receive foreign language instruction that facilitates adequate communication with the residents of the community.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Personnel Transfers		
NUMBER	1104.07	EFFECTIVE DATE	November 15, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	November 15, 2010
Date Reviewed	March 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The nature of the Texarkana Police Department's function and responsibility, coupled with its vast mission requirements, necessitates the formulation of multiple specialized positions within the Agency. The purpose of this policy is to establish, institute and define the process by which members of the Agency are transferred from one duty position to another.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish, institute and define the process and employee obligations that surround duty transfers inside and outside Divisional boundaries. All members of the Agency shall recognize and adhere to the following guidelines established by this policy.

III. Personnel Transfers

A. Whenever a vacancy exists within an individual Division, Shift or Section, the respective Division Commander affiliated with the vacant duty assignment may—at his/her discretion—transfer personnel from within his/her Division into the vacant duty assignment, or he/she may advertise the position Agency wide.

1. Should the Division Commander choose to first seek an inner-Divisional transfer into the vacated duty assignment, the Commander will coordinate with the Personnel and Training Section and ensure a notice of vacancy is prepared and disseminated within the affected Division before any such notice is disseminated throughout the Department.

B. Duty assignment transfers across Divisional boundaries shall be conducted in the following manner:

1. The respective Division Commander will notify the Personnel and Training Section within the Services Division of the specific vacancy as well as the minimum requirements incumbent of applicants.

2. The Personnel and Training Section will post notices of the vacancy as well as the established minimum requirements incumbent of applicants. Whenever possible, applications from those desiring the duty transfer will be accepted for at least a period of five (5) calendar days.

3. Members of the Agency applying for the duty transfer shall submit a Letter of Application and forward such letter through their respective chain-of-command to the Personnel and Training Section. Once collected, all Letters of Application will be forwarded to the respective Division Commander.

4. The Division Commander having authority over the vacancy will schedule an Oral Board Review in order to determine the most suitable candidate.

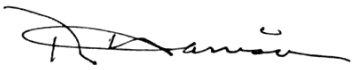
   (a) Although not inclusive, the criteria considered by those on the board will include the applicants' credentials, level of experience, training, education and overall suitability for the vacant position.

5. Following the completion of the oral board, the respective Division Commander shall submit a recommendation and forward such recommendation to the Chief of Police for further approval.

6. Each applicant will be notified of the results of the Oral Board Review, and when deemed appropriate, the applicants should be briefed regarding factors that influenced their performance, the board's decision and their personal outcome.

7. With the exception of statutory requirements requiring the formulation and maintenance of eligibility lists, and unless otherwise directed by the Chief of Police, no standing eligibility list will be maintained for any position within the Texarkana Police Department.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Investigation of Fleet Accidents and Damages to Vehicles		
NUMBER	1104.08	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	December 08, 2010
Date Reviewed	March 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The purpose of this policy is to address and further establish guidelines that govern the manner in which fleet accidents and damage to Department vehicles are managed and investigated.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop and institute procedures by which fleet accidents and damage to Department vehicles are managed and investigated. All members of the Agency shall recognize and adhere to the following guidelines set forth within this policy.

III. Investigating Fleet Accidents and Damage to Department Vehicles

A. All employees are required to immediately notify their supervisor of any fleet accident or incident that results in damage to a vehicle owned by the Agency.

B. All supervisors are responsible for ensuring compliance with the policy. Whenever a supervisor receives a report of an incident that results in damage to a vehicle owned by the Agency, the supervisor will notify the appropriate Division Commander of the incident in a timely manner.

C. The Shift Commander or supervisor may assign the initial investigation of minor fleet accidents to a patrol officer.

1. Whenever possible, major traffic crashes—or any accident deemed appropriate by the Shift Commander or his designee—will be investigated by an officer(s) possessing advanced crash investigation skills.

2. If the Department's Accident Reconstructionist Specialist is not available to immediately respond to and investigate the accident, this officer may be directed to complete a supplemental investigation at a later date to assist in evaluating and determining the elements that caused and/or contributed to the accident.

3. The investigating officer will forward all information, documents and photographs to the supervisor assigned or appointed to oversee the completion of the investigation. Once received, the supervisor will evaluate the accident investigation file and forward a recommendation to the Shift Commander. The Shift Commander will evaluate the file, complete a findings and

recommendation memorandum and forward the investigation file and the memorandum to the appropriate Division Commander.

4. The accident investigation file should contain the following elements as dictated by the circumstances of the incident:

   (a) Accident or incident report;

   (b) Photographs;

   (c) Statements from those involved;

   (d) Findings and recommendation memorandum; and

   (e) Additional information or reports that relate to the accident or incident.

D. Division Commander Responsibilities:

1. The Department has established a Fleet Accident File which is maintained by the Uniform Patrol Division Commander. The Fleet Accident File contains investigation information on all accidents and incidents involving damage to Agency vehicles.

2. The Division Commander will assign an Accident Control Number and enter the accident/incident into the Accident Control Log which is located within the Command Folder on the Department's server.

3. The Division Commander will review the investigation file and determine whether disciplinary and/or corrective action is necessary.

4. For those accidents/incidents that are serious in nature, the Division Commander may request an Internal Affairs Investigation.

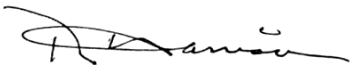
5. For those accidents/incidents that are minor in nature, the Division Commander may institute disciplinary or corrective action as deemed appropriate.

6. The Division Commander will keep the Chief of Police informed concerning the progression of the investigation as well as final recommendations.

E. Disciplinary actions subsequent to investigations of accidents/incidents involving substantial damage, injury or criminal violations by the employee will be managed in accordance with established disciplinary procedures.

F. Upon completion of the review process—and following any subsequent disciplinary or corrective action—the Division Commander will forward the completed investigation file to the Services Division where the file will be stored.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Standards of Conduct		
NUMBER	1104.09	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	December 08, 2010
Date Reviewed	March 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. In order to facilitate the orderly operation of the Texarkana Police Department, the Department has established a series of operation rules entitled *Standards of Conduct*. These rules define a set of guiding principles and parameters that serve to promote and protect the professionalism and excellence of the Department and its employees.

II. Policy

A. It is the policy of the Texarkana Police Department that all commissioned and non-commissioned employees of the department adhere, follow and operate within the guidelines and parameters established by the *Standards of Conduct*.

III. Standards of Conduct

A. The following is a summary of actions subject to discipline as defined with the Department's prescribed disciplinary process. Any officer of civilian of the Department who shall be guilty of one or more of the following Standards of Conduct shall be subject to disciplinary action as hereinafter provided. This list in not inclusive of all possible violations contained within the Texarkana Police Department General Orders Manual:

1. Violations of Federal or State law, county or municipal ordinances;

2. Willful mistreatment of a person;

3. Unlawful, careless, or negligent use of any weapon;

4. Making a false official report, or entering or causing to be entered any information within any report they know to be false, inaccurate or improper;

5. Disorderly conduct;

6. Intoxication on or off duty;

7. Immoral conduct;

8. Use of habit-forming drugs or narcotics, except by physician's direction;

9. Conduct unbecoming an officer or civilian of the Department;

10. Neglect of duty;

11. Sleeping, lounging or loitering without purpose while on duty;

12. Inattention to duty;

13. Incapacity or inefficiency in the performance of duty;

14. Neglect or disobedience of orders;

15. Insubordination or disrespect to a superior officer;

16. Using coarse, profane, or insolent language;

17. Failure to maintain an impartial attitude toward persons coming to the attention of the police;

18. Failure to identify yourself by giving name and rank when requested;

19. Receiving, soliciting, or attempting to solicit a bribe of money, gift, present, reward, or anything of value for police services rendered, for failure to perform a police service or from a person under arrest or from someone in his behalf;

20. Associating or conducting business with individuals of unsavory reputation, criminal records, or organized crime syndicate affiliation;

21. Frequenting or patronizing establishments of unsavory reputation, or ownership or operation by persons with criminal records, connections, or organized crime syndicate affiliation;

22. Failure to be properly attired or equipped;

23. Failure to maintain a neat and clean appearance of self and clothing;

24. Absence from duty without leave or appropriate permission;

25. Leaving post without permission or without being properly relieved;

26. Neglect to pay just indebtedness within a reasonable time after it was incurred;

27. Publicly criticizing official actions of a superior;

28. Unauthorized dissemination or release of any information concerning essential police matters to the press, public, or others;

29. Soliciting business, clients, or customers for any business establishment or any business or professional person;

30. Willfully destroying property of the Department;

31. Unauthorized use of property of the Department, including Department stationary;

32. Mistreatment of a member of the Department;

33. Failure to obey a lawful order;

34. Violation of direct order of a commanding officer, superior, or the Chief of Police;

35. Violation of Department Rules and Regulations;

36. Violation of Department General or Special Orders;

37. Failure to notify a superior officer that an officer or civilian is guilty of violating a rule, regulation, or order of the Department;

38. Any act which brings, or tends to bring, the individual or the Department into disrepute; and

39. Any other act or omission contrary to good order and discipline of the Department.

B. **Bringing discredit upon the Department or the individual employee**

1. Those rules or acts not specifically set out herein which may bring discredit upon the individual or the Department, or those rules/acts which conflict with the policies and good order of Department discipline—when committed by an employee of the Department—shall be recognized and addressed. When considering such infractions, all disciplinary action levied against the employee shall be commensurate with the seriousness of the offense and brought forth in the same manner and degree as if the infraction had been specifically set out herein.

2. Because loyalty to the Department and to its employees and associates is an important factor in Departmental morale and efficiency, employees of the Agency shall maintain a loyalty to the Department, its employees and associates in a manner consistent with the law and one's personal ethics.

C. Intoxicants

1. Employees of the Department shall not consume intoxicants while off-duty to the degree that evidence of such consumption is apparent when reporting for duty or in any manner impairs the employee's ability to perform his/her duties.

2. The odor of alcohol on the employee's breath at roll call or during any period in which the officer or civilian is on-duty is strictly prohibited. An employee with the odor of alcohol on his/her person—although not intoxicated—shall immediately require removal from duty and places the employee in position for subsequent disciplinary action.

3. Intoxication is not a defense to charges of violating any Department rule or regulation. Because officers are subject to being called in for duty with no notice for emergency situations, the excessive use of alcohol while off-duty will not be tolerated. Drinking alcohol in public while in uniform is strictly prohibited.

D. **Intoxicants while on-duty**

1. Employees of the Department shall not consume intoxicants while on-duty unless necessary in the performance of a police duty, and then only under specific direction or permission of their Division Commander.

E. **Consumption of intoxicants while on Department property**

1. Intoxicating beverages shall not be consumed by an employee of the Agency while on the premises occupied by any division or section of the Department. Employees of the Department shall not bring or keep any intoxicating liquor on Departmental premises except when necessary during the performance of a police task. Intoxicating beverages brought onto Departmental premises for the furtherance of a police task shall be properly identified, inventoried and stored according to current policy.

F. **Prohibited activity while on duty**

1. Employees of the Department are forbidden from engaging in the following activities while on-duty:

   (a) Sleeping, loafing, loitering or engaging in idle behavior;

   (b) Recreational reading;

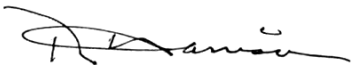
   (c) Excessive use of personal computers, cellular phones and or other portable communication devices; and

   (d) Any sexual conduct.

G. Financial matters

1. Employees of the Agency shall promptly pay all just debts and legal liabilities incurred by them. Neglect to pay a just indebtedness within a reasonable and legal time after the debt was incurred while an employee of the Department shall constitute cause for disciplinary action. Officers and civilians shall not incur debts beyond their reasonable means to repay such debts.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Grievance Procedures		
NUMBER	1104.10	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	December 08, 2010
Date Reviewed	March 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department recognizes its employees are a valuable asset needed to ensure the Agency's mission is accomplished. Employees of this Agency are afforded the right to fair and equitable treatment on all matters that arise from the employment with the Department. In accordance with such, the Department has developed a system by which employees of the Agency can address those individual issues that arise anytime an employee feels as though they have not been treated in a fair and equitable fashion.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop a well managed grievance process by which employees of the Agency can address those individual issues that arise anytime an employee feels as though they have not been treated in a fair and equitable fashion. Properly administered, the resolution of grievances can result in improved employee morale and greater job satisfaction. All employees of the Agency shall recognize and adhere to the information contained within this policy.

III. Procedure

A. **Conditions and Limitations of the Department's Grievance Process**

1. With the exception of temporary employees, the grievance procedures contained within this policy are applicable to all Department employees.

2. Under no circumstances shall more than one procedure be used to redress the same grievance; however, the utilization of these or other procedures does not preclude an employee of the Department from seeking legal remedies as deemed appropriate.

3. The Texarkana Police Department retains the right under applicable law and regulations to manage and institute the following fundamental obligations:

   a. The right to direct employees in the performance of their duties;

   b. The right to take the necessary means to achieve the proper ends under emergency situations;

   c. The right to hire, promote, transfer and reassign employees; and

d. In accordance with the policies that define the Department's disciplinary process, the Department retains the right to suspend, demote, discharge and institute disciplinary action upon those employees for just cause.

4. The grievance process is not applicable to those matters for which an appeal process is otherwise defined and provided. The grievance process may not be used in addition to or in replacement of those established processes.

B. **Defined Scope of the Department's Grievance Process**

1. All grievances must clearly define the situation in question byway of a written memorandum that contains the alleged wrongful act or situation, the harm created from the alleged situation and all of the facts upon which the allegation is based.

2. All grievances must be borne out of an act—or the failure to act—that directly relates to the employee's working conditions or the employee's relationship with the Agency.

3. All grievances must define a matter positioned within the Agency's control.

4. All grievances must contain the relief sought by the employee while ensuring the relief requested is within the Agency's power to grant.

C. **Defined Grievance Process**

1. The Department's grievance process consists of a series of three (3) steps that integrate automatic appeals within each level. All employees filing a grievance must advance the grievance in a proper manner by utilizing all three (3) steps.

2. **Step one (1)—Immediate Supervisor**

a. An employee who believes that elements of his/her working environment become unsatisfactory and can be made more effective should take the following measures:

(1) The employee must first discuss the specific problem with his/her immediate supervisor. A problem that results from a specific event or action must be presented within five (5) working days. The supervisor's decision regarding the matter shall be rendered in writing to the employee within five (5) working days following the conference.

(2) If the problem cannot be resolved through the conference—or if the employee wishes to document the grievance for further action—the employee may submit a formal written grievance to his intermediate level supervisor. Employees who do not have an intermediate level supervisor may submit their grievance directly to the Chief of Police.

3. **Step two (2)—Intermediate Level Supervisor**

a. Grievances submitted at this level must be in writing and meet the following criteria:

(1) Grievances at this level must be submitted within a seven (7) day period following the employee's receipt of his/her immediate supervisor's response.

(2) Grievances at this level must include a copy of the immediate supervisor's decision and justification as well as the employee's response to this decision; and

(3) Grievances submitted at this level must clearly specify the employee's grievance and remedy requested.

b. The intermediate level supervisor shall respond to the employee's complaint within seven (7) days of the supervisor's receipt of the complaint.

4. **Step three (3)—Chief of Police**

   a. If the matter is not satisfactorily resolved in step two, the problem may be presented in writing to the Chief of Police. At this level, the grievance must be accompanied by all preceding responses and submitted to the Chief of Police within seven (7) days following the response of the employee's intermediate supervisor.

   b. The Chief of Police shall meet with the affected employee and a representative of the employee's choosing if so desired. A written response will be provided to the employee within seven (7) days after receipt of the appeal from the employee.

   c. Once an officer has met with the Chief of Police concerning a grievance and a decision has been reached either affirming or denying there is a valid grievance, there is no further appeal to the Civil Service Commission. As outlined in *A.C.A. §14-51-212*, the Civil Service Commission is prohibited by law from involvement in the day-to-day operations of the agency.

5. All written responses to grievances must contain the following items:

   a. A notation that indicates the time, date and person who received the grievance.

   b. An analysis of the facts and/or allegations contained within the grievance.

   c. Affirmation or denial of the allegations contained within the grievance.

   d. If available, identification of the remedies or adjustments rendered or scheduled to be rendered.

6. If a grievance is not processed by the aggrieved employee within the specified time limits, the grievance shall be considered void. If the Department fails to process a grievance within the time limits specified, the employee may initiate action by proceeding to the next step. However, employees are encouraged to make a reasonable attempt to determine the reason for the delay.

7. All times specified in this procedure are subject to scheduled vacations, sick leave or other authorized leave necessary for the proper conduct of Departmental business. Additionally, involved parties may request one extension not to exceed seven (7) days by providing written notice to the other parties prior to the expiration of the time limit established for that step.

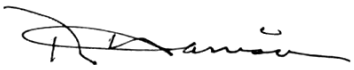
8. At any time during the grievance process, the employee may withdraw the grievance by making written notification of the withdrawal available to all parties involved within the grievance process.

9. The Chief of Police will designate an officer who shall coordinate the Department's grievance procedures as established within these guidelines. This officer shall also be responsible for:

   a. Maintaining and controlling all records relating to grievances in a manner that will ensure their confidentiality; and

   b. Preparing written reports analyzing grievances filed as directed by the Chief of Police.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Drug Free Workplace / Random Drug Testing		
NUMBER	1104.11	EFFECTIVE DATE	March 29, 2011
Scheduled Review Date	April 01, 2016	ISSUE DATE	March 29, 2011
Date Reviewed	March 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. This policy establishes guidelines that otherwise mandates a workplace and staff of employees who remain drug free. This policy governs all employee of the Texarkana Police Department who operate in both a sworn and non-sworn capacity. For the purposes of this policy, the term employee shall include all personnel assigned to the Agency.

II. Policy

A. Because of its law enforcement responsibilities and the sensitive nature of its overall function, the Texarkana Police Department maintains a compelling obligation to eliminate illegal drug use within its facilities and among its employees.

B. It shall remain the policy of the Texarkana Police Department to maintain a work environment free from the unlawful manufacture, distribution, dispensation, possession, use or effect of a controlled substance. The Department recognizes drugs impair an employee's judgment which equates to increased safety risks, hazards to the public, employee injuries, misguided decision making and reduced productivity.

C. The Texarkana Police Department demands all of its employees remain within a state of mind and within a physical condition necessary to ensure their assigned duties are completed in a safe, competent and effective manner when they are on-duty. The community in which we serve has a right to expect all personnel within the Texarkana Police Department—whether sworn or non-sworn—are mentally and physically prepared to assume their duties.

D. In an effort to ensure the integrity of the Department, coupled with the need to preserve the public's trust and confidence in a drug free law enforcement profession, it shall be the policy of the Texarkana Police Department to implement, manage and direct a random drug testing program designed to detect the use of prohibited drugs by sworn and non-sworn employees.

E. All members of the Department shall recognize and adhere to the guidelines established within this policy.

III. Definitions

A. **Sworn Employees**—Those members of the Department who have been formally vested with full law enforcement powers and authority.

B. **Supervisor**—Those sworn employees assigned to a position within the Department having the daily responsibility for supervising subordinates and/or responsible for commanding a work element.

C. **Drug Test**—The compulsory production and submission of urine by an employee of the Department in accordance with Department procedures for the purpose of analyzing and detecting prohibited drugs and/or substances within the submitted urine.

D. **Reasonable Suspicion**—For the purposes of this policy, reasonable suspicion shall be defined as the quantity of proof, evidence or circumstances which is more than a hunch but less than probable cause. All reasonable suspicion must be based upon specific and objective facts—and any rationally derived inferences from those facts—that gives rise to the conduct of an individual and leads a reasonable person to suspect an individual is or has been using drugs while on or off duty.

E. **Probationary Employee**—For the purposes of this policy, a probationary employee shall be defined as any person who is conditionally employed with the Department as a law enforcement officer.

F. **Non-Sworn Employee**—Those employees of the Department who have not been formerly vested with fill law enforcement powers.

G. **Metabolite**—The intermediates and products of metabolism.

H. **Ng/ml**—For the purposes of this policy, ng/ml shall be defined as the nanograms per milliliter of a particular substance present within urine.

IV. Drug Free Workplace

A. The following rules and guidelines shall apply to all employees—whether sworn, non-sworn or probationary—while on and off duty.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee of the Texarkana Police Department while on duty or during lunch and/or other breaks, or at any time the employee is at the Texarkana Police Department or property owned by the City of Texarkana, Arkansas, or at any time while operating a vehicle or equipment owned by the Texarkana Police Department or City of Texarkana, Arkansas is absolutely prohibited and constitutes grounds for immediate termination of employment.

2. Any employee arrested, charged or convicted of violating criminal statutes pertaining to controlled substances occurring at any time—whether on or off duty—must immediately report—no later than twenty-four (24) hours from the time of the arrest or conviction—the arrest or conviction to their supervisor or be subject to disciplinary action up to and including termination of employment. Such arrest or conviction itself may also constitute grounds for disciplinary action up to and including termination of employment.

   a. For the purposes of this policy, the term convicted shall be evidenced by the employee being found guilty—including a plea of nolo contender—or receiving a suspended imposition of sentence—or both—by any judicial body charged with the responsibility to determine violations of federal or state criminal statutes.

3. Employees who are undergoing medical treatment—to include the use of any drug or medication affecting the employee's ability to perform job-related functions—shall notify their immediate supervisor of the type of prescribed medication, the length of the treatment and the known side effects of medication.

    a. Supervisors shall document this information by completing an internal memorandum which will be maintained in a secure file. Depending upon the circumstances of the treatment, the employee may be temporarily reassigned to other duties when deemed appropriate. For more information surrounding reassignments and light-duty status, refer to *General Order 1101.02---Compensation and Benefits*.

4. No employee shall ingest any prescribed or non-prescribed medication in amounts beyond the recommended dosage.

5. Any employee who unintentionally ingests—or those employees who are made to ingest a controlled substance—shall in all instances immediately report the incident to their supervisor so the appropriate medical steps may be taken to ensure the employee's health and safety.

6. Any employee having a reasonable basis to believe another employee is illegally using or in possession of any controlled substance will immediately report the facts and circumstances to their supervisor.

7. Discipline of any sworn employee for violation of this policy shall be in accordance with the due process guidelines contained within the *Texarkana Police Department General Order 1104.03---Disciplinary Process* as well as the City of Texarkana, Arkansas' Civil Service Commission's Rules and Regulations.

8. Discipline of any non sworn employee for violation of this policy shall be in accordance with the due process provided in the *City of Texarkana, Arkansas' Personnel Policy Handbook* for non-sworn employees.

V. Drug Testing

A. Applicant Drug Testing

1. All applicants for any position with the Texarkana Police Department shall be required to take a drug test as a condition of employment. If the position being sought requires a pre-employment medical examination, then the drug test may be administered at that time. If the position being sought does not require a pre-employment medical examination, then the applicant will be directed to report to medical facility contracted by the Department for purposes surrounding drug testing. For additional information regarding the selection process for sworn employees, refer to *General Order 1103.02---Selection Process—Police Officer*.

2. Applicants shall be disqualified from further consideration for employment under the following circumstances:

    a. Refusal to submit to a required drug-test; or

    b. A confirmed positive drug-test indicating drug use which is prohibited by this policy.

B. Probationary Employee Drug Testing

1. All probationary employees shall be required—as a condition of their employment—to participate in any unannounced mass/mandatory drug tests scheduled during the probationary

period. The frequency and timing of such tests shall be determined by the Chief of Police or his/her designee.

a. In those instances that find a probationary employee having a past history of drug use, he/she shall be required to submit to random-testing until the probationary period is successfully completed. The frequency and timing of such testing shall be determined by the Chief of Police or his/her designee.

C. **Employee Drug Testing**

1. In an effort to detect prohibited drug use, all employees of the Texarkana Police Department will be required to take drug tests as a condition of their continued employment as provided below:

a. A supervisor may order an employee to take a drug test upon documented reasonable suspicion the employee is or has been using drugs. The observing supervisor shall also contact a second supervisor about the incident so that he or she can observe the activity or behavior in tandem with the first observing supervisor. Both supervisors shall document their respective observations on an internal memorandum—and upon approval by the Chief of Police or his/her designee—order the employee to submit to a drug test.

(1) A summary of the facts and circumstances supporting the order which compels the employee to submit to the drug test shall be made available to the employee prior to the actual test. Although not inclusive, observations which constitute a factual basis for reasonable suspicion may include the following:

(a) The odor of illegal drugs;

(b) Any erratic or unusual behavior on the part of the employee;

(c) The presence of violent mood swings;

(d) Any evidence of excessive absenteeism, including tardiness;

(e) The development of a medical emergency which might be attributed to controlled substance abuse;

(f) A documented deterioration in the employee's job performance; or

(g) An accident which is caused by the apparent action or inaction of an employee.

(2) In those instances in which a compelled drug test of an employee is necessitated by the criteria contained within this section of the policy, a Department supervisor shall drive the employee to the drug test collection site. The employee will be placed on administrative leave pending the test results.

b. A drug test will be administered as part of any physical examination required by the Texarkana Police Department.

c. All employees of the Texarkana Police Department shall be subject to unannounced, random drug testing at a frequency and within intervals determined by the Chief of Police or his/her designee.

(1) The random drug testing program in no way supersedes, replaces or eliminates a member of this Department from being subject to a compelled drug test supported by reasonable suspicion and ordered by a Department supervisor.

(2) Because of the nature of their positions within the Department, officers who are assigned to the Narcotics Section—as well as those officers assigned to the position of canine officer—will be screened a minimum of twice yearly; however, this mandatory screening does not replace random testing, as all narcotics detectives and canine officers shall remain within the random pool throughout the year.

d. All employees who are involved in a work related accident resulting in physical injury to any person through any work practice that appears negligent in nature will be automatically tested as soon as practical after the incident.

e. Except in those cases where it becomes clear the employee is not at fault in the traffic crash, any employee who is involved in an on-duty traffic crash which results in physical injury to any person—or in those cases that involve the removal of a disabled vehicle from the scene of a crash by a wrecker—will be tested as soon as practical following the crash.

(1) Notwithstanding any particularized degree of fault, employees involved in an on-duty traffic crash resulting in serious physical injury or death to any person will automatically be tested as soon as practical following the crash.

f. Drug testing performed under this policy shall be conducted by the contracted laboratory in such a manner so as to detect the presence of the following drugs:

(1) Amphetamines;

(2) Barbituates;

(3) Benzodiazepines;

(4) Marijuana/Cannabinoids;

(5) Propoxyphene;

(6) Methaqualone;

(7) Opiates;

(8) Phencyclidine (PCP); and

(9) Cocaine.

D. **Procedures—Drug Testing**

1. The testing procedures and safeguards provided within this policy serve to ensure the integrity of the Department's drug testing requirements and shall be adhered to by all personnel responsible to administer the Department's drug tests.

2. Drug testing of employees of the Texarkana Police Department shall be conducted by a private laboratory certified in the administration and interpretation of these types of chemical tests. The drug testing laboratory shall be certified by the United States Department of Health

and Human Services, employee professionally trained collection personnel, adhere to quality assurance requirements for urinalysis and follow strict confidentiality requirements.

3. The names and social security numbers—or other identifying numbers as deemed appropriate—belonging to all Texarkana Police Department employees shall be provided to the testing laboratory. As this information changes, the Services Division Commander—or his/her designee—shall be responsible to ensure the contracted testing laboratory maintains the Department's current employee roster.

4. The drug testing laboratory having the contractual responsibility and authority to perform drug testing for the Texarkana Police Department shall contact the Chief of Police—or his/her designee—on a random and unannounced basis and provide the Department with the names and social security numbers—or other identifying number as deemed appropriate—of those employees who have been randomly selected for drug testing.

    a. The Chief of Police or his/her designee will periodically determine if the number of names selected and the frequency of testing satisfies the Department's desire to maintain a Department staffed by drug free employees.

5. The Department employee who is selected for random drug testing will be notified by the Services Division Commander—or his/her designee—and directed to report to the designated medical facility for the purpose of submitting to the random drug test.

    a. The employee will be reminded that he or she is under no suspicion of taking drugs and that his or her name was drawn randomly. Employees who are selected for random drug testing will be provided with instructions directing them to the location of the designated testing facility. Selected employees will have four (4) hours to report to the designated testing facility.

        (1) Failure to appear for testing within the prescribed period will be considered refusal to participate in the testing process and will subject the employee to disciplinary action up to and including termination.

        (2) Should a Texarkana Police Department applicant fail to appear at the testing facility at the assigned time, then the offer of employment is subject to cancellation.

    b. Employees who are on duty at the time of notification will be allowed to leave their assigned area for the purpose of submitting to the drug test. During the time required for the testing process, personnel will not be subject to calls or assignments and will be otherwise classified as "out of service" for the duration of the testing process.

        (1) Those employees who have been randomly selected and find themselves off-duty (RDO, vacation, sick leave, etc.) shall not be required to report for the drug test; instead, the Services Division Commander—or his/her designee—will randomly select an employee who has been placed on the list as an *alternate testing candidate* to replace the off-duty employee. The alternate employee will receive notification as indicated above and ordered to report to the drug testing facility.

    c. Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before they enter the testing area which shall include positive photo identification of the employee. The medical review officer will interview personnel in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result if the initial screening tests positive.

e. To protect the privacy of the employee while ensuring the employee is not observed by others, any employee subject to random drug testing shall be permitted to provide urine specimens in private restroom stall or other similar enclosure while providing the urine sample; however, collection site personnel of the same gender as the employee may observe the individual provide the urine specimen when such personnel have reason to believe the individual may alter, substitute, taint or tamper with the specimen's authenticity. Tampering—or the act of attempting to tamper—with any urine sample shall result in disciplinary action up to and including termination.

f. Authorized testing personnel shall search the facility before an employee enters the facility to provide the sample and document the results of the search. The search shall ensure the testing area is free from contaminates and other foreign substances. Although not inclusive, the following circumstances shall cause the collection site personnel to develop reasonable suspicion to believe a particular individual may alter or substitute the specimen to be provided:

(1) The employee has previously tampered with a sample;

(2) The facts and circumstances suggest the employee is under the influence of drugs at the time of the test;

(3) The specimen's temperature at the time of collection is found to be outside of the range of approximately 90 to 100 degrees Fahrenheit; or

(4) The specimen shows signs of contaminants.

g. Specimens collected from employees will be divided into two separate vials which are sealed with identification labels and maintained by the collecting facility or laboratory. The urine samples will be provided at the same time and marked and secured in identical specimen containers by authorized testing personnel. The collection site personnel shall maintain appropriate chain-of-custody forms for the specimens. The secondary specimen container will be used for the following actions:

(1) In the event an employee wishes to challenge the results of a laboratory test, the testing laboratory will utilize the specimen which was placed in the secondary container; and

(2) In the event the testing laboratory conducts a secondary confirmatory test borne from a positive initial test of the specimen contained in the primary container, the testing laboratory will utilize the specimen which was placed in the secondary container.

h. Specimen samples shall be sealed, labeled and checked against the identity of the employee to ensure the results match the tested specimen. Samples shall be stored in a secured atmosphere until tested or delivered to the testing lab representative.

i. Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately, under direct observation of the testing personnel.

(1) Should this situation occur, the testing personnel shall notify the Chief of Police or his/her designee as soon as practical.

j. Where the employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug test report form.

The employee shall be permitted no more than three (3) hours to give a sample, during which time he/she shall remain in the testing area under observation. Reasonable amounts of fluids may be given to the employee to encourage urination. Failure to provide a sample shall be considered a refusal to submit to the drug test.

E. **Procedures—Drug Testing Methodology and Results**

1. The testing, processing and analyzing phase shall consist of a two step procedure:

   a. The initial drug screening test; and

   b. The confirmation test when the initial screening test is positive.

2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; instead, it will be classified as "*confirmation pending*". Notification of test results to the supervisor or other Departmental designee shall be held until the confirmation test results are obtained.

3. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.

4. The drug screening tests selected shall be capable of identifying the specific drugs and/or their metabolites as indicated above. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collection procedures.

5. The following table depicts the specific drugs, their relative cut-off levels (ng/ml) during initial and confirmatory tests and the detection time of the drug within urine specimens.

   a. During the process of conducting a confirmatory GC/MS test on any urine specimen which initially tested positive, the following types of drugs at or above the following levels shall be considered a positive test. All confirmatory tests shall be technologically different than the method utilized for the initial screening test:

DRUG	LabCorp Standard Screening Cut-off Level	LabCorp Standard GC/MS Confirmation Cut-off Level	Detection Time in Urine Specimens
Amphetamines	**1000 ng/ml**	**500 ng/ml**	**1 to 2 days**
Barbituates	**200 ng/ml**	**200 ng/ml**	**Short Acting: 2 days Long Acting: 1 to 3 weeks**
Benzodiazepines	**200 ng/ml**	**200 ng/ml**	**3 days**
Marijuana/Cannabinoids	**50 ng/ml**	**15 ng/ml**	**Single Use: 2 to 7 days Prolonged Use: 1 to 2 months**
Propoxyphene	**300 ng/ml**	**300 ng/ml**	**6 hours to 2 days**
Methaqualone	**300 ng/ml**	**300 ng/ml**	**3 days**
Phencyclidine	**25 ng/ml**	**25 ng/ml**	**14 days Chronic Use: Up to 30 days**
Cocaine	**300 ng/ml**	**150 ng/ml**	**2 to 4 days**

6. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise and demonstrate proficiency in urinalysis.

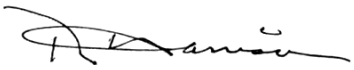
7. Employees whose test results were determined to be negative shall receive documentation from the drug testing laboratory stating that no illegal drugs were found. Upon the employee's request, a copy of the documentation will be placed in the employee's personnel file. The employee will forward a copy of the documentation to the Personnel and Training Officer. Any employee who breaches the confidentiality of any testing information shall be subject to discipline.

8. All records pertaining to Department required drug tests shall remain confidential and shall not be provided to other employers or other agencies without the written permission of the person who is the target of the record's request/search.

9. Drug test results and records shall be stored and retained in compliance with state law or for an indefinite period in a secured area where there is no applicable state law.

10. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of custody. Where a positive result is confirmed, urine specimens shall be maintained in secured storage for up to six months.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Police Explorer Scout Program		
NUMBER	1104.12	EFFECTIVE DATE	February 15, 2009
Scheduled Review Date	April 01, 2016	ISSUE DATE	February 15, 2009
Date Reviewed	March 18, 2014	REVISION DATE	November 15, 2010
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. This policy establishes the guidelines and mandates that surround the Texarkana Police Department's Police Explorer Scout Program. The program is administered in conjunction with the Boy Scouts of America's Learning for Life Program for the purpose of educating and involving the youth within our community in police operations while fostering and stimulating any desire they might exhibit in the pursuit of a future career within law enforcement.

II. Policy

A. It is the policy of the Texarkana Police Department to develop, institute and promote the Agency's Police Explorer Program. In an effort to secure its success—while providing the participants with the guidance, assistance and a sense of solid moral and ethical conduct needed to succeed—the Department has formulated the following rules, regulations and procedures that govern the manner in which this program is administered. It shall be the responsibility of every participant of this program to recognize, accept and adhere to the conditions set forth throughout this policy.

III. Procedure

A. Every participant involved in the Texarkana Police Department's Explorer Program—hereafter referred to in this policy as the Explorer Program—shall conform and adhere to each rule, policy, regulation and provision contained within this policy. The participants of this program shall strive to utilize proper judgment and discretion during any such situation not specifically contained within this policy.

B. Qualifications required for participation in the Explorer Program:

1. Every participant of the Explorer Program shall be a minimum of sixteen (16) years-of-age and a maximum of twenty (20) years-of-age;

2. Every Police Explorer shall be enrolled as a student in a recognized high school or college institution, and before entry into the program is achieved, the explorer shall present a copy of their most current grade sheet to the Post Advisor;

a) The Police Explorer shall be required to maintain a minimum grade point average of 2.5 (C average) at the school or college in which he/she is enrolled for the duration of their affiliation with the Explorer Program. Failure to maintain the required GPA will result in their suspension or termination from the program.

3. Each Police Explorer shall remain in a state of good physical condition during the duration of their affiliation with the program;

4. Each Police Explorer shall maintain an excellent reputation within the community and the school in which they attend throughout the duration of their affiliation with the program;

C. Each Explorer shall have no previous arrests. All histories of traffic related offenses will be considered on a case-by-case basis, but in no event shall an Explorer have a history of habitual traffic related offenses.

1. The Texarkana Police Department reserves the right to conduct background checks on all those applying to become a Police Explorer. The Department also reserves the right to periodically check an Explorer's background to ensure the Explorer remains compliant with the policies set forth.

D. Program selection process and procedure:

1. Every candidate shall complete the Department's Explorer Program Application and ensure all of the required documentation is provided as necessary;

2. All completed applications will be placed into a file, and each candidate's file will be reviewed by the Department's Post Advisor;

3. Those candidates whose file meets the program's minimum qualifications and requirements will be scheduled for an oral board for the purpose of establishing and Explorer Post Eligibility List;

4. The Post Advisor, working in conjunction with the Patrol Division Commander, will coordinate and establish an oral board and subsequently schedule the candidate's interview;

5. Upon completion of the interviews, the Post Advisor, working in conjunction with the oral board, will publish an eligibility list of the prospective candidates;

a) The Texarkana Police Department reserves the right to establish the minimum and maximum number of Explorer positions available after considering the needs and mission of the Agency.

6. Once approved, the eligibility list shall be maintained for a period of one calendar year, and all vacancies and program expansion positions will be filled from those candidates who are on the approved list;

7. Candidates who fail to meet the minimum requirements, or those who fail to pass the oral interview, will not be placed upon the eligibility list.

a) Those candidates who fall within this category may submit a subsequent program application no less than one year from the date of their previous elimination.

b) The Post Advisor and the Patrol Division Commander will hear all appeals originating from those who fall into this category, and their decision regarding the appeal will be final.

IV. Uniforms, Appearance and Care of Departmental Equipment

A. The Texarkana Police Department requires all Police Explorers who participate within the program to project a positive image when performing functions affiliated with the Department. The Department's mission requires an adherence to a prescribed code of appearance which dictates the manner in which the uniform is worn. The Explorer Uniform allows the citizens of the community to recognize and identify the Explorer's affiliation with the Department. It shall be the duty of every Explorer to maintain a clean, professional and neat appearance while performing functions affiliated with the Department. The Post Advisor or his designee is responsible for the appearance of all Explorers.

B. The Department's code of uniform appearance requires all Explorers to ensure their uniforms remain neat, clean and pressed. Department issued leather accessories shall remain dyed black and polished to give the appearance of a deep shine, and all metal accessories shall be polished to give the appearance of a high, glossy shine.

C. All footwear worn in conjunction with the Explorer Uniform shall be black in color and constructed of a material that can be polished. All footwear shall remain highly polished to give the appearance of a deep shine.

D. All uniform equipment will be furnished by the Department. Explorers are responsible to supply their own individual socks, shoes, boots and handcuffs.

1. All Departmental issued equipment and uniform apparel will be disseminated, controlled and recorded by the Post Advisor utilizing receipts that document the issue of the respective items.

2. The Explorer to which the equipment was issued shall be responsible for the loss or destruction of the equipment. Upon the Explorer's separation from the program, the issued equipment and uniform apparel shall be returned to the Post Advisor or his designee. Explorers who fail to return their issued items will monetarily reimburse the Department for the expense of the items. Should the Explorer fail to reimburse the Department for the expense of the issued items, the Agency reserves the right to seek legal action.

E. Police Explorers are prohibited from wearing any portion of their uniform when they are not engaged in a Department function.

F. There are occasions that will require the Police Explorer to wear civilian clothing while performing functions affiliated with the Department. Such occasions are assignments to the Criminal Investigations Division (CID) or Department sponsored training. The following guidelines shall govern the manner in which Explorers wear civilian clothing while they are performing functions affiliated with the Department:

1. Explorers who wish to be assigned to CID are required to wear business attire. Supervisors within the Department are responsible to ensure the civilian clothing presents a professional, positive image. Denim pants—commonly referred to as blue jeans—are prohibited unless expressed permission is received from the Post Advisor or his designee.

2. In an effort to maintain clearly established lines of identity that separate the Police Explorer from commissioned officers within the Agency, Explorers are prohibited from carrying handcuffs, radios or similar equipment while performing functions in civilian attire.

3. Police Explorers who are attending Department sponsored training or find themselves in any other setting that places them in a position that represents the Agency, the following attire is deemed appropriate:

a) Tactical uniform for "hands-on" training sessions;

b) Police Explorers attending Department sponsored conferences, seminars or other training events shall wear business attire or some other uniform specified by the Agency. Business attire is defined as slacks, dress shirt or polo shirt;

c) Police Explorers making presentations or formally representing the Department during any business or training event shall wear professional business attire or some other uniform specified by the Agency. Professional business attire is defined as a suit with a tie;

d) The following examples of attire shall not be permitted:

1) All denim pants (blue jeans) regardless of design, style or color;

2) Tank tops, halter tops, tube tops and see through blouses. The areas of that surround the midriff and back shall at all times be covered;

3) Open-toed style footwear, flip-flops, spiked high heeled shoes, tennis shoes and bare feet;

4) Sweat shirts, tee shirts, shorts, cut-offs or any shirt or clothing that contains a slogan or a picture.

G. Police Explorers shall not report for duty in need of a hair cut or shave. The Department reserves the right to establish reasonable standards of appearance as a condition of membership within the Department's Explorer Program.

1. The Department understands hairstyles and hair textures vary from person to person, and as such, the length and bulk of one's hair will also vary. There are many different hairstyles that are acceptable to Departmental standards. Extreme, "fad" type haircuts or hairstyles are not permitted. Haircuts or hairstyles shall at all times be neat and clean.

2. If dyes, tints or any sort of bleaching is applied to the Explorer's hair, the resultant color shall be a color that is natural to human hair.

3. Mustaches are acceptable, provided they are neatly trimmed, the edges of the mustache do not extend beyond a vertical line that extends upwards from the corners of the mouth and the mustache does not fall over the upper lip. All beards, goatees and other similar facial hair are not permitted.

4. Female Police Explorers whose hair extends below the shoulders shall be gathered and held in place pursuant to established Departmental policy that governs female hairstyles.

H. Because Police Explorers are highly visible within the community, this Department mandates every Explorer project a positive and professional image. **The Department prohibits the wearing of earrings by male Explorers. In addition, the Department also strongly discourages excessive and/or offensive ornamental use of tattoos, body decals, body branding, body piercings or similar body alterations by Explorers.**

I. Although not inclusive, this section provides guidance to Police Explorers concerning the wear of earrings and the display of ornamental body alterations:

1. Earrings—Female Police Explorers

a) All earrings worn by female Explorers shall be small and affixed using a post or clip to the backside of the ear. Only one earring is permitted per ear, and all earrings shall be attached to the ear lobe and positioned lower the than the opening located at the ear canal.

2. Earrings—Male Police Explorers

a) All male Explorers are prohibited from wearing any earrings while engaged in a Department function.

3. Ornamental tattoos, body decals, body brandings, body piercings or other similar alterations:

a) Visible body decals, body brandings, body piercings or other similar alterations are prohibited while the Explorer is engaged in a Department function.

b) Police Explorers will cover tattoos and/or body decals from public view while engaged in a Department function.

c) All Police Explorers whose appearance and professional bearing are deemed compromised byway of excessive tattooing, body branding or body piercing shall be released from program. If the Department determines an Explorer's appearance or professional bearing have been compromised by the excessive display of body ornamentation, the Police Explorer will be notified in writing by the Post Advisor they no longer meet acceptable Agency standards.

V. Military Bearing

A. While in uniform, all Police Explorers shall maintain a sense of military bearing whenever applicable. The display of military bearing presents a positive image of the Department and projects professionalism. This section provides generalized guidelines regarding the manner in which Police Explorers conduct themselves at funerals, award and recognition ceremonies, parades and other official gatherings. The guidelines that follow will provide Police Explorers with the information needed to carry out recognized military movements with precision and in unison with other members of the Department.

B. The three (3) basic commands Police Explorers are required to perform are the positions of **ATTENTION, PARADE REST and PRESENT ARMS**.

1. The position of **ATTENTION** is performed in the following manner:

- To assume this position, place of the heels of your shoes together and point your toes forward at 45 degree angles;
- Position both of your arms down alongside the outer seams of your trousers while cupping the fingers on both of your hands in a manner that resembles a fist. Ensure your thumbs are kept on the outside of your index fingers;
- Rest your thumbs alongside the outer seams of your trousers;
- Position your head and eyes straight ahead with no looking around while keeping your back straight and your chest out.

2. The position of **PARADE REST** is performed in the following manner:

- To assume this position, begin by placing your feet approximately shoulder width apart;
- Bring both of your hands to the small of your back and rest the back of your right hand in the palm of your left hand;
- Position your head and eyes straight ahead with no looking around.
- Police Explorers will assume this position when they are given the command to do so or during periods that follow the completion of a funeral escort. Upon the completion of the funeral escort, those Explorers who are wearing a hat shall place the hat across their heart in lieu of a hand salute until the entire procession has passed.

3. The position of **PRESENT ARMS** is a hand salute conducted by those who are wearing a hat and is performed in the following manner:

- To assume this position, the Police Explorer must first assume the position of **ATTENTION**;
- Bend your right arm at the elbow while bringing your right hand and forearm towards the front brimmed edge of your hat;

- Fully extend all of your fingers while pressing and holding them tightly together ensuring the palm of your right hand faces the ground;

- Place the tip of the middle finger on your right hand against the outer brimmed edge of your hat while ensuring the section of your arm that extends from your shoulder to your elbow is parallel to the ground.

- Police Explorers will assume the position of **PRESENT ARMS** under the following conditions:

  - When ordered to do so;

  - When wearing the Police Explorer Uniform and the American Flag passes within view;

  - After the completion of a funeral escort for a police officer or those who have received a military burial. Explorers shall hold the position of **PRESENT ARMS** until the complete procession has passed in front of their position, or when so directed, until the command to release the position is given. Explorers who are not wearing a hat shall place their right hand over their heart rather than assuming the position of **PRESENT ARMS**.

4. The commands to assume these three (3) positions are given in two (2) parts. The first command is defined as the **command of preparation**, and the second command is defined as the **command of execution**. The following chart provides additional clarification regarding the manner in which these commands are issued:

MOVEMENT	COMMAND OF PREPARATION	COMMAND OF EXECUTION
Attention	Atten **(Ten)**	tion **(Hut)**
Parade Rest	Parade	Rest
Present Arms **(Salute)**	Present	Arms
Release Salute	Order	Arms

VI. Required Departmental Forms

A. After successful completion of the selection process, all Police Explorers shall complete the following forms. All required forms will be maintained in electronic format, and once complete, the forms shall be submitted to the Post Advisor for inclusion within Departmental Explorer records.

1. **Hold Harmless Agreement**

2. **Release of Claims and Indemnity Agreement**

   a) A statement of Release of Claims and Indemnity Agreement will be endorsed by the Explorer's parent or legal guardian, and in those cases that find the Explorer eighteen (18) years-of-age or older, the statement shall be endorsed by the Explorer.

3. **Medical Consent / Release**

a) A Medical Release / Consent Form will be endorsed by the Explorer's parent or legal guardian, and in those cases that find the Explorer eighteen (18) years-of-age or older, the statement shall be endorsed by the Explorer.

VII. Police Explorer Code of Conduct

A. Patrol Unit Conduct

1. While assigned to a patrol unit, a Police Explorer must be an asset, not a liability, to the officer in charge. The Police Explorer is expected to listen as the officer instructs him, and the Police Explorer shall follow the officer's instructions. The officer whom the Explorer is riding with shall be his/her immediate supervisor unless relieved by the Post Advisor or his designee.

B. Patrol Unit Equipment

1. While assigned to a patrol unit, Police Explorers shall not operate any equipment in the patrol unit unless so instructed by the officer in charge. This does not include calling for assistance on the radio if the officer in charge is in need of such help and cannot make the call for assistance himself. At no time while the Police Explorer is involved in the Department's Explorer Program will the Explorer be allowed to carry a firearm while on duty or participating in any other Explorer function.

C. Leaving the Patrol Unit

1. Permission for Police Explorers to leave the patrol unit will be granted only during the investigation of routine misdemeanor complaint calls. At no time will the Police Explorer dismount the patrol unit while at the scene of any of the following situations until the officer has evaluated the situation, deemed the situation safe and has given permission for the Police Explorer to exit the vehicle. The only exception to this rule is if an emergency situation quickly develops and the need for immediate action becomes necessary:

- Calls for service involving fights;
- Any call for service involving a disturbance;
- Any call for service involving a shooting;
- Any call for service involving people carrying weapon (guns, knives, clubs, etc..);
- Any call for service surrounding a prowler complaint;
- All calls for service surrounding the investigation of an alarm; and
- All calls for service involving felony or violent misdemeanor crimes in progress.

D. Traffic Stops

1. Traffic stops are unique in nature, and to insure the safe completion of a traffic stop, officers must direct their constant attention solely to the traffic stop. At no time will a Police Explorer interfere with an officer while he/she is in the process of conducting a traffic stop. During traffic stops, the Police Explorer will position himself/herself behind the patrol car's opened door and maintain a position that enables the Explorer to observe the officer. At no time will a Police Explorer approach the vehicle being stopped while it is occupied.

E. Operation of the Police Unit

1. Under no circumstances shall a Police Explorer—whether they are in uniform or civilian attire—operate a marked police unit. The only exception to this policy is during authorized Department sponsored training that places an adult law enforcement official in the front passenger's seat of the unit. Police Explorers who are eighteen (18) years-of-age or older and who possess a valid driver's license may assist in transporting units to designated locations when instructed to do so by the officer in charge. This exception is primarily intended to allow for the movement of vehicles from Fleet Maintenance to the Bi-State and does not involve emergency or routine patrol operations.

F. Calls for Service that Allow for Police Explorer Participation

1. Active Police Explorers who participate in police field operations are considered observers; however, the Explorers may fulfill and participate in duties as so directed by the officer in charge. These duties may include the following:

- Traffic control or passive crowd control functions;
- Radio operations;
- Assisting motorists who require help with mechanical problems or those needing directions (not to be confused with traffic stops);
- Completing routine paperwork on misdemeanor crimes;
- The protection of crime scenes;
- Routine, minor misdemeanor calls for service where the crime has already occurred and there exists a well diminished possibility of violence; and
- Special events that include parades, fairs, fireworks displays, incidents that require a police response to natural disasters where a command center has been established or any other event deemed appropriate by the Post Advisor or his designee.

G. Under no circumstances will a Police Explorer be placed in a position of legal liability or used in a dangerous capacity. Some of these prohibited actions are:

- Interviewing or interrogating suspects;
- Participating in an arrest or allowed to remain alone or be in control of any prisoner;
- Assisting at any scene, unless told to do so by the assigned officer;
- Being armed in any manner;
- Signing any arrest report, offense report, traffic accident report, traffic citation or any other legal document;
- Participating in any action, incident or event dealing with narcotics, vice or gang unit personnel;
- Participating in any covert or undercover operation unless so approved by the Division Commander; and
- Assisting in or serving in a back-up or cover position during any crime in progress.

H. Police Explorer Riding Hours

1. Police Explorers are permitted to ride in a patrol unit between the hours of 6:00 a.m. and 10:00 p.m.; however, the special guidelines contained with the following section must be observed and followed. These hours are subject to change, and notification of any such change will be made through a published memorandum. Only those Police Explorers who have reached their eighteenth (18^{th}) birthday may ride in a patrol unit after 10:00 p.m. The Police Explorer shall request permission for this expansion from the Post Advisor and shift supervisor prior to riding during these hours. Male Explorers shall ride with male officers after 10:00 p.m., and female Explorers shall ride with female officers after 10:00 p.m.

2. The Police Explorer must ride a minimum of eight (8) hours per month. If this requirement is not met, the Police Explorer may be suspended or altogether removed from the Police Explorer Program. The Police Explorer may ride a maximum of forty (40) hours per month during the school year and eighty (80) hours per month during the summer months. Any additional hours must be approved by the Post Advisor.

I. Officer in-charge Criteria

1. An officer whom the Explorer wishes to ride with must have successfully completed the FTO program, successfully completed all probationary phases of employment and be approved by the Post Advisor. The Officer must not have any compromising disciplinary actions on file and shall be considered by his supervisors and peers as one having an excellent sense judgment.

2. The consenting officer in charge must have received, reviewed and understood the policy, rules and regulations that govern the Police Explorer Program. The Officer must maintain compliance with all of the provisions set forth in this policy and agree to the responsibility of acting as the Explorer's supervisor unless relieved by the Post Advisor.

3. The officer in charge shall remain constantly mindful of the Explorer's presence while assessing incidents or situations that would necessitate the act of dropping off the Police Explorer in a safe location prior to responding to extremely dangerous events. Some of these incidents might include violent riots, shootings in progress and other calls for service that contain the possibility for heightened levels of violence. If the Police Explorer is to be dropped off, it shall be done at the nearest convenience store or other location deemed safe, and the officer in charge shall immediately transmit the Explorer's location via the radio to facilitate the removal of the Police Explorer.

J. Blood Borne Pathogens

1. Police Explorers should be made aware this profession has potential for the individual Explorer to come into contact with bodily fluids. As a precaution, the individual Explorer should consider obtaining a hepatitis B vaccination. The cost of these shot(s) will not be the responsibility of the Learning for Life program or the Texarkana Police Department. However, this does not mean that the Department will not assist the Explorer in obtaining the vaccinations if he/she so desires. The Department will provide the Explorer with a vaccination waiver form that gives the Explorer four choices. The choices will be:

   - Pay for the vaccination at the Explorer's own expense;
   - Pay for the vaccination at a reduced cost;
   - Receive the vaccination at no charge to the Explorer; or
   - Waive the vaccination altogether.

2. The Post Advisor will assist the Explorer with the details of the vaccinations. The Explorer will be required to sign the vaccination waiver and can waive the vaccinations altogether after being explained the risks involved. If the Explorer is under the age of eighteen (18), the parents/guardians of the Explorer must endorse the form.

3. Learning for Life and the Texarkana Police Department recommend the following:

   - Treat all body fluids as if they were contaminated with blood borne viruses;
   - Do not use bare hands to stop bleeding;
   - Always use protective barriers such as medical masks or latex gloves;
   - Always wash exposed skin areas with hot water and soap immediately after treating a victim. (If this is not possible, all patrol vehicles have been equipped with alcohol hand sanitizer);
   - The Texarkana Police Department supplies Latex gloves, CPR safety valves, plastic goggles, and hand sanitizer, along with other protective gear. Explorers are directed to use this safety equipment when acting in a situation that involves bodily fluids; and
   - If you are exposed to any bodily fluids, notify the officer in charge and the shift supervisor as soon as possible.

K. Conduct Unbecoming of a Police Explorer

1. Those active participants of the Police Explorer Program shall at all times avoid conduct that brings about a negative reflection or discredit upon himself/herself, the Police Explorer Program and the Texarkana Police Department. All Police Explorers shall recognize and adhere to the following rules of personal conduct. Should an Explorer violate the following code of conduct, they may be subject to suspension or removal from the Police Explorer Program:

   - Police Explorers shall be punctual when reporting to all functions;
   - Police Explorers shall address superior officers by their proper titles while in the presence of others;
   - Police Explorers shall refrain from using profane, coarse, or insolent language to any officer, civilian employee or citizen;
   - Police Explorers shall at all times remain courteous and respectful to the public;
   - Police Explorers shall at all times direct their efforts in a manner that establishes and brings about a high levels of efficiency;
   - When attending parades in uniform, Police Explorers need only salute the massed national colors at the head of the parade. When the Police Explorer encounters the United State Flag a distance equal to six paces from him/her, the Police Explorer shall face the flag and render a hand salute until the flag is six paces beyond him;
   - During any ceremony that requires the hoisting or lowering of the United States Flag, those Police Explorers attending in full inform shall render the prescribed hand salute;
   - When attending any ceremony in which the National Anthem is played, the Police Explorer shall assume the position of attention, face the national colors if present and render a hand

salute. If there are not national colors present, he/she shall face the band, remove any head covering and assume the position of attention;

- Police Explorers shall treat all official business of the Texarkana Police Department as confidential. Police Explorers shall not disseminate any Departmental information to anyone, except those to whom the information was intended, or as directed by a superior officer;

- Police Explorers shall not engage in the dissemination of rumors with other member of the Department or the public;

- **Insubordination**---No Police Explorer shall willfully disobey a lawful order given by a superior officer. Police Explorers' affiliation with the program will be immediately terminated upon being found negligent of disobeying any reasonable and lawful order given by an officer of this agency.

VIII. Police Explorer Training and Educational Guidelines

A. The Texarkana Arkansas Police Department subscribes to the idea of higher learning. Police Explorers are encouraged to further their studies through extended education. This agency requires the completion of thirty (30) hours of college prior to being employed, so extending your education is not only encouraged, it is required of officers employed with the Department.

B. The Texarkana Police Department will also provide educational training courses to Police Explorers. This is done in order to build on the requisite knowledge that each individual Police Explorer may have in the field of criminal justice.

C. Prior to becoming involved in the Texarkana Police Department's Police Explorer ride along program, the Explorer will be required to become familiar in certain areas of importance. The Post Advisor will responsible for guiding the Explorer along this probationary training period. The Police Explorers shall receive training in the following areas:

- Post Guidelines;
- A generic familiarization of Texarkana's geographic areas;
- Traffic and patrol functions;
- Communications and radio functions;
- Common sense youth protection issues (Youth Protection Guidelines in Learning for Life);
- Daily operational demands of police officers;
- Police vehicles and equipment; and
- Required dress and equipment.

IX. Police Explorer Organizational Relationships

A. This policy is meant to provide guidance to the Explorer in matters of organizational relationships and promotional guidelines. Every Explorer shall familiarize himself/herself with this policy and understand the importance of structure within the Explorer program.

B. Requirements for Promotion to Police Explorer Sergeant:

- Must be an Police Explorer for a minimum of one year;
- Must have completed a 24 hour tour of duty with CID;
- Must have a minimum of 80 logged hours in patrol;
- Must have completed a 16 hour tour of duty within the Services Division;
- Must have completed all requirements of an entry level Explorer;
- Must have a minimum of 6 approved training hours;
- Must satisfactorily pass the Police Explorer's Sergeant's exam with 90% score; and
- Must pass an Oral board interview.

(1) Selections will be made when considering the above requirements in conjunction with an evaluation of the Explorer's ability to lead. The Police Explorer Sergeant will act as an assistant to the Police Explorer Lieutenant(s) and will be called upon to complete many tasks within the program. These tasks may include, but are not limited to: Reviewing the riding log in an effort to ensure subordinate Police Explorers are correctly logging their volunteer hours, assisting with meetings, ensuring all Explorers understand and are in compliance with the Rules and Regulations of this Department and complete other tasks as they may be assigned by the Police Explorer Lieutenant or Post Advisor.

C. Requirements for Promotion to Police Explorer Lieutenant:

- Must be an Explorer for a minimum of two years;
- Must have completed 40 hours of logged time with CID;
- Must have a minimum of 160 hours of logged time in patrol;
- Must have completed 32 hours of logged time with Services;
- Must be a Sergeant in good standing in the program;
- Must have a minimum of 12 approved training hours;
- Must satisfactorily pass the Lieutenant's Exam with 90% score; and
- Must pass an Oral board interview.

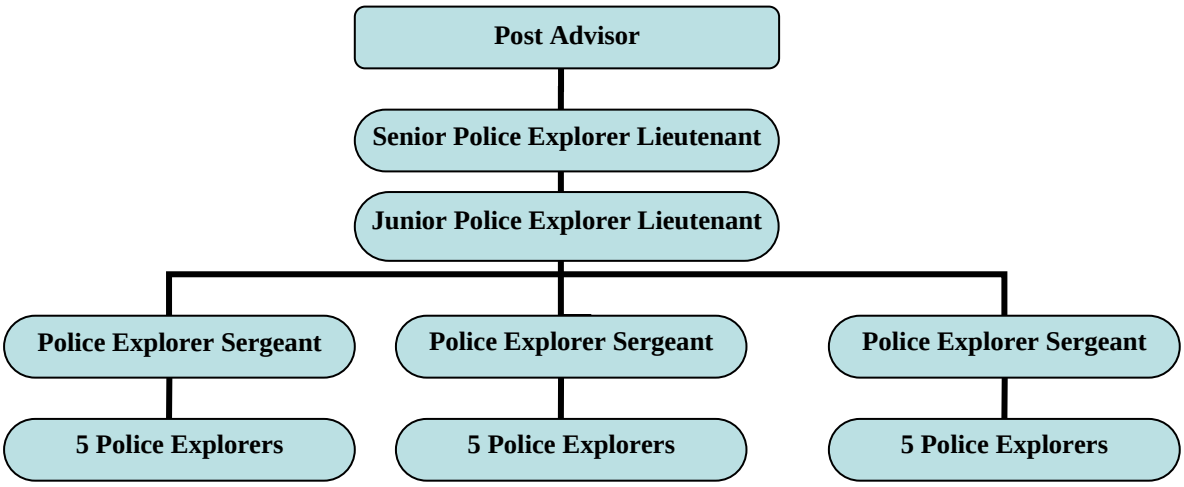
(1) Selections to the position of Explorer Lieutenant will be based on the effectiveness of the Explorer's leadership as a Sergeant and his decision making skills. The above requirements will also be reviewed during the promotional process. The Explorer Lieutenant will report directly to the Post Advisor. The Explorer Lieutenant will have the following responsibilities, but these responsibilities are not limited to this brief description: Supervise the Explorer Sergeants, Organize and lead Explorer meetings, Notify and organize Explorers on call out situations that the Explorers want to participate in, making sure that all Explorer Sergeants and Explorers understand and comply with agency Rules and Regulations, and complete other tasks as assigned by the Post Advisor.

D. Organizational Relationships

1. For every five (5) Police Explorers, there shall be one Police Explorer Sergeant. Sergeants will be ranked by their seniority.

2. For every two (2) Police Explorer Sergeants, there shall be one Police Explorer Lieutenant. The most senior Lieutenant shall be the acting Commander and have rank precedent above the Junior Lieutenant.

3. Listed below is an organizational chart depicting the rank structure of the Police Explorer Program:



E. Command Authority

1. When a question of seniority arises regarding who is in command, seniority shall be determined as follows:

   (a) Seniority shall first be determined by rank; and

   (b) Should both officers be of equal rank—and unless specified or delegated in another section—seniority shall be determined by their date of appointment or promotion within a period of continuous service.

F. Chain of Command

1. The Texarkana Police Department's Explorer program shall operate under a chain-of-command system. The recognized order of the Department's chain-of-command system is as follows:

   (a) Chief of Police;

   (b) Police Captain;

   (c) Police Lieutenant;

   (d) Police Sergeant; and

   (e) Police Officer / Police Detective.

2. The recognized order of the Explorer Program's chain-of-command system is as follows. This system by no means is meant to deter an Explorer from reporting directly to the Post Advisor on any topic deemed necessary:

   (a) Post Advisor;

   (b) Explorer Lieutenant;

   (c) Explorer Sergeant; and

   (d) Explorer.

G. Lines Authority

1. The chain-of-command from the Post Advisor down through the ranks of Police Explorer and the Lines of Authority up through the ranks to the Post Advisor shall be preserved in order to maintain sound principals of administration.

2. Explorer supervisors shall not be bypassed except under emergency or unusual situations that demand it; however, the Department realizes the importance of free flowing communication between the Post Advisor and the Explorer**.** It is of great importance for the Police Explorer to understand he or she may directly approach the Post Advisor with any personal or professional matter that he or she deems necessary or essential. The Department will protect this line of communication so as to deter any acts of retribution against the Police Explorer by any member of the Department or Explorer Program.

X. Police Explorer Proficiency Awards

A. The Police Explorer Proficiency Awards program provides an opportunity for posts and the participating Explorers within each post to earn a series of decorative bars/awards that serve to document the Police Explorer's experience. These decorative bars/awards are categorized as follows:

1. Law Enforcement Training bar

   (a) Recognizes the accumulation of 60 hours of training in the following areas:

   - History of law enforcement (1 hour) Procedures of investigation (6 hours)
   - The contemporary law enforcement role (2 hours) Human relations (4 hours)
   - The criminal justice system (2 hours) Crime prevention (8 hours)
   - Radio procedures (2 hours) Accident investigation (4 hours)
   - Basic patrol procedures (3 hours) Crime scene investigation (4 hours)
   - Report writing (4 hours) Fingerprinting and classification (4 hours)
   - Criminal law (6 hours) Narcotics and dangerous drugs (2 hours)
   - Juvenile law (2 hours) Arrest and search (4 hours)
   - Traffic law (2 hours

2. Community Service bar

   (a) Acknowledges 100 hours of community service, including crowd traffic control, parking service, community events, etc. Service must be preapproved and logged by the Advisor. The recognition is a blue and yellow commendation bar, No. 04019.

3. Crime Prevention bar

   (a) Includes the basic 8 hours of crime prevention instruction as well as an additional 8 hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects with a total of 25 hours of activity. The recognition is a green and gold commendation bar, No. 04020.

4. Law Enforcement Service bar

   (a) Includes assistance to the department in areas such as records, communications, data processing, etc. It recognizes an accumulation of 100 hours of service. The recognition is a red and gold commendation bar, No. 04021.

5. Emergency Preparedness bar

   (a) Certifies that the Explorer has received training in advanced first aid and CPR; has received training in how the post would assist in a disaster, such as flood, tornado, hurricane, etc.; and has participated in at least one civil defense or community-wide disaster training exercise. This is recognized by a red and white commendation bar, No. 04022.

6. Firearms Training bar

   (a) Includes 8 hours of firearms safety training and matches the guidelines stated in the NRA/Law Enforcement Explorer Firearms Certification Program. This recognition is the NRA Explorer Marksmanship bar (not a Learning for Life item; see No. 99-264). Note: NRA membership is not required.

7. Tenure bar

   (a) Awarded to those Explorers who complete one year of satisfactory service to the post. It is recognized with a red commendation bar, No. 04023.

8. Prefect Attendance bar

   (a) Recognizes attendance at each scheduled meeting of the post during the preceding year. The recognition is a yellow and white commendation bar, No. 04024.

9. Drug Abuse Prevention bar

   (a) Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Explorers: A Guidebook, No. 99-210, and 50 hours of service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar, No. 04026.

10. National Law Enforcement Explorer Conference bar

    (a) Presented to Explorers who attend a national Law Enforcement Explorer conference. The recognition is a dark green commendation bar, No. 04030.

11. National Law Enforcement Explorer Academy bar

(a) Presented to Explorers selected to attend a National Law Enforcement Explorer Academy. The recognition is a black commendation bar, No. 04034.

12. Eagle or Gold Award Recognition

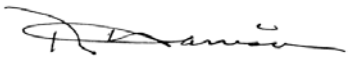
(a) May be worn by an Explorer who has achieved the Boy Scouts of America or Girl Scouts of the U.S.A. highest award and honor (the BSA Eagle or GSUSA Gold). The recognition is a red, white, and blue commendation bar, No. 04036.

13. Police Explorer of the Year Award

(a) The Texarkana Arkansas Police Department will recognize one Explorer each year. This Explorer should be selected on the basis of **dependability, attitude, attendance, and contributions to the post, department, and community**. Explorers of the Year are obviously recognized for their outstanding performances and personal attributes. The recognition is a blue bar with a gold "E," No. 04025.

B. Each individual area of proficiency has been set forth to recognize experience, tenure, training and leadership. These decorative bars/awards shall be worn on the Police Explorer's Class A Uniform during those periods so instructed by the Post Advisor.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Uniform Patrol Division Staffing		
NUMBER	1105.01	EFFECTIVE DATE	October 10, 2008
Scheduled Review Date	June 01, 2016	ISSUE DATE	January 01, 2015
Date Reviewed	December 04, 2014	REVISION DATE	December 29, 2014
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The mission of the Texarkana Police Department is heavily dependent upon the commissioned members of the Uniform Patrol Division. Members of the Agency serve at the direction of the Chief of Police or his designee in an assortment of various assignments within the Department. Established duty assignments within the Uniform Patrol Division are separated into three shifts of varying duty hours. This policy is intended to establish procedures for assigning and scheduling patrol shift coverage, beat assignments, scheduling of an officer's regular days off and establish guidelines for shift briefings.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, institute and regulate a set of guidelines that define the manner in which commissioned officers of the Agency are transferred among the shifts and establishes the length of time an officer can occupy a position on a respective shift.

B. The patrol shift schedule shall be operated within three shifts of assigned personnel working an eight (8) hour shift. Section VIII of this policy establishes an "early unit" designation that will provide a police response during periods of shift transition.

C. The City of Texarkana, Arkansas is divided into beats and reporting areas to facilitate patrol assignments and data recording. Although not all inclusive, the criteria utilized to develop these areas includes the following:

1. Total number of calls for police service;

2. Number of calls for police service in a given hour;

3. The nature of crimes and/or incidents; and

4. Available manpower.

D. All Department personnel shall recognize and adhere to the following procedural guidelines contained within this policy.

III. **Procedure**

A. **Police Officer, Patrolman First Class and Corporal**

1. At the direction of the Uniform Patrol Division Commander, all members of the division will complete a Shift Preference Form and submit the completed form during the month of October of each year. The shift commanders are responsible to ensure everyone assigned to their respective shift completes this form.

   a. Officers wishing to remain assigned to their current shift must ensure their assigned shift remains their first choice of assignment on the Shift Preference Form.

   b. The shift realignment process will occur annually in January of each calendar year.

2. Based upon the individual officer's seniority and the needs of the Agency, personnel within the Patrol Division will be assigned to the following shifts or sections:

   a. 1st Shift – 0600 hrs thru 1400 hrs

   b. 2nd Shift – 1400 hrs thru 2200 hrs

   c. 3rd Shift – 2200 hrs thru 0600 hrs

   d. Special Operations Section – Duty hours vary depending upon the needs of the Agency.

   e. School Resource Officer – Duty hours vary depending upon the needs of the Agency.

3. With the exception of the provisions located in the *Shift Tenure* section of this policy, in no event will police officers, patrolmen first class or corporals be allowed to remain on the same shift for more than a period of five (5) years.

   a. Officers who fail to remain productive, ignore the goals and objectives of the shift in which he/she is assigned, or those who become involved in any breech of discipline are subject to removal from his or her assigned shift. The shift commanders have the ultimate responsibility to monitor the performance of those assigned to his/her respective shift, and when the circumstances dictate, recommend the officer's reassignment to another shift in accordance with the overall needs of the agency.

   b. Police Officers, patrolmen first class and corporals may request a transfer to another shift at an earlier date. The decision for an early transfer will be made by the Patrol Division Commander after consulting with the shift commanders. All requests for an early transfer to another shift will be further based upon the circumstances of the officer's situation and the needs of the agency.

      (1) Police officers, patrolmen first class and corporals must have been separated from a shift for a minimum of one (1) year before a transfer back to a previously assigned shift is granted.

   c. Any deviation from the policy will require written consent—accompanied with an appropriate justification—by the Uniform Patrol Division Commander.

B. **Patrol Lieutenant and Patrol Sergeant**

1. At the direction of the Uniform Patrol Division Commander, all supervisors within the division will complete a Shift Preference Form and submit the completed form during the month of October of each year.

a. Supervisors wishing to remain assigned to their current shift must ensure their assigned shift remains their first choice of assignment on the Shift Preference Form.

b. The shift realignment process will occur annually in January of each calendar year.

2. Based upon the supervisor's seniority and the needs of the agency, supervisors within the Patrol Division will be assigned to the following shifts or sections:

a. 1st Shift – 0600 hrs thru 1400 hrs

b. 2nd Shift – 1400 hrs thru 2200 hrs

c. 3rd Shift – 2200 hrs thru 0600 hrs

d. Special Operations Section

3. Lieutenants and sergeants who are assigned to the Patrol Division will not be allowed to remain on the same shift for more than a period of five (5) years.

a. Lieutenants and sergeants assigned to the Uniform Patrol Division may request a transfer to another shift at an earlier date. The decision for an early transfer will be made by the Patrol Division Commander. All requests for an early transfer to another shift will be further based upon the circumstances of the supervisor's situation and the needs of the agency.

(1) Supervisors must have been separated from a shift for a minimum of one (1) year before a transfer back to a previously assigned shift is granted.

b. Any deviation from the policy will require written consent—accompanied with an appropriate justification—by the Uniform Patrol Division Commander.

C. Special Operations Field Unit

1. All assignments to the Special Operations Field Unit are specialized positions which are filled based upon a competitive selection process involving an agency-wide vacancy announcement for the respective position and a professional interview.

2. Officers who fail to remain productive, ignore the goals and objectives of Special Operations Field Unit, or those who become involved in any breech of discipline are subject to removal from his or her specialized assignment. The Special Operations Field Unit Sergeant has the ultimate responsibility to monitor the performance of those assigned to this section, and when the circumstances dictate, recommend the officer's reassignment to another shift in accordance with the overall needs of the agency.

3. All personnel assigned within the Special Operations Field Unit are subject to transfer if the transfer is deemed to be in the best interest of the agency. All transfers from this section will be approved by the Uniform Patrol Division Commander.

4. Joint Special Operations Investigation Section

a. In an effort to better manage the distribution of services required, the Chief of Police has established the Joint Special Operations Investigation Section (JSOIS).

b. The JSOIS is comprised of Field Unit and an Investigative Unit. The Field Unit is comprised of the following individual elements:

(1) Special Operations Sergeant;

(2) Street Crimes Officers;

(3) Housing Authority Officers;

(4) Traffic Officer;

(5) School Resource Officer; and

(6) K9 Officer.

c. The Investigative Unit is comprised of the following individual elements:

(1) TAPD NTF Investigators; and

(2) MCSO NTF Investigators.

d. JSOIS Supervision

(1) Members of the Field Unit will be attached to 2nd Shift within the Uniform Patrol Division and will be commanded by the 2nd Shift Commander.

(2) Members of the Investigative Unit will be attached to the Criminal Investigation Division and will be commanded by the Assistant Commander of the Criminal Investigation Division.

e. Temporary Duty Assignment (TDY) Transition

(1) When necessary for the effective operation of the Investigative Unit, the Assistant Commander of the Criminal Investigation Division will notify the Field Operations Unit of the need for personnel within this unit to be assigned to perform surveillance or investigative duties.

(2) When this transition becomes necessary, respective personnel from the Field Operations Unit will be TDY transitioned into the Investigative Unit until such time as the investigation, operation or other scenario has concluded. Upon the conclusion of the investigation, operation or other scenario, the personnel will transition back into their respective roles within the Field Operations Unit.

D. Police Recruits

1. Police recruits who are newly assigned to the Uniform Patrol Division will be assigned to a shift based upon the recruit's performance within the Field Training Program and the needs of the agency. The Uniform Patrol Division Commander will ultimately determine the recruit's first shift assignment following consultation with the Shift Commanders and the Field Training Sergeant.

2. While the newly assigned police recruit is not required to perform a tour of duty on each shift within any predetermined period of time, there may be times when the recruit's transition to another shift becomes a necessity based upon the training needs of the recruit and the needs of the agency. Shift commanders are responsible to evaluate the performance of all newly assigned police recruits and recommend any transition to an opposing shift.

3. Newly assigned police recruits are required to complete a Shift Preference Form in accordance with Section III, paragraph A, subparagraph 1 of this policy. Following the patrol shift transition

in January, the newly assigned police recruit may sign-up for vacation on his/her shift's vacation scheduling form. For additional information regarding the use of vacation, refer to *General Order 1101.02---Compensation and Benefits*.

a. The shift realignment process will occur annually in January of each calendar year.

IV. Shift Tenure

A. Any commissioned officer who has served for twenty (20) consecutive years of service with the Texarkana Police Department may request **Shift Tenure**. All such requests from the veteran officer for Shift Tenure shall be in writing and sent through the appropriate chain-of-command. The Shift Preference Request shall identify the shift in which the veteran officer wishes to be assigned.

B. Once Shift Tenure has been granted, and provided the needs of the Agency do not dictate a required change of shifts, the veteran officer will no longer be subject to the Shift Realignment guidelines within this policy; however, the veteran officer must continue to meet the minimum requirements for Shift Tenure.

C. **Procedures For Shift Tenure**

1. The Shift Tenure process begins with a written Shift Preference Request from the veteran officer which shall be routed through the appropriate chain-of-command. The request must be received no later that September 1st of the calendar year associated with the veteran officer's 20th consecutive anniversary date.

2. No more than two (2) veteran officers who are exercising Shift Tenure may be assigned to the same shift. Shift Tenure is only applicable to the three primary shifts of the Uniform Patrol Division.

3. Should more than two (2) veteran officers meet the requirements of Shift Tenure and request Shift Tenure for the same shift, the selection will be based on dates of hire. The more senior veteran officer shall be given preference. Should the two qualifying veteran officers have the same date of hire, the officer having the highest Employee Performance Evaluation rating during the most recent evaluation period shall be given preference.

4. Should the veteran officer's Shift Tenure request require a shift change, the effective date of the Shift Tenure assignment will occur with the shift realignment in January.

D. **Shift Tenure Eligibility Requirements**

1. A twenty (20) year veteran officer requesting Shift Tenure should have developed sufficient experience, knowledge and leadership abilities to perform at an "Above Average" level in all categories of the approved Employee Performance Evaluation. In addition, the veteran officer should perform at a "Superior" level in some areas of the approved Employee Performance Evaluation. In addition to completing twenty (20) years of consecutive service with the Agency, the veteran officer must meet the following guidelines before Shift Tenure can be granted:

a. Receive a minimum performance factor rating of "above average" in at least ten (10) of the eleven rated areas; and

b. Receive a minimum performance factor rating of "Superior" in at least one (1) of the eleven rated areas.

c. Once granted Shift Tenure, the veteran officer must continue to display a heightened level of performance in order to retain the Shift Tenure status. In the event the officer's Employee Performance Evaluation falls below the eligibility requirements as set forth above, the officer

will be placed on Shift Tenure Probationary Status. The officer's evaluation will be reviewed six months later.

d. If the officer fails to meet the minimum requirements, the Shift Tenure Status will be removed, and the officer will be subject to the Shift Realignment Policy. Any disciplinary issues associated with an officer who has been awarded Shift Tenure Status are grounds for revocation of the Shift Tenure Status.

VI. Assignment To Beat Areas and Regular Days Off

A. Assignments to beat areas will be the responsibility of the respective Shift Commander. Rotation of beat assignments will remain at the discretion of the respective Shift Commander. Although not inclusive, some of the factors Shift Commanders may consider when assigning beat areas include the following:

1. Individual strengths or unique abilities of the officer;

2. The experience level needed for an individual officer to be effective within a certain beat area; and

3. The number of complaints lodged against an officer which originate from within a particular beat area.

B. Assignment of Regular Days Off

1. In an effort to maintain relative uniformity in the experience level of officers who are assigned to a respective shift, the regular days off assigned to officers will be determined by the Shift Commander based upon levels of manpower when contrasted with the overall needs of the Agency.

VII. Early Unit Designation

A. In an effort to meet the operational demands created by a shift change, the Uniform Patrol Division will rely on an *early unit* plan. Thirty (30) minutes before any scheduled shift change a minimum of one (1) patrol officer selected from the on-coming shift will arrive for duty early and provide response coverage during the shift change period.

B. The selected patrol officer from the on-coming shift will remain within their unit and equipped to immediately respond to a high priority call for police service. The officer assigned this duty shall remain in his/her unit and in a position that will enable the officer to immediately respond to either a voice dispatched or MDC dispatched priority call for police service.

C. The early unit officer will contact the off-going shift supervisor and make them aware of their duty status. The off-going shift supervisor will be responsible for ensuring Central Communications is made aware of the early unit's availability and will ensure the officer designated as the early unit remains in a position to respond to high priority calls for police service during the period that surrounds shift change.

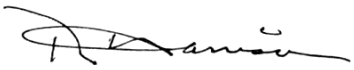
D. Whenever a specialized unit is in the field, in a marked unit, in uniform and in a position to respond to high priority calls for police service, the specialized unit may be utilized to perform the early unit function. During the period that surrounds shift change, the specialized unit must remain in a position to immediately respond to high priority calls for police service whether such call is dispatched by voice or over the MDC.

E. The off-going shift supervisor will be responsible for ensuring Central Communications is made aware of the early unit's availability and will ensure the specialized unit designated as the early unit

remains in a position to respond to high priority calls for police service during the period that surrounds shift change.

F. The on-coming shift supervisor is responsible to ensure Central Communications and the specialized unit designated to perform as an early unit are made aware when the on-coming shift's personnel are available to respond to calls for police service. When this notification is made, the specialized unit will be clear to resume their normal duties.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Community Requests for Close Watches and Increased Patrols		
NUMBER	1105.02	EFFECTIVE DATE	September 21, 2010
Scheduled Review Date	April 01, 2016	ISSUE DATE	September 21, 2010
Date Reviewed	March 18, 2014	REVISION DATE	February 15, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department remains committed to the fundamental obligation of providing professional police services to the businesses and citizens of the community. In order to achieve this commitment, the Agency must stand ready to respond to concerns, problems, nuisances and special circumstances unique to the individual citizen, neighborhood or business. Often times, the Department is made aware of such concerns, problems, nuisances or special circumstances byway of requests for close watches or increased police patrols. In an effort to address these issues, the Department will remain committed to receiving these types of requests from the community while responding to these requests as dictated by the circumstances.

II. Policy

A. It shall be the policy of the Texarkana Police Department to remain flexible and committed to the needs of individual citizens and businesses within our community when receiving requests for close watches or increased police patrols by scheduling, managing and instituting a plan of action for each request received. Employees of the Department shall recognize and adhere to the information contained within this policy.

III. Procedure

A. When an officer or employee of this Agency receives a request for a close watch or a request for increased police patrols, the officer or employee who receives the request shall generate an Agency-wide email that contains the following information:

1. The address and/or the location of the close watch or request for increased police patrols;

2. The person's name and phone number for follow-up purposes;

3. A brief description of the reason surrounding the request; and

4. The request's projected date of expiration.

B. After receiving a close watch request, the Department's main receptionist—or another employee who is delegated or assigned this task—shall enter the applicable information into the CAD system which will automatically assign officers in the field a call for service directed at the close watch.

1. The call for service associated with each close watch shall be entered into the CAD system in a manner that allows for the call's automatic assignment to officers in the field once per shift.

C. Uniform patrol officers shall remain aware of such requests that correspond to the respective beat in which the officer is assigned. At least once per their assigned shift—and more often as the circumstances sometimes dictate—officers shall respond to the applicable location associated with each close watch within their respective beat and provide the police service requested.

E. Upon the expiration of the close watch, the 1st Shift Commander shall access the AbleTerm and CAD modules to ensure there were no reports of criminal activity connected to the address on the close watch occurring within the specified period of the request. **At no time will a Close Watch Courtesy Form be sent to a person whose property was victimized during the period in which the person requested the close watch.**

G. After ensuring paragraph E has been satisfied, the 1st Shift Commander will notify the front receptionist—or the employee delegated or assigned this task—of each completed close watch, and the receptionist or other employee shall complete the appropriate courtesy form and mail the completed form to the citizen/business that originally requested the close watch.

IV. Forms

A. Close Watch Courtesy Report

TEXARKANA POLICE DEPARTMENT
CITY OF TEXARKANA, ARKANSAS
P.O. BOX 1885
TEXARKANA, AR 75504-1885
(903) 798-3130
FAX (903) 798-3023
www.txkusa.org/arkpolice

Robert H. Harrison
Chief of Police

Captain Mark Lewis
Division Commander

"Excellence Innovation Integrity"

Texarkana Police Courtesy Report

The Texarkana Police Department received your request that involved the close watch of your property. In accordance with Department protocol, members of the Uniform Patrol Division have checked the security of your property on numerous occasions during the period identified in your request. We found everything at your property in a secure condition throughout the period.

The Department remains committed to ensuring Texarkana remains a safe community in which to live, work and raise a family. Please do not hesitate to contact the Department should you need additional information or require additional close watches in the future.

Sincerely,

Robert H. Harrison
Chief of Police

B. Additional Patrol Courtesy Report

TEXARKANA POLICE DEPARTMENT
CITY OF TEXARKANA, ARKANSAS
P.O. BOX 1885
TEXARKANA, AR 75504-1885
(903) 798-3130
FAX (903) 798-3023
www.txkusa.org/arkpolice

Robert H. Harrison
Chief of Police

Captain Mark Lewis
Division Commander

"Excellence Innovation Integrity"

Texarkana Police Courtesy Report

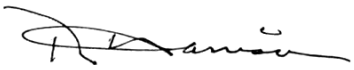
The Texarkana Police Department received your request for additional patrols in your neighborhood. In accordance with Department policy, members of the Uniform Patrol Division have increased their visibility in your neighborhood and initiated action upon those who were found to have violated the law.

The Department remains committed to ensuring Texarkana remains a safe community in which to live, work and raise a family. We are eager to assist you and those within your neighborhood in addressing issues that involve the breach of peace and violations of the law. Please do not hesitate to contact the Department should you need additional information or require additional close watches in the future.

Sincerely,

Robert H. Harrison
Chief of Police

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Routine Calls for Service		
NUMBER	1105.03	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	April 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	March 18, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The mission of the Texarkana Police Department is centered upon providing the citizens of our community with professional law enforcement services. This is accomplished through the preservation of the peace, detection of crime and the apprehension and prosecution of criminals under local, state and federal law. The cornerstone of the Department rests with the Uniform Patrol Division, and the mission of the Department is largely dependant upon this Division's readiness as it relates to its response to calls for police services. This policy provides procedural guidelines that define the manner in which officers of the Texarkana Police Department respond to calls for police services.

II. Policy

A. It shall be the policy of the Texarkana Police Department to create, establish, publish and disseminate rules and procedural guidelines that govern the manner in which officers of the Department respond to calls for police services. All officers shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Beat**—A geographical area within the city that is separated by major roadways or other landmarks designed to be patrolled in a proactive manner by a single patrol officer. The boundaries of the beats within the city are derived from statistical data that includes business and citizen population coupled with information linked to the call volume history within any given section of the city.

B. **Beat operations**—A flexible process in which Shift Commanders and their Assistant Commanders manage the personnel assigned within each beat at the shift level. Supervisors are tasked with the responsibility to monitor the activities occurring during their shift and deviate from the respective shift's beat operational plan when such modification is deemed appropriate.

C. **Call disposition**—A classification code provided through the CAD system upon the completion of a call that further designates and/or signifies the level of police action taken during the course of the call.

D. **Self-Initiated calls**—A process in which officers in the field create and assign themselves to a call for service after encountering a situation or a set of circumstances that necessitate additional police action. This self-initiation process can be accomplished byway of using an MDC or police radio.

E. **MDC**—The computer installed within the police unit and its interaction between its installed software and other components maintained at the Bi-State Justice Building. The MDC allows the officer in the field to remain linked to the CAD network and other officers assigned in the field.

F. **Community Contact (10-75)**—A proactive interaction between an officer and a citizen—or a representative of a business—that facilitates communication between the Department and the public in which we serve.

IV. Procedure

A. Calls for Police Service

1. When received by the Communications Section, calls for service are automatically assigned a priority level which is dependent upon the nature of the call. The following is a list of priority levels and their examples:

   a. Priority One calls:

   - Major traffic accident with persons trapped;
   - Barricaded suspect with hostages; and
   - Officer, fire personnel and EMS personnel is a position requiring immediate assistance.

   b. Priority Two calls:

   - Attempted suicides;
   - Burglaries in progress;
   - Found explosive devices; and
   - Kidnappings.

   c. Priority Three calls:

   - Bomb threats;
   - Calls associated with DOA's (dead-on-arrival);
   - Reports of drowning; and
   - Forgeries in progress.

   d. Priority Four calls:

   - Requests to clear a parking lot;
   - Disturbances that have already occurred;
   - Loose animals; and
   - Reports of a loud party.

e. Priority Five calls:

- Burglaries that have already occurred;
- Vehicle burglaries that have already occurred;
- Reports of dog fighting; and
- Reports of drug violations.

f. Priority Six Calls:

- Injured animals;
- Parking violations; and
- Abandoned vehicles.

2. The CAD system automatically assigns the call for service to the police unit assigned to the geographic beat corresponding to the address. CAD also recommends a response for additional back-up units when deemed appropriate by the call's assigned priority.

   a. Supervisors carry the responsibility and authority to modify beat operations and override all CAD suggestions regarding primary and back-up officers by modifying all responses to calls for service in accordance with the needs of the shift. Supervisors also have the authority to upgrade or downgrade calls for service based upon his/her assessment of the information surrounding the call.

   b. It is recommended supervisors primarily rely upon units assigned as rovers in the shift's beat operational plan to assume the role as back-up officers as needed.

3. All assignments to calls for service originating from the dispatcher—whether the assignment is made by voice over the radio or silently dispatched over the MDC—officers shall treat such assignment as an order, and no officer shall refuse a call for service when so assigned.

4. After being dispatched, officers responding to calls for service should navigate to the location via the shortest and quickest route to allow for a response with minimum delay.

   a. Officers shall obey all traffic laws and rules of the roadway when responding to calls for police service. During all emergency responses, Arkansas Traffic Law mandates operators of emergency vehicles to adhere to the established laws that govern the rules of the roadway during emergency responses. An officer's level of liability while operating a police unit is never diminished while the unit is operated in an emergency response mode.

   b. When responding to calls for service, officers shall not utilize their unit's emergency equipment unless the merits, circumstances and respective assigned priority code associated with the call necessitate the need for an emergency response. When responding in an expedited, emergency mode, officers shall utilize all the emergency equipment contained within the police unit which is further defined as emergency lighting in conjunction with the unit's audible siren. Although not inclusive of every circumstance, instances in which an emergency responses are authorized include the following:

      (1) All instances in which another officer requests assistance after encountering an immediate threat, or when the circumstances of an officer's response and involvement within a call deteriorate to the degree an emergency response is either implied or recognized. Officers are not authorized to respond in an emergency mode simply

because another officer has called for a secondary unit to assist; instead, the need for an emergency response must be accompanied with a real and immediate threat to the officer's safety.

(2) Major traffic accidents that involve the probability of either serious injuries or death.

(3) All emergency responses require approval from a supervisor.

5. When receiving a call for service, officers shall acknowledge their receipt of the assignment by using the appropriate radio code. Likewise, officers shall use the appropriate radio code and acknowledge the point in which they arrive on-scene of an assignment and the point in which the assignment is complete and they are returning to service. When equipped with an MDC, officers shall also acknowledge their response and return to service via the MDC.

6. When returning to service, officers shall provide the dispatcher with the appropriate disposition code. This can either be done over the radio, or when so equipped, byway of their unit's MDC.

7. Officers assigned to a specific beat shall remain in their respective beat except for meal breaks and unless otherwise directed by a supervisor, or in those instances when a supervisor is not available and the Communications Section requires the officer to respond to a secondary beat related to a call for police service.

B. **Self-Initiated Calls for Police Service**

1. Calls for police service at times will be initiated in the field when the officer encounters situations and circumstances that necessitate the need for police action and intervention.

2. Although not inclusive, some of the circumstances surrounding the need to self-initiate calls for police service include:

a. Incidents of crime personally witnessed by an officer;

b. Incidents in which an officer receives information of a criminal incident from a secondary source;

c. Incidents in which the officer is contacted in the field by a citizen;

d. Incidents in which the officer is attempting to serve an arrest warrant; and

e. Those instances in which the officer encounters circumstances which are suspicious in nature.

3. During those instances in which an officer self-initiates a call for police service, the officer shall notify the dispatcher via the police radio. When equipped, the officer has the ability to self-initiate calls for police service via the MDC within the police unit. When relying on this function, the officer should ensure other officers, the dispatcher and/or his/her supervisor are made aware of the circumstances involving the officer's self-initiation.

4. Much the same as with standard calls for police service, officers who return to service from a self-initiated call shall use the appropriate radio code and acknowledge the point in which they complete the assignment and are returning to service. When equipped with an MDC, officers shall also acknowledge their return to service via the MDC.

C. **Community Contacts (10-75)**

1. Self-initiated community contacts—often referred to as 10-75's—shall be reserved for those instances related to communication contact of a non-police enforcement nature with either a citizen or a business.

2. Self-initiated community contacts shall not be used to investigate any response or self initiated activity surrounding enforcement activity at any level. This includes an officer's attempts to investigate an injured person, accident or to provide assistance to responding medical personnel.

D. **Checking Out-of-Service:**

1. Upon checking out-of-service for any reason, officers shall provide their exact location and the reason for their out-of-service status. When checking out of service (10-7), arrival at the scene of an assignment (10-23) and when stopping a traffic violator or suspicious vehicle (10-38 & 10-37), officers are permitted to continue their advancement towards the objective without receiving an acknowledgement from the dispatcher in those situations that find the officer subject to immediate danger. As soon as the circumstances allow, officers shall acknowledge the dispatcher when checking out under these conditions. The following officers are exempt from this requirement:

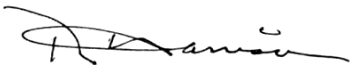
   a. Members of the Criminal Investigation Division are not required to check in and out of service—or provide their location—when the broadcast of such information may affect the success of an investigation;

   b. Other personnel are exempt if they secure the express permission from their Division Commander or in those instances when the broadcast of such information may hinder the success of their mission; and

   c. Services Division personnel are not required to check in and out of service during the day, as this causes radio congestion; however, personnel assigned to the Services Division are required to monitor their radio and respond to emergencies when appropriate.

2. Under all such circumstances, officers still have the responsibility to maintain their portable radio in an operative condition when the officer finds himself/herself away from their car to handle an administrative or investigative matter.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Field Interviews and Investigative Detentions		
NUMBER	1105.04	EFFECTIVE DATE	November 20, 2008
Scheduled Review Date	May 01, 2016	ISSUE DATE	November 30, 2008
Date Reviewed	April 08, 2014	REVISION DATE	March 18, 2011
APPROVED BY		(Reserved for Expansion)	*Formerly 1105.02*

I. Purpose and Scope

A. A large portion of a law enforcement officer's functional tasks are governed by distinct and well established rules, guidelines, laws and court opinions. Law enforcement officers in the field have within their disposal many investigative tools, and one of the most widely used investigative tools is the process of field interviews and investigative detentions. This policy establishes Departmental guidelines and procedures that serve to govern the manner in which field interviews and investigative detentions are conducted by the officers of the Agency.

II. Policy

A. It shall be the policy of the Texarkana Police Department to encourage its officers to conduct and manage legitimate field interviews as an investigative tool that facilitates crime prevention as well as the gathering of information. Properly conducted field interviews remain valuable tools in collecting, preserving and disseminating information concerning potential suspects and/or criminal activity. Officers of the Department must adhere to the legal premise on which all field interviews are based: Reasonable Suspicion. All members of the Department shall recognize and adhere to the guidelines established within this policy.

III. Definitions

A. **Reasonable Suspicion**—The U.S. Supreme Court has defined reasonable suspicion as the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely. Reasonable suspicion must be based on something more than an unarticulated hunch. For purposes surrounding field interviews and investigative detentions within the State of Arkansas **[***Rule 3.1, Arkansas Rules of Criminal Procedure***]**, reasonable suspicion must be based upon facts or circumstances that lead a reasonable officer to believe a person has committed or is about to commit the following categories of criminal offenses:

1. A felony offense;

2. A misdemeanor offense involving the danger of forcible injury to persons;

3. The theft of property; or

4. The damage to property.

B. **Field Interview (Investigative Detention)**—A brief detainment of an individual—whether on foot or in a vehicle—for the purpose of determining the individual's identity, determining the purpose or reason for the conduct in which the person is engaged and resolving the officer's suspicions with respect to the specific facts and circumstances that led to the development of the reasonable suspicion threshold.

1. *Rule 3.1, Arkansas Rules of Criminal Procedure,* prescribes a fifteen (15) minute time limit for investigative detentions. Additional information regarding the prescribed time limit can be found in Section IV, Paragraph B of this policy.

C. **Consensual Encounter**—For purposes of this policy, a consensual encounter is defined as any encounter between a citizen and an officer of the Texarkana Police Department whereby—under all of the circumstances of the encounter—a reasonable citizen believes he/she is free to end the encounter and terminate contact with the officer. A consensual encounter does not require the officer to develop any prescribed level of suspicion with regard to the person who becomes the focus of the encounter.

1. Consensual encounters can rise to the level of an investigative detention—which equates to the person's seizure—if the circumstances of the encounter change to the degree that causes the person to believe they are not free to end the encounter and terminate contact with the officer. Should the officer choose to continue the encounter, the officer must have developed—at a minimum—reasonable suspicion with respect to the citizen.

D. **Pat-Down Search (Terry Frisk)**—A search narrowly limited to the person's outer clothing or the immediate surrounding area specifically targeted towards the discovery and seizure of weapons or any other dangerous item that may be used against the officer or others.

1. Pat-Down searches shall be distinct from all searches incident to the arrest of an individual. All pat-down searches must be supported by facts and circumstances that lead the officer to reasonably suspect the person is armed and presently dangerous to the officer or others. The pat-down search must be limited to the person's outer clothing and cannot be more extensive than is reasonably necessary to ensure the safety of the officer or others.

IV. Procedure

A. Field Interview (Investigative Detention)

1. Unless the officer establishes a consensual encounter with the individual, officers of the Texarkana Police Department may stop and detain individuals for the purpose of conducting a field interview only where reasonable suspicion with respect to the individual has been developed by the officer. The reasonable suspicion standard need not meet the test for probable cause sufficient to make an arrest of the individual.

2. In justifying the stop, officers of the Texarkana Police Department must be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Although not inclusive, such facts include the following:

   a. The demeanor of the suspect;

   b. The gait and manner of the suspect;

   c. Any knowledge the officer may have regarding the suspect's background or character;

   d. The manner in which the suspect is dressed, including bulges in clothing, when considered in light of all other factors;

   e. Any overheard conversation of the suspect;

f. The particular streets or geographical area involved;

g. Any information received from third persons, whether known or unknown;

h. Whether the suspect is consorting with others whose conduct is reasonably suspect;

i. The suspect's proximity to known criminal conduct;

j. Incidence of crime in the immediate neighborhood;

k. The suspect's apparent effort to conceal an article; and

l. The suspect's apparent effort to avoid identification and/or confrontation by the police.

B. **Guidelines for Initiating and Conducting Field Interviews**

1. When approaching the suspect, the officer shall clearly identify himself/herself as a law enforcement officer. If not in uniform, the officer shall display the appropriate Texarkana Police Department identification.

2. Officers shall be courteous at all times during the contact but maintain caution and vigilance for furtive movements on the part of the suspect to retrieve weapons, conceal/discard contraband or any other suspicious actions on the part of the suspect.

3. Before approaching more than one suspect, individual officers should determine whether the circumstances warrant backup assistance from other officers and whether the contact can and should be delayed until the additional backup assistance has arrived.

4. Officers shall confine their questions to those concerning the suspect's identity, place of residence and other inquires necessary to resolve the officer's suspicions; however, under no circumstances shall an officer detain a suspect longer than is reasonable necessary to make these limited inquires.

   a. An officer may detain a person in the place where he is stopped no more than fifteen (15) minutes, or for a reasonable amount of time as determined by the circumstances. **[***Rule 3.1, Arkansas Rules of Criminal Procedure***]**

5. In order to conduct field interviews or investigative detentions, officers are not required to give a Miranda warning to suspects; however, once the officer develops additional information sufficient to establish probable cause for the suspect's arrest—**and the officer initiates the process of custodial interrogation**—a Miranda warning should be given to those suspects who have become the target of the arrest.

6. Suspects are not required—nor can they be compelled—to answer any questions posed during field interviews. Failure to respond to an officer's inquires is not, in and of itself, sufficient grounds to make an arrest; however, it may provide sufficient justification for additional observation and investigation.

7. Officers may use non-deadly force—reasonable under the circumstances—to stop and detain a person where the stop is otherwise permitted. **[***Rule 3.3, Arkansas Rules of Criminal Procedure***]**

C. **Justification for Conducting Pat-Down Searches**

1. Officers of the Texarkana Police Department have the right to perform a pat-down search for weapons of the suspect's outer garments provided the suspect has been legitimately stopped

under the tenants of reasonable suspicion and only when the officer develops a reasonable fear for his/her own safety or the safety of others.

2. Not every field interview presents sufficient justification for conducting a pat-down search; however, the following is a list of some criteria that may form the basis for establishing justification for performing a pat-down search. This is not an inclusive list, as there are other factors that could or should be considered. The existence of one of these factors may be required to support reasonable suspicion of the pat-down search:

   a. The type of crime suspect, particularly those crimes of violence where the use or the threat of a deadly weapon is involved;

   b. Where more than one suspect must be handled by a single officer;

   c. The hours of the day and the location or neighborhood where the stop takes place;

   d. Prior knowledge of the suspect's use of force and/or the propensity of the suspect to carry deadly weapons;

   e. The appearance and demeanor of the suspect;

   f. Visual indicators which might suggest the suspect is carrying a firearm or other deadly weapon; and

   g. The age and gender of the suspect.

3. Whenever possible, pat down-searches should be performed by officers of the same sex and within the view of the officer's mobile video recording equipment. For additional information concerning the searching of suspects, refer to *General Order 1102.29---Prisoner Handling and Transportation*.

D. **Procedures for Conducting Pat-Down Searches**

1. When reasonable suspicion exists to perform a pat-down search, the search should be performed with due caution, restraint and sensitivity. Pat-down searches are only justifiable and may only be performed to protect the safety of officers or others. Pat-down searches shall not be utilized as a pretext for obtaining evidence. Pat-down searches should be conducted in the following manner:

   a. Whenever possible, pat-down searches should be conducted by at least two (2) officers, one who performs the search itself and the second used to provide protective cover.

   b. Because pat-down searches are cursory in nature, they should be performed as the suspect remains in a standing position or with his/her hands placed against a stationary object.

   c. During pat-down searches, officers are only permitted to feel the outer clothing of the suspect. Officers may not place his/her hands in pockets unless he/she feels an object that is reasonably determined to be a weapon, such as a firearm, knife or other item.

      (1) Under the Plain Touch doctrine, when an officer is conducting a pat-down search of the suspect's outer clothing for weapons and feels an object whose incriminating nature is immediately apparent by its size or shape, the officer may seize the object without a warrant.

      (2) If the pat-down search extends beyond the permissible scope, and it is not immediately apparent that the item is subject to seizure, or if the object must be squeezed or

manipulated in any manner in order to make that determination, then the item cannot be seized.

d. If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack or other item that may conceal a weapon, the officer should not open the item but instead place the item out of the suspect's reach.

(1) Independent of the reasonable suspicion to conduct the pat-down search, an exemption to this requirement might develop if the officer develops probable cause to search for and seize the item.

e. If the pat-down search of the suspect's outer clothing fails to disclose evidence of a weapon, no further search may be made. If evidence of a weapon is present, the officer may only retrieve the weapon.

(1) If possession of the weapon violates Arkansas law, then the officer may arrest the suspect for the violation and conduct a search incident to the arrest.

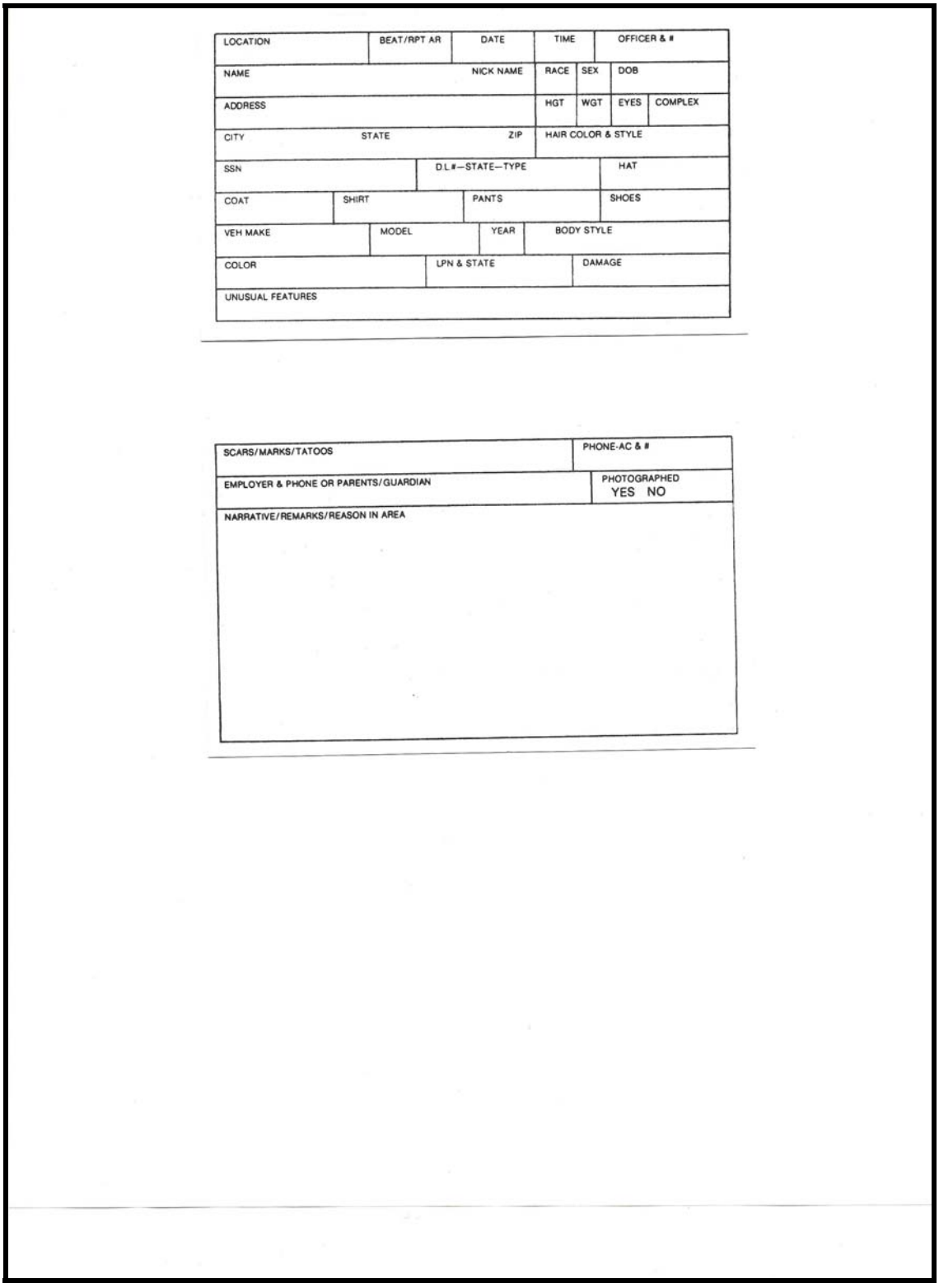
E. Documentation of Field Interviews

1. Officers shall document all field interviews on a Department approved Field Interview Card or by completing the appropriate fields within ADSI's Field Interview module. This documentation will provide other officers and investigators with information concerning suspicious activities and/or persons. Completed Field Interview Cards shall be submitted with the officer's other paperwork and forwarded to the Criminal Investigation Division (CID).

2. A CID supervisor will ensure the information on each Field Interview Card is disseminated during CID's daily roll call briefing. The CID secretary will enter each Field Interview Card into ADSI's Field Interview module. This will enable the information from the card to be accessible to all members of the Texarkana Police Department.

V. Forms

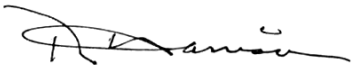
A. **Field Interview Card**



LOCATION	BEAT/RPT AR	DATE	TIME	OFFICER & #
NAME NICK NAME			RACE SEX	DOB
ADDRESS			HGT WGT EYES	COMPLEX
CITY STATE ZIP			HAIR COLOR & STYLE	
SSN	D.L.#—STATE—TYPE		HAT	
COAT	SHIRT	PANTS	SHOES	
VEH MAKE	MODEL	YEAR	BODY STYLE	
COLOR	LPN & STATE		DAMAGE	
UNUSUAL FEATURES				

SCARS/MARKS/TATOOS	PHONE-AC & #
EMPLOYER & PHONE OR PARENTS/GUARDIAN	PHOTOGRAPHED YES NO
NARRATIVE/REMARKS/REASON IN AREA	

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Responses to Armed Robbery and Related Alarms		
NUMBER	1105.05	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	May 01, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	April 08, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. Responses to reports of armed robberies and similar alarms are some of the most dangerous calls for service law enforcement officers face in the field. The purpose of this policy is to provide a defined series of guidelines that establish the manner in which officers of the Texarkana Police Department respond to such calls for police service.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, manage and coordinate a series of guidelines that dictates the manner in which officers of the Agency respond to reports of armed robberies and similar alarms. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. Unless otherwise directed by a supervisor, a minimum of two (2) patrol units shall respond to all reports of robbery and all calls for service surrounding alarms. When responding to calls for service such as these, officers of the Department shall adhere to the following requirements:

1. Officers responding to reports of armed robberies or calls for service surrounding alarms shall navigate to the scene in a discreet manner to avoid alerting the suspect(s) of the response.

2. Upon arrival within the immediate area of the affected location, officers should observe and survey the scene for unusual activity, lookouts and ambush situations. Officers are cautioned against rushing into the immediate area/location without first observing these cautionary measures.

3. Officers responding to reports of armed robberies and calls surrounding alarms shall tactically deploy in a manner that enables all of the facility's exits to be covered. No person should be allowed to enter into the business until the situation has been resolved.

4. Once deployed, officers should instruct Central Communications to make telephone contact with someone inside the business. The dispatcher should be instructed to make it known that only one (1) person from inside the business should make an exit outdoors while obtaining a description of the person who will exit the business. Officers should maintain their covered position until the identity of the person exiting the business and the circumstances of the alarm can be confirmed.

5. Should officers determine an actual robbery is in progress, officers at the scene of the incident will evaluate the circumstances, establish a perimeter and notify their Shift Commander or shift supervisor.

   a. Officers at the scene of the robbery in-progress shall evaluate all tactical options readily available to them. Should the incident transition into an active shooter situation that finds the suspect of the robbery engaging hostages or other members of the public, officers shall revert to the Department's active shooter protocol in an effort to eliminate the threat.

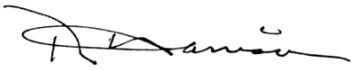
   b. The Shift Commander or shift supervisor will determine if additional resources such as SWAT are required.

   c. For more information involving tactical considerations that result from active shooters, hostages situations and barricaded suspects, refer to following General Orders:

      (1) *1102.19---Response to Active Shooters; and*

      (2) *1102.23---Hostage Situations, Barricaded Suspects and Armed Suicidal Persons*.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Missing Children		
NUMBER	1105.06	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	May 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	April 08, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish responsibilities and guidelines for the Texarkana Police Department's response to reports of missing and abducted children.

II. Policy

A. It shall be the policy of the Texarkana Police Department to expeditiously respond to and thoroughly investigate all reports of runaways and missing children. A child who is reported missing under **unusual circumstances** will be considered **at risk** until sufficient information to the contrary is confirmed.

B. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in, or was last seen in this jurisdiction, the Texarkana Police Department will immediately initiate the required reporting process.

1. If a child normally resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency having jurisdiction contiguously located with the jurisdiction of the Texarkana Police Department chooses not to take a missing child report and forgoes investigative protocols, the Texarkana Police Department will initiate the investigative actions and reporting responsibility.

C. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be the policy of the Texarkana Police Department to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible and/or produce the legal documentation that establishes custody; however, since the safety of missing children is paramount, members of the Texarkana Police Department will initiate the investigative actions and reporting responsibility whenever the circumstances indicate the child has been removed, without explanation, from his or her usual place of residence.

D. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. The term **missing child** shall refer to a person meeting the following criteria:

1. Younger than eighteen (18) years of age; and

2. Whose whereabouts are unknown to his/her parent, guardian or some other responsible person under circumstances that are believed uncustomary for the child or those circumstances that cause reasonable concern.

B. **Runaway**—Any minor child under the age of eighteen (18) who has failed to return to a designated location or has left without the consent and/or knowledge of the child's parent or guardian and has been reported as a runaway. All children under the age of ten (10) will be classified as a missing child and not as a runaway. For more information regarding the Agency's response to reports of runaways, refer to *General Order 1105.07---Juvenile Runaways*.

C. **Unusual Circumstances**—Those circumstances associated with a missing child thirteen (13) years of age or younger whose disappearance causes a reasonable person to conclude the child should be considered at risk. Those circumstances should include the following:

1. Circumstances that indicate the child is out of his or her **zone of safety** corresponding to his or her age and developmental status;

2. Those circumstances that indicate the child is mentally incapacitated to include those children who are developmentally disabled or emotionally disturbed;

3. Those circumstances that indicate the child is drug dependent. This dependency includes those drugs or other chemical compounds, hormones or insulin medically necessary for the health of the child;

   a. Because illicit drug dependence may place the missing child at risk for exploitation or other criminal involvement, any circumstances that demonstrate a child's illicit drug dependence shall be included within these sets of circumstances.

4. Those circumstances that indicate the missing child has become a victim of foul play or sexual exploitation;

5. Those circumstances that otherwise indicate the missing child is involved in a life-threatening situation;

6. Circumstances that involve a delay on the part of the parents, guardians or other responsible person to report the child's disappearance to the police;

7. Circumstances that demonstrate the missing child is accompanied with adults or older juveniles who might endanger his or her welfare; and/or

8. Circumstances that demonstrate inconsistent patterns of the missing child's established behavior.

D. **Zone of Safety**—The total distance a child could travel from the location where the missing child was last seen to the location that would most likely place the missing child at risk for injury or exploitation. The determined zone of safety should be based upon the missing child's age, developmental stage, physical condition or other related circumstances.

IV. Procedures—Missing Children

A. Procedures of Initial Responding Officers

1. The officer assigned as the primary unit to the report of a missing child should prioritize and perform—as deemed appropriate—the following tasks:

   a. Unless acting in direct response to the missing child's safety, the officer shall respond directly and promptly to the individual who made the initial report. All responding officers shall ensure their mobile video recording equipment has been activated in accordance with

Departmental policy. See *General Order 1105.12---Mobile Video Recording* for additional guidance.

b. Notwithstanding any search that may have been conducted by the parents or others prior to the officer's arrival at the scene of the report, officers shall verify the child is missing by conducting a consensual search of the residence, the residence's curtilage, garage, other outbuildings and those places on the grounds where the child could be hiding, trapped or asleep.

(1) A thorough search of the child's home should be conducted even if the disappearance occurred elsewhere. Obtain written consent to conduct the search and—with the assistance of additional personnel—ensure the residence, out buildings, others structures and vehicles related to the property are searched.

(2) Whenever appropriate, consider sealing-off the area of the missing child's residence and protecting the area as a crime scene. Under some circumstances, consider protecting specific items such as the child's hairbrush, diary, photographs and any item that might contain the child's fingerprints, footprints or teeth impressions. Attempt to determine if any of the child's belongings are missing. Consider utilizing a camera to begin documenting the scene.

c. In order to gain insight into the circumstances surrounding the disappearance and facilitate the gathering of information necessary to conduct the case's initial assessment, conduct interviews with parents or other person who made the initial report.

(1) Responding officers should completely identify and interview anyone located at the scene of the disappearance separately from others. In order to document the interview of those involved, officers should rely on their mobile video recording equipment to facilitate and supplement their documentation.

(2) Officers should gather the following information from all persons interviewed in conjunction with the investigation:

- Names, addressed, home/business telephone numbers;
- Determine each individual's relationship with the missing child;
- Record any specific information which is provided by all individuals and is connected to the child's disappearance;
- Determine when and where each interviewed person last saw the child;
- The officer should ask each individual to provide an account of what he/she believes happened to the missing child; and
- Begin collecting the names, addresses, telephone numbers of the missing child's friends, relatives and other associates.

d. Obtain a detailed description of the missing child, several recent photographs and any recent videotapes depicting the missing child that might be available.

e. Confirm the child's custody status. Determine whether a custody dispute or other similar problem exists between the parents, whether a restraining order is in effect and—if applicable—whether the child has expressed an interest in living with the non-custodial parent.

f. Determine when, where and by whom the child was last seen, and interview those who last saw the child.

g. Secure and safeguard the incident scene or the location at which the missing child was last seen as a potential crime scene. Ensure the personnel do not tamper with potential evidence.

h. Identify the zone of safety consistent with the child's age and developmental stage. Officers should also inquire regarding the child's prescription medication needs, and when appropriate, officers should also inquire concerning the missing child's dependence to or the use of illicit drugs/substances.

i. Based upon the available information, the officer should make an initial determination regarding the incident's classification level which are identified as follows:

(1) Nonfamily abduction;

(2) Family abduction;

(3) Juvenile runaway; or

(4) Lost, injured or otherwise missing.

j. Based on the available information, make an initial determination of the type of case, the need for additional resources and whether the circumstances of the incident can be classified within the definition of unusual circumstances indentified in Section III, Paragraph C of this policy. If additional resources are needed—or should the circumstances of the incident become classified as unusual—the officer should contact a supervisor.

k. Obtain information related to cellular telephones and internet access. Begin evaluating the role of this electronic equipment in the missing child's disappearance.

l. If the circumstances indicate the missing child was believed to have been abducted, obtain a description of the abductors. If available, obtain information regarding the mode of travel, vehicle description and related information.

m. Early on during the officer's investigation, all relevant information should be transmitted over the radio system, and if the abductor is a family member, the officer should make an attempt to obtain photographs of the suspect. This information should include a detailed description of the missing child, the child's last known location and any other information that would assist other officers in the field with locating the child.

n. Begin to develop an independent evaluation of the circumstances surrounding the child's disappearance and meets the criteria that necessitates the involvement of outside resources, the utilization of the Department's Code Red protocol and whether the incident rises to the level of AMBER Alert protocol.

o. Provide the parents, guardian or other responsible person with any documentation that is required. For more information regarding victim information, refer to *General Oder 1108.02---Victim-Witness Assistance*.

p. Ensure all relevant information surrounding the missing child is entered into NCIC's Missing Person's File within two (2) hours of the receipt of the report. In those cases that involve abduction, all relevant suspect information should also be submitted to NCIC within this two (2) hour time limit.

q. Prepare a written report that includes a chronological account of the actions taken and the comprehensive information obtained from the point of the initial response extending to the point in which the officer's involvement in the incident has reached a point of relief.

B. **Procedures of Supervisory Personnel**

1. In those cases that involve a missing child—and the unusual circumstances criteria identified in the above section of this policy are encountered—the on-duty supervisor will ensure the following measures are taken:

a. Obtain a briefing at the scene from the first responding officer(s) and other personnel within the Department sufficient to determine the scope and complexity of the case and develop an appropriate response. This briefing should occur away from family, friends and other involved individuals.

b. Based on the available information, make a determination of the type of case, the need for additional resources and whether the circumstances of the incident can be classified within the definition of unusual circumstances as indentified in the above section of this policy.

c. Ensure the first responding officer responsibilities—as outlined above in Paragraph A—have been properly implemented, completed or underway. Utilize all available uniformed personnel to assist in conducting a systematic search of the area(s) involved. The supervisor at the scene should appoint a search operations coordinator necessary to organize the search efforts.

d. Determine the need for additional personnel and resources to assist in the investigation and management of the missing child and the implementation of all search efforts. Evaluate the circumstances while considering the utilization of the Department's Code Red System and/or whether the circumstances rise to level that necessitates the implementation of AMBER Alert protocol. For more information regarding the Code Red System, refer to *General Order 1108.10---Code Red Notification System*.

(1) As deemed necessary by the circumstances, begin Agency notifications to include the Emergency Management Coordinator, the Public Information Officer, the Special Operations Supervisor, the Uniform Patrol Division Commander and personnel assigned to the Criminal Investigation Division (CID). Should the incident take place after hours, the on-call detective should be notified during the early stages of the investigation.

(2) With assistance from the Public Information Officer, disseminate a description of the missing child to all fire stations throughout the City, all cab companies, Texarkana Urban Transit personnel, utility companies and other City/county services that operate fleet vehicles.

(3) The welfare of the missing child takes precedence over administrative issues, and the timely dissemination of information in such incidents is a priority. The Public Information Officer has established channels for the rapid dissemination of information to the media outlets serving our area. The supervisor implementing the AMBER Alert protocol is encouraged to coordinate with the Public Information Officer in an effort to supplement and facilitate this function.

e. If necessary, establish a command post to assist in the management of field operations as they relate to the search and investigation of the missing child. The command post should be established away from the child's residence. If a command post is determined necessary, the supervisor will ensure those elements of the Department's Incident Command System which are determined essential and correspond to the investigation and the search of the missing

child are implemented as soon as practical. For more information surrounding the Incident Command System, refer to *General Order 1102.31---Incident Command System*.

f. Confirm that all required resources, equipment and assistance which are necessary to conduct an efficient search/investigation have been requested while expediting their availability.

g. Appoint an officer to act as a liaison with the missing child's family who can explain police efforts and work with the family to uncover any information that might become useful to the investigation.

h. The shift commander or shift supervisor shall remain in command of the scene until relieved by a CID Supervisor. The supervisor in charge of the scene will continue to assist the CID supervisor with the following functions:

(1) Directing and coordinating the search;

(2) Ensuring the availability of sufficient resources necessary to manage the search operations and the investigation of the missing child;

(3) Maintaining the integrity and security of the scene; and

(4) Providing additional assistance as deemed appropriate.

C. **Procedures of Investigative Personnel (CID)**

1. In those cases that involve a missing child—and the unusual circumstances criteria identified in the above section of this policy are encountered—CID investigative personnel will ensure the following measures are taken:

a. Obtain a briefing at the scene from the first responding officer(s), the supervisor in charge of the scene and other personnel within the Department sufficient to determine the scope and complexity of the case and develop an appropriate investigative response. This briefing should occur away from family, friends and other involved individuals.

b. Based on the available information, make a determination of the type of case, the need for additional resources and whether the circumstances of the incident can be classified within the definition of unusual circumstances indentified in the above section of this policy.

c. Verify the accuracy of all descriptive information concerning the missing child while remaining alert to facts, circumstances and/or statements that may conflict with those obtained by the first responding officer or supervisor.

d. Begin the process of canvassing the neighborhood as soon as possible in an effort to identify and interview residents and others within the "abduction zone". Identify all vehicles parked within the neighborhood.

e. Obtain a general history of the recent dynamics involving the missing child's family. Such information should be gathered from family members, neighbors, classmates, teachers, school counselors and/or other persons who may have had a close, personal interaction with the child and /or family.

f. Conduct in-depth, fact-finding interviews with all witnesses, friends and/or relatives of the missing child. As soon as practical, interview teachers, classmates and/or those who knew and/or routinely interacted with the child. During these interviews, the detective should remain alert to facts, circumstances and/or statements that may conflict with information provided by other individuals.

g. Review any records generated about the family or child within local law enforcement, social service agencies, schools and other related organizations or agencies. Reassess the facts and circumstances of the incident and determine the need for additional resources or other specialized services.

h. Review local sex offender registry records in an effort to determine if individuals classified as sexual predators reside, work or might otherwise be associated with the area surrounding the child's disappearance.

i. If the case is not resolved promptly, ensure all of the descriptive records and those records entered into ACIC/NCIC are updated and entered as applicable.

j. Monitor the media releases related to the missing child to ensure the information released will not compromise the investigation. In conjunction with the Public Information Officer, prepare appropriate media releases as well as fliers and/or bulletins that contain the necessary information needed to facilitate the investigation.

D. **Procedures of CID Supervisor**

1. In those cases that involve a missing child—and the unusual circumstances criteria identified in the above section of this policy are encountered—the CID supervisor will ensure the following measures are taken:

a. Respond to the scene of the command post and assume command of the incident.

b. Obtain a briefing at the scene from the Shift Commander or the shift supervisor in charge sufficient to determine the scope and complexity of the case and ensure the investigative response is appropriate.

c. Ensure the Shift Commander or the shift supervisor in charge has implemented an effective search, and after evaluating the scope of the search, determine if additional resources are needed and implement these search upgrades.

d. Ensure the appropriate notifications have been made by the Shift Commander or shift supervisor.

e. Evaluate the circumstances and scope of the incident while considering the utilization of the Department's Code Red System and/or whether the circumstances rise to level that necessitates the implementation of the AMBER Alert protocol. If the circumstances of the incident dictate such action, implement the AMBER Alert protocol and/or the Department's Code Red system.

f. Coordinate efforts with the Public Information Officer to ensure the appropriate information and photographs have been disseminated to the media.

g. As soon as practical, assign a detective in CID to act as the primary investigator of the missing child case.

V. Four States Regional AMBER Protocol

A. The Four States Regional AMBER Plan (FSRAP) is a voluntary, cooperative effort between local law enforcement, broadcasters and state agencies to alert the public to critical information concerning the abduction of a child. Because of the financial impact to radio stations and in an effort to avoid desensitization of the public, the system cannot be overused or abused.

B. More than 70 local law enforcement agencies are now registered to participate in the Four States Regional AMBER Plan—hereafter referred to as the AMBER Plan. These include city police

departments, county constable and sheriff's offices, school districts, university police posts and state police agencies from Arkansas, Louisiana, Oklahoma and Texas. Any law enforcement agency that is authorized to investigate the disappearance of a child can participate in the AMBER Plan.

C. The Four States Regional AMBER Plan (FSRAP) uses the Emergency Alert System (EAS) as the primary method to quickly disseminate AMBER Alert messages to the broadcast media and the public.

1. Gap Broadcasting's KKYR-FM 102.5 has designated as the primary EAS station, and the Texarkana Radio's KBYB- FM 101.7 has been designated as the secondary EAS station for Ark-La-Tex region. This region includes those counties and cities in Texas, Arkansas, Louisiana and Oklahoma situated within approximately 100 miles of Texarkana.

2. All other radio, TV, and cable outlets in the region are required to monitor KKYR-102.5, KBYB-101.7 and the National Weather Service for EAS messages.

D. **AMBER Plan Alert Criteria**

1. After conducting an initial investigation that rules out other legitimate explanations for the child's absence, a local law enforcement supervisor completes a brief Amber Alert Request and faxes it to the Texarkana Police Department's Communications Center (TPDCC). The form includes information about when and where the child was last seen, and a description of the child, any suspect or vehicle, direction of travel and possible destination (if known). The law enforcement supervisor calls TPDCC to confirm that the AMBER Alert was received and serves as a source to answer any questions. Based upon the circumstances of the case, it will be assigned one of three classifications which will determine the level of Amber activation.

2. **AMBER Alert Classifications**

a. **Level 1 Alert**—This is also referred to as an **Endangered Child Alert**. The circumstances of all Level 1 Alerts will not meet all of the criteria necessary to institute a Level 2 or 3 Alert. All area law enforcement agencies will be advised of the Level 1 Alert and provided all of the necessary information which is available to assist in the recovery of the child. It will be up to the law enforcement agency having jurisdiction as to whether they release the information to their local media.

b. **Level 2 Alert—**This is also referred to as a **Missing Child Alert**. Although not all of the criteria has been met for a Level 3 activation, there exists some circumstances that indicate a level danger exists to the child. Investigators have collected sufficient amounts of descriptive information needed to facilitate and request assistance from the public. In addition to all area law enforcement agencies receiving notification of the alert, media outlets will be contacted and provided with the available information. Each respective media outlet will retain the responsibility to decide how and when this information will be broadcast and/or disseminated.

c. **Level 3 Alert—**In addition to the steps initiated for the Level 1 and 2 Alerts, the Emergency Alert System (EAS) will be activated for the region. This notification will include all radio, television and cable operators within the region who will then broadcast and/or disseminate the information to the public. **All** of the following five (5) criteria must be present in order for a Level 3 Alert to initiated:

(1) The child must be 17 years of age or younger;

(2) There must be clear indication of abduction. For purposes aligned with this protocol, abduction shall be defined as unwillingly taken from the child's environment without permission from the child's parent or legal guardian or by the child's parent or legal

guardian who commits an act of murder or attempted murder during the time of abduction;

(3) The local law enforcement agency's investigation must conclude that the child's life is in immediate danger of serious bodily harm or death;

(4) There must be a sufficiently detailed description of the child and/or the abductor to disseminate to the public that could assist in locating the child, the suspect or the vehicle used in the abduction. A photograph of the child should be emailed to amberalert@txkusa.org as soon as possible; and

(5) The activation must be recommended by the local law enforcement agency having jurisdiction of the abduction's investigation.

d. The following situations do not meet the AMBER Alert criteria:

(1) Unless there is evidence the child may be in danger, missing children who have a history of running away from home;

(2) Unless there is evidence the child may be in danger, Missing children involved in child custody disputes (parental kidnappings);

(3) Missing adults (18 years or older) including Alzheimer's patients; and

(4) Police searches for other criminals (murder suspects, bank robbers, etc).

e. While Amber Alerts are normally not used for runaways, exigent circumstances may exist in some cases. A Level II Missing Child Alert can be considered in those specific runaway cases where danger exists to the child and there is enough descriptive information.

3. **Interstate Amber Alert Activation**

a. Officials within the States of Arkansas, Louisiana, Oklahoma and Texas have each agreed to and endorsed a Memorandum of Understanding associated with the Four States Amber Alert Plan. The interstate activation of this Amber Alert Plan allows a respective receiving State within the program to institute the Amber Alert protocol within their State when the following criteria has been met:

(1) The abducted child must be under 18 years of age;

(2) The abducted child is believed to be in danger of death or serious bodily harm;

(3) There is reason to believe the child is traveling to or within the jurisdiction of the receiving state; and

(4) There exists enough information to believe the activation of the appropriate Amber Alert activation will assist in the recovery of the child.

b. This interstate plan shall be strictly limited to abducted children and therefore excludes children who are believed to be runaways or throwaways from their respective home.

4. **AMBER Alert Activation Scenarios**

a. Police respond to a report of a missing teenager. From all indications police believe that the child has run away from home. The child has run in the past. There is no indication that the child was abducted or that foul play was involved. Officers do however; find a note dated 3

weeks prior, stating that the child is going to kill herself. The date of the note coincides with the date her boyfriend broke up with her.

- **Decision:** This scenario would not qualify for an Amber alert.

b. Two children, ages 3 and 2, are at the home of their court-appointed guardian. The non-custodial mother crashes her vehicle into the home, commits simple battery on the guardian and flees with the children. The investigation reveals the non-custodial mother lives in Texas, has a medical condition and is scheduled to report to active duty with the military within the week. She is driving a rented vehicle at the time of abduction and accompanied by a male companion. Further investigation reveals the non-custodial mother made the comment to a friend, "If I can't have the children, no one can".

   - **Decision:** This scenario would qualify for an Amber alert. Although the situation is custodial, the mother's medical history, the underlying threat of harm, and the vehicle being used as a weapon to enter the residence led police to believe the children were in imminent danger of bodily harm or death.

c. A 2 year old child disappears while staying with his grandmother. The grandmother comes into the living room to discover that the back door is open and the child is nowhere to be found. Police find no signs of foul play or anything to suggest that the child was abducted or is in imminent danger. There is no suspect or vehicle information.

   - **Decision:** This scenario would not qualify for an Amber alert; however, if the child is still missing once law enforcement conducts a thorough search of the home, searched the child's neighborhood and checked with the child's relatives, a Level 2 **Missing Child Alert** can be initiated in light of the child's young age coupled with the inherent risks associated with an unsupervised toddler.

d. A 21 month old child is playing in his own yard while his mother is completing chores in and around the house. The mother does not see her son in the yard. She then notices an unfamiliar vehicle parked near her driveway. As the mother exits the house, the vehicle pulls away and the child is nowhere around. The police respond and conduct an area search, but the child is not found.

   - **Decision:** Due to the age of the child and the mother's ability to provide a description of the child and the suspect vehicle, this scenario would qualify for an Amber alert.

e. Two children—ages 3 and 5—are both picked-up by their father for weekend visitation. He is under court order to return the children to their mother at the end of the weekend, but he fails to do so. The mother calls the police, and they obtain information the father is preparing to flee the country with the children. There is no history of inappropriate behavior by the father and no indication the children are in any danger.

   - **Decision:** This scenario would not qualify for an Amber alert. Although there is a sufficient amount of descriptive information concerning the children as well as the suspect, coupled with the suspect's actions which place him in violation of a custody order and further indicate the children may be taken out of the country, there is no reason to believe the children are in imminent danger of serious bodily harm or death.

5. Amber Alert Messaging Template

   a. The TPDCC supervisor can utilize the Department's Amber Alert Messaging Template to quickly prepare an AMBER Alert message. As every case is unique, the template should be modified as needed to fit the available facts. Those sections where information is not known will be omitted during disseminations of all Amber Alerts. The Department's Amber Alert Messaging Template can be located in Section VI of this policy.

E. **EAS Activation**

1. The Emergency Activation System (EAS) will be initiated by TPDCC personnel by contacting KKYR-102.5 and providing the information to this individual media outlet by voice and fax/email. This media outlet will broadcast its initial AMBER Alert message as a tone-alert EAS "Child Abduction Emergency". In the unlikely event that KKYR is not capable of broadcasting the original EAS message, TPDCC personnel will contact KBYB-101.7 and provide them with the necessary information by voice and fax/email.

    a. In a similar fashion, the National Weather Service will broadcast all AMBER Alerts as a tone-alert EAS "Child Abduction Emergency" on all NOAA Weather Radio stations located within a 200-mile radius of the location in which the child was abducted.

    b. Every radio, TV station and cable outlet in the region is required to monitor both KKYR and the National Weather Service for EAS messages, so they can decide whether to voluntarily re-broadcast the AMBER Alert.

2. TPDCC will use e-mail and broadcast fax technology to distribute the written AMBER Alert message to other broadcast and print media outlets, law enforcement agencies, the National Weather Service and AMBER Plan partners throughout the regional area.

    a. Because the abductor may be driving the child beyond the Four States region, the AMBER Alert message will also be e-mailed to the appropriate state agency within the respective States of Texas, Arkansas, Louisiana and Oklahoma. This information will also be provided to the National Center for Missing and Exploited Children, so they can also redistribute the AMBER Alert using other appropriate methods within their sphere of operation.

3. Participating radio, TV and cable outlets can voluntarily interrupt their normal programming and rebroadcast the AMBER Alert transmitted by KKYR and/or the National Weather Service, or they can elect to use the AMBER Alert message disseminated to them in a manner that allows their own news anchors or air personalities to broadcast the AMBER Alert as a news bulletin or story within their scheduled newscast. TV stations and cable outlets also retain the option to run a text "crawl" of the AMBER Alert message across the TV screen without interrupting their normal programming.

    a. Each station and cable outlet decides whether to interrupt normal programming and how often to repeat the AMBER Alert. AMBER Plan partners—such as City and school bus programs, taxi companies, courier and delivery services, utility companies, shopping centers and other organizations that have a large number of customers or employees who frequent the roadways within our region—can notify their employees and customers traveling in the area to look for the missing child or suspect's vehicle.

    b. When available, the child's digital or print photo can be scanned by the law enforcement agency and distributed with the AMBER Alert to television, cable systems and print media outlets. The photo can be added to flyers distributed in the neighborhood where the abduction occurred and posted at nearby shopping centers and other businesses.

4. When updated information is received about the missing child or the suspect, the law enforcement agency will need to contact TPDCC again and request an AMBER Update be issued. Once the child is found, the law enforcement agency will notify TPDCC to broadcast an AMBER Cancellation.

F. **CID Supervisor Responsibilities (AMBER Alert Plan)**

1. Complete the AMBER Alert Fax Form as well as the AMBER Alert Messaging Template in their entirety;

2. Deliver both of the completed forms to TPDCC;

3. The TPDCC supervisor will review the AMBER Alert request to make sure all five AMBER Alert criteria have been met and verify the form contains all the information needed to issue an AMBER Alert. If there is a concern about whether the criteria have been met, the TPDCC supervisor will immediately contact the Regional Coordinator for a determination. In an effort to ensure the message is clear, concise and complete, the TPDCC Supervisor may change the wording—not the facts of critical circumstances—of the Department's AMBER Alert message.

4. The TPDCC Supervisor shall be responsible to initiate the EAS activation for a Level III Amber Alert.

G. **Post AMBER Alert Activity**

1. The CID supervisor should ensure the Department is properly staffed to answer a large volume of incoming phone calls that may result from the AMBER Alert. Additional staffing may be needed to follow up on the leads received.

2. The CID Supervisor should attempt to obtain a recent digital or print photograph of the missing child. Free posters can also be created and printed from the Laura Recovery Center website (www.lrcf.org) for distribution near the abduction location.

3. The CID supervisor can photocopy the Laura Recovery Center flyer which will facilitate patrol officers, family members, friends and community volunteers to distribute the AMBER Alert throughout the neighborhood where the abduction occurred. For information about organizing community volunteers to search for an abducted child, contact the Laura Recovery Center at 281-482-5723 or go to: www.lrcf.org

4. As updated information about the case (e.g., the child's photo, better physical descriptions, recent sightings, information about the suspect's route or possible destination, etc.) becomes available, the CID supervisor should provide an AMBER Update to TPDCC using the same procedures set forth within this policy.

5. Once the child is found or the case is closed, the CID supervisor must cancel the alert by completing the AMBER Cancellation Form and delivering the form to TPDCC for dissemination. The message should describe how the child was recovered and whether any suspect(s) have been apprehended.

6. After each AMBER Alert activation, the law enforcement supervisor who requested the AMBER Alert will be invited to complete an After Action Report and then meet with the AMBER Plan Board of Directors to review the case, evaluate whether proper procedures were followed by all participants and offer any suggestions to improving upon the Four States Regional AMBER Plan.

V. AMBER Alert Forms

A. AMBER Alert Template

Texarkana Police Department

Amber Alert Template

The **name of law enforcement agency** is searching for **age** year-old **child's name**. The missing child was last seen around **time a.m/p.m** on **today's date or other date** at **location** in **City and State**. At the time, the child was **describe the child's activity prior to abduction**. **Child's name** is a **age** year-old **race, male/female** approximately **height and weight** with **color** hair and **color** eyes. When last seen, this child was wearing **describe child's clothing jacket, hat jewelry or other visible features**.

The **name of law enforcement agency** believes the missing child was abducted by a **age range** year-old **race, male/female** who was approximately **height and weight** with **color** hair and **color** eyes. The suspect was wearing **describe the suspect's clothing, jacket, hat, jewelry, tattoos and other visible features**. The suspect is believed to be driving a **year, color, make and model, car/truck/van** with **state** license plate **number**. This vehicle was last seen at **street and cross street** heading **direction** on **street** toward **city or possible destination**.

If you spot this suspect or the missing child, or if you have any other information, contact the **name of law enforcement agency** at **area code and phone number** or call 911.

B. AMBER Alert After Action Report

Amber Alert After Action Report Form

Date After Action Report completed: _____ Agency Case #: _____

Name of Agency submitting After Action Report: _____

Address: _____

Contact numbers: Primary _____ Secondary _____

Name of person completing this report: _____

Title: _____

Date of Incident: _____ Time of Incident: _____

Type of call i.e. missing child, abducted child, runaway, etc.: _____

Child's Name: _____ Race: _____ Sex: ____

Manner in which complaint was received, i.e. Dispatch, Detective Bureau, stopped officer in field, etc.:
_____
_____

Information obtained from initial complaint: _____
_____
_____
_____
_____

Circumstances and chronological list of agency response and investigative action taken:
_____
_____
_____
_____
_____

C. AMBER Alert After Action Report (Page 2)

Amber Alert After Action Report (page 2)

In your opinion, did the circumstances of the incident meet the criteria established by the Four States Regional Amber Plan to justify an Amber Alert? ☐ Yes ☐ No

If no, can you summarize the discussion and decision making process you followed within your agency? If yes, explain the process you followed to initiate activation. Please include a description of your internal protocol as well as any contact with the Director or another Board member of the Four States Regional Amber Plan to discuss activation.

_____

_____

_____

_____

_____

Are you satisfied with the handling of your request and any subsequent actions taken by the Four States Regional Amber Plan staff and/or KKYR/KBYB? ☐ Yes ☐ No

Please evaluate the following components of the Amber Alert activation process using the following scale:

1 Poor 2 Acceptable 3 Exemplary

Timelines of response from personnel of TPDCC (circle one)	1	2	3
Courtesy and helpfulness of response from FSRAP or KKYR/KBYB personnel	1	2	3
Helpfulness of Media coverage of the Amber Alert (circle one)	1	2	3
Resource sharing (if requested) (circle one)	1	2	3

Please detail any concerns or comments that you have concerning this incident or how it was handled by the Four States Regional Amber Plan, KKYR, KBYB or any system difficulties.

_____

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D. Coordinator's AMBER Alert Activity Log

Coordinator's Amber Alert Activity Log

Date of Alert: _____

Child's Name: _____

Agency Issuing Alert: _____

Person Issuing Alert: _____

Initial Notification Time: _____

Notification Method: _____

Coordinator's Activity Regarding Alert (include time and person/agency with whom you interacted):

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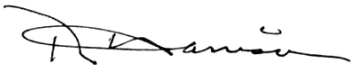
TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Juvenile Runaways		
NUMBER	1105.07	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	May 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	April 08, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish responsibilities and guidelines for the Texarkana Police Department's response to reports of juvenile runaways.

II. Policy

A. It shall be the policy of the Texarkana Police Department to expeditiously respond to and thoroughly investigate all reports of runaways and missing children. A child who is reported missing under **unusual circumstances** will be considered **at risk** until sufficient information to the contrary is confirmed.

B. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in, or was last seen in this jurisdiction, the Texarkana Police Department will immediately initiate the required reporting process.

1. If a child normally resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency having jurisdiction contiguously located with the jurisdiction of the Texarkana Police Department chooses not to take a missing child report and forgoes investigative protocols, the Texarkana Police Department will initiate the investigative actions and reporting responsibility.

C. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be the policy of the Texarkana Police Department to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible and/or produce the legal documentation that establishes custody; however, since the safety of missing children is paramount, members of the Texarkana Police Department will initiate the investigative actions and reporting responsibility whenever the circumstances indicate the child has been removed, without explanation, from his or her usual place of residence.

D. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. The term **missing child** shall refer to a person meeting the following criteria:

1. Younger than eighteen (18) years of age; and

2. Whose whereabouts are unknown to his/her parent, guardian or some other responsible person under circumstances that are believed uncustomary for the child or those circumstances that cause reasonable concern.

B. **Runaway**—Any minor child under the age of eighteen (18) who has failed to return to a designated location or has left without the consent and/or knowledge of the child's parent or guardian and has been reported as a runaway. All children under the age of ten (10) will be classified as a missing child and not as a runaway.

C. **Unusual Circumstances**—Those circumstances associated with a missing child thirteen (13) years of age or younger whose disappearance causes a reasonable person to conclude the child should be considered at risk. Those circumstances should include the following:

1. Circumstances that indicate the child is out of his or her **zone of safety** which corresponds to his or her age and developmental status;

2. Those circumstances that indicate the child is mentally incapacitated to include those children who are developmentally disabled or emotionally disturbed;

3. Those circumstances that indicate the child is drug dependent. This dependency includes those drugs or other chemical compounds, hormones or insulin medically necessary for the health of the child;

   a. Because illicit drug dependence may place the missing child at risk for exploitation or other criminal involvement, any circumstances that demonstrate a child's illicit drug dependence shall be included within these sets of circumstances.

4. Those circumstances that indicate the missing child has become a victim of foul play or sexual exploitation;

5. Those circumstances that otherwise indicate the missing child is involved in a life-threatening situation;

6. Circumstances that involve a delay on the part of the parents, guardians or other responsible person to report the child's disappearance to the police;

7. Circumstances that demonstrate the missing child is accompanied with adults or older juveniles who might endanger his or her welfare; and/or

8. Circumstances that demonstrate inconsistent patterns of the missing child's established behavior.

D. **Zone of Safety**—The total distance a child could travel from the location where the missing child was last seen to the location that would most likely place the missing child at risk for injury or exploitation. The determined zone of safety should be based upon the missing child's age, developmental stage, physical condition or other related circumstances.

IV. Procedures

A. After responding to any report of a juvenile runaway, officers must first determine if the circumstances of the incident fall within those that define a juvenile runaway. Should the officer discover the circumstances exceed the classification of a juvenile runaway, and if the missing child is determined to be missing under unusual circumstances, the officer shall refer to the procedures outlined within *General Order 1105.06---Missing Children*. No incident involving a juvenile who is missing under unusual circumstances shall be handled as a simple juvenile runaway investigation.

B. Upon determining a juvenile has ran away from his/her home or environment—and there exists some concern among family members for the welfare of the juvenile—the officer will collect the necessary information and complete an offense report classifying the report as a runaway investigation. In the event more than one (1) juvenile is reported as a runaway from the same location, a separate offense report shall be generated for each runaway.

C. As soon as possible after taking the initial report, the reporting officer shall broadcast a complete description of the runaway and—if known—a possible direction of travel and means of transportation. Officers should attempt to collect a recent photo of the juvenile at the time the report is taken. Once a picture is obtained the photo should be placed within the Patrol Briefing Room so other officers are made aware of the child's missing status and likeness.

D. In accordance with applicable Federal law, all reports of juvenile runaways and/or missing juveniles shall be entered immediately into NCIC.

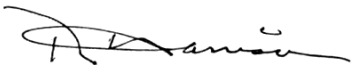
1. The reporting officer shall send an email via his/her MDC to the appropriate dispatcher containing all of the relevant information. Within the email, the officer will request that the dispatcher enter the applicable information into NCIC without delay.

2. After receiving the information from the officer in the field, the entering dispatcher will create a supplemental report within the ADSI module that documents the entry of the information within NCIC.

E. The family or person reporting the juvenile runaway need not have information relevant to the juvenile's whereabouts prior to the officer taking the report; however, if the family or person reporting the juvenile runaway has reason to believe they know where the missing juvenile might be located, the officer taking the report shall follow-up on any information provided within an appropriate amount of time.

F. Officers will inform the reporting person/family to contact the Texarkana Police Department in the event the reported juvenile returns home or they become aware of the juvenile's location.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**Vehicle Inventories**		
NUMBER	**1105.08**	**EFFECTIVE DATE**	**March 31, 2009**
Scheduled Review Date	**May 01, 2015**	**ISSUE DATE**	**March 31, 2009**
Date Reviewed	**February 12, 2014**	**REVISION DATE**	**March 29, 2011**
APPROVED BY		**(Reserved for Expansion)**	**(*Formerly 1101.09*)**

I. Purpose and Scope

A. The purpose of this policy is to define the Texarkana Police Department's procedures and guidelines necessary for impounding vehicles and for conducting inventories of the contents contained within the impounded vehicle.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, implement and manage a series of specific guidelines that addresses the manner in which its sworn officers conduct inventories of those vehicles which are impounded. Officers of the Texarkana Police Department shall inventory those vehicles under the following circumstances:

1. During those instances in which a vehicle is impounded incident to criminal or traffic related offenses; or

2. During those instances in which a vehicle is impounded or towed as a result of a motor vehicle crash when such removal occurs absent the owner/operator's request; or

3. During those other non-criminal incidents—such as a medical emergency—that find the person in lawful control of the vehicle and incapable of securing the personal property contained within the vehicle; or

4. During those instances in which an officer of the Department impounds an abandoned vehicle and the person lawfully responsible for the vehicle and its contents is unable to secure the personal property contained within the accessible portions of the vehicle.

B. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. The purpose of all vehicles inventories conducted by members of the Texarkana Police Department is not to seek out evidence of a crime; instead, the Texarkana Police Department defines vehicle inventories as administrative functions that serve the following purposes:

1. To protect the owner's property:

    a. This obligation may be further categorized as either legal and/or moral, but the courts have supported an officer's responsibility to protect property taken into custody from unauthorized interference.

2. To protect the Texarkana Police Department and its officers from disputes and claims of either stolen or damaged property:

    a. Proper inventory at the time of custody provides an accurate record of the condition of the property at the time it was seized.

3. To protect the Texarkana Police Department, its officers and the public from danger:

    a. Taking custody of an automobile subjects the Texarkana Police Department and the public to conditions that require the inventory of items, objects and property contained within the vehicle to ensure items such as bombs, hazardous devices and hazardous chemicals are detected as quickly as possible.

4. To determine the owner's identity:

    a. Identifying the owner of the vehicle will help the Texarkana Police Department know to whom the property should be released.

B. Before an inventory of a vehicle can lawfully be conducted, officers of the Texarkana Police Department must develop a lawful foundation for conducting the inventory. The following is a list of the criteria utilized to develop a lawful foundation for conducting vehicle inventories:

1. Circumstances that necessitate a vehicle's impoundment borne from violations of Arkansas criminal and traffic laws;

2. Circumstances that necessitate a vehicle's removal from the scene of a traffic crash;

3. Circumstances borne from non-criminal and non-traffic related episodes that place the person who is in lawful control of a vehicle in a position that eliminates their ability to secure the personal property contained within their vehicle. Medical emergencies fall within this category; or

4. Circumstances that find an officer of the Texarkana Police Department encountering an abandoned vehicle whose lawfully responsible owner is unable to secure the vehicle and its contents located in accessible areas of the vehicle.

C. When conducting vehicle inventories, officers of the Texarkana Police Department shall inventory all spaces located within the vehicle to include the vehicle's trunk and the beds of passenger trucks. All closed containers found within the vehicle shall be opened and the contents located therein shall be inventoried.

1. *Colorado v. Bertine, 479 U.S. 367 (1987)*—a case argued and ruled on in the U.S. Supreme Court—provides guidance for officers who conduct vehicle inventories. According to the ruling, warrantless inventory searches of impounded vehicles may—in addition to all of the other accessible areas within the vehicle—include closed containers; however, closed containers may only be opened if the inventory is conducted pursuant to a police policy requiring such searches and is not undertaken in bad faith for the sole purpose of uncovering evidence of a crime.

2. Those containers which are found locked shall not be forced open, but the officer conducting the inventory shall document the condition of the locked container within the narrative of their report.

If a key or the lock's combination is available, all locked containers will be opened and inventoried.

D. Upon conducting the non-consensual removal/towing of a vehicle, officers of the Texarkana Police Department will complete an offense report within the appropriate ADSI module. All of the inventories items located within the vehicle shall be placed within the narrative of the officer's report. For additional information regarding the completion of such reports, refer to *General Order 1108.03---Incident Reporting Procedures*.

E. Should an officer of the Department locate an article or specific item falling within one of the following categories during the course of a vehicle inventory, the article of item may be seized as evidence and maintained for further investigative purposes. Any article or item seized during an inventory shall be listed within the narrative portion of the officer's ADSI offense report and handled, documented and stored in accordance with *General Order 1102.02---Property and Evidence Control*:

1. Fruits or instrumentalities of a crime;

2. Contraband; and

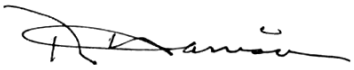
3. Implements or instruments of illegality.

F. Should an officer locate monies and/or other articles deemed significant in value within the vehicle at the time of the inventory—and the article(s) cannot be properly secured by the towing company—the officer may take the following action:

1. Articles deemed significant in value can be taken to the Texarkana Police Department for safekeeping. When removing an article(s) for safekeeping, officers of the Department shall document, handle and store the article(s) in accordance with Paragraph E above. These articles will be released in accordance to established Department policy (General Order 1102.02---Property and Evidence Control).

G. The Communications Center shall record all vehicles which are towed at the direction of the officer on the Department's Wrecker Log.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Motor Vehicle Insurance—Noncompliance Enforcement		
NUMBER	1105.09	EFFECTIVE DATE	May 3, 2011
Scheduled Review Date	May 01, 2016	ISSUE DATE	May 3, 2011
Date Reviewed	April 08, 2014	REVISION DATE	September 14, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. This policy will establish guidelines and procedures that serve to govern officers of the Texarkana Police Department as the officers enforce the State's motor vehicle liability insurance laws. This policy shall apply to all members of the Texarkana Police Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, disseminate and manage a set of guidelines and procedures that govern the manner in which officers of the Department enforce the State's motor vehicle liability insurance laws. It is not the intent of the Department to institute guidelines that mandate the issuance of citations on a broad scale; instead, the guidelines and procedures set forth within this policy direct officers on specific procedures that must be followed should an officer of the Department elect to issue a citation for a violation of the liability insurance law. Department All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. When considering whether to issue a traffic citation, officers of the Department are reminded to utilize discretion. For more information regarding the Department's policy on discretion, refer to General Order 1101.19---Use of Discretion.

B. *A.C.A. 27-22-104* indicates it shall be unlawful for any person to operate a motor vehicle within the State of Arkansas unless both the vehicle and the person's operation of the motor vehicle are covered by a certificate of self-insurance under the provisions located in *A.C.A. §27-19-107* or by an insurance policy issued by an insurance company authorized to do business in the State.

1. Failure to present proof of insurance coverage at the time of arrest or a failure of the Vehicle Insurance Database or proof of an insurance card issued under *A.C.A. §23-89-213* to show current insurance coverage at the time of the traffic stop creates a rebuttable presumption the motor vehicle or the person's operation of the motor vehicle is uninsured.

2. At the minimum, the insurance policy shall provide the following coverage:

   a. Not less than twenty-five thousand dollars ($25,000) for bodily injury or the death of one (1) person in any one (1) accident;

b. Not less than fifty thousand dollars ($50,000) for bodily injury or the death of two (2) or more persons in any one (1) accident; and

c. If the accident has resulted in injury to or the destruction of property, not less than twenty-five thousand dollars ($25,000) for the injury to or destruction of the property of others in any one (1) accident.

3. If the operator of the motor vehicle is unable to present proof of insurance coverage as required under *A.C.A. §27-22-104*, the motor vehicle may be impounded at the officer's discretion provided the officer issues a citation for a traffic violation that is classified as an offense under *A.C.A. §27-50-302* and the operator meets the following criteria:

   a. The operator has received three (3) or more warnings for a violation of *A.C.A. §27-22-104*;

   b. The operator has pleaded guilty or nolo contendere to or been found guilty of three (3) or more violations of *A.C.A. §27-22-104*; or

   c. The operator has received a total of three (3) or more warnings for a violation of *A.C.A. §27-22-104* or convictions of *A.C.A. §27-22-104.*

4. If an operator of a motor vehicle is unable to present proof of insurance coverage as required under *A.C.A. §27-22-104*, the motor vehicle may be impounded at the officer's discretion if one (1) or more of the following circumstances are present:

   a. The driver is operating a motor vehicle on a cancelled, suspended or revoked driver's license in violation of *A.C.A. §27-16-303*;

   b. The driver is operating the motor vehicle without a driver's license in violation of *A.C.A. §27-16-602*; or

   c. The driver is operating a motor vehicle:

      (1) Without a license plate in violation of *A.C.A. §27-14-304*;

      (2) With an unofficial license plate in violation of *A.C.A. §27-14-305*;

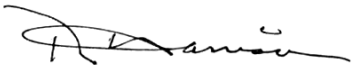
      (3) With improper use of evidence of registration in violation of *A.C.A. §27-14-306*; or

      (4) With false evidences of title or registration in violation of *A.C.A. §27-14-307*.

5. If a motor vehicle is impounded under the language contained within this General Order, the officer shall adhere to the guidelines established within General Order 1105.13---Vehicle Towing and ensure the vehicle and its contents are inventoried.

6. In accordance with *A.C.A. §27-50-1207*, the owner, operator or other person in charge of the motor vehicle has the right to contest the vehicle's impoundment, and the officer shall give notice at the time of impoundment of the individual's right to contest the impoundment.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to Mentally or Emotionally Disturbed People		
NUMBER	1105.10	EFFECTIVE DATE	March 19, 2012
Scheduled Review Date	May 01, 2016	ISSUE DATE	March 19, 2012
Date Reviewed	April 08, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. **Purpose and Scope**

A. From time to time, officers of the Texarkana Police Department will respond to a call for service or locate a person within our jurisdiction who is acting in a manner that causes the officer to believe the person is either mentally or emotionally disturbed. The purpose of this policy is to establish procedures and guidelines for handling mentally or emotionally disturbed people who meet the involuntary admission criteria.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to institute and manage a series of procedures and guidelines that govern the manner in which officers of the Agency respond to mentally or emotionally disturbed people who meet the involuntary admission criteria. All members of the Department shall recognize and adhere to the guidelines established within this policy.

III. **Definitions**

A. **Clear and Present Danger**—As used within this General Order, a person is classified as a clear and present danger to himself, herself or others if the following conditions or circumstances are presented:

1. The person has inflicted serious bodily injury on himself or herself or has attempted suicide or serious self-injury, and there is a reasonable probability that the conduct will be repeated without clear and immediate intervention by a family member, interested individual or other responsible person;

2. The person has threatened to inflict serious bodily injury on himself or herself, and there is a reasonable probability that the conduct will occur without clear and immediate intervention by a family member, interested individual or other responsible person;

3. The person's recent behavior or behavior history demonstrates that he or she so lacks the capacity to care for his or her own welfare that there is a reasonable probability of death, serious bodily injury, or serious physical or mental debilitation without clear and immediate intervention by a family member, interested individual or other responsible person; or

4. The person has established themselves a clear and present danger to others by demonstrating the person has inflicted, attempted to inflict, or threatened to inflict serious bodily harm on another,

and there is a reasonable probability that the conduct will occur without clear and immediate intervention by a family member, interested individual or other responsible person.

IV. Procedures

A. Arkansas Law empowers a law enforcement officer to intervene on behalf of the mentally or emotionally disturbed person who meets the statutory requirements surrounding the involuntary admission criteria and shown they are a clear and present danger to themselves or some other person.

B. Involuntary Admission Criteria **A.C.A. §20-47-207**

1. As indicated within the statutory language, a person shall be eligible for involuntary admission if he or she is in such a mental condition as a result of mental illness, disease, or disorder that he or she poses a clear and present danger to himself, herself or others.

C. Immediate Confinement—Initial Evaluation and Treatment **A.C.A. §20-47-210**

1. Whenever it appears that a person is of danger to himself or herself or others, as defined in *A.C.A. § 20-47-207*, and immediate confinement appears necessary to avoid harm to the person or others, a family member or some other interested individual may take the person to a hospital, receiving facility or program.

2. Consistent with the provisions established within this statute, it shall remain the preferred policy of the Texarkana Police Department to defer any decision and all responsibility associated with the involuntary admission of an individual for psychiatric treatment/evaluation to a member of the person's family or some other interested individual when such a person is available to intervene on behalf of the individual who presents the clear and present danger.

3. When available, the member of the person's family or some other interested individual should be referred to the Southwest Arkansas Counseling and Mental Health Center or a hospital of their choosing. The provisions promulgated by the Department of Human Services, Division of Behavioral Health have established the Southwest Arkansas Counseling and Mental Health Center as the central point of entry into the State of Arkansas' behavioral health system.

   a. This facility is obligated to respond to the needs of the Texarkana Police Department at all times when an officer of the Department has encountered an individual who meets the involuntary admission criteria defined within this policy. In accordance with *A.C.A. §20-47-210*, the Texarkana Police Department is statutorily responsible to ensure the person is safely transported to a hospital, receiving facility or program if the family member or interested individual is without other means of safe transportation and assistance from the family is requested.

Southwest Arkansas Counseling and Mental Health Center
2904 Arkansas Boulevard
Texarkana, Ar. 71854
(870) 773-4655
Hours of Operation: 0900 – 1900 Monday thru Friday
(800) 652-9166 **After Hours Number**

   b. In those instances when an officer transports a person meeting the involuntary admission criteria at the request of the family member or interested individual, the officer shall ensure he/she completes a miscellaneous incident report documenting their actions. For additional

information surrounding incident reporting procedures, refer to General Order 1108.03--- Incident Reporting Procedures.

4. During those instances in which the member of the person's family or some other interested individual is referred to the Southwest Arkansas Counseling and Mental Health Center for evaluation and treatment, it will remain the responsibility of the family member or other interested person to complete the *Petition to Involuntarily Admit Person with Mental Illness*, as that person will have firsthand knowledge of the specific elements and circumstances of the behavior that purports the person as a clear and present danger. This petition can be completed with the assistance of the Prosecuting Attorney's Office.

Prosecuting Attorney's Office
400 Laurel Street, Suite 6
Texarkana, Arkansas 71854
(870) 774-1002

D. In accordance with *A.C.A §12-11-110,* a law enforcement officer shall arrest a drunken, insane, or disorderly person whom he or she finds at large and not in the care of a competent person. This language can also be found in A.C.A. §*20-47-101* which states it shall be the duty of all peace officers to arrest any insane or drunken persons whom they may find at large and not in the care of some discreet person.

1. In those circumstances that find an officer affecting an arrest for a violation of a criminal or traffic related offense of a person who meets the involuntary admission criteria, the officer will complete the *Petition to Involuntarily Admit Person with Mental Illness* in addition to the paperwork associated with the arrest. When completing the Petition, officers must ensure the narrative of the Petition includes specific elements and circumstances of the behavior that purports the person as a clear and present danger.

   a. Once the individual has been booked into the jail, the arresting officer will ensure he/she contacts the Southwest Arkansas Counseling and Mental Health Center to advise them of the circumstances surrounding the individual and request an evaluation. Representatives of this Center have four (4) hours to respond to the needs of the Texarkana Police Department.

2. During those instances in which officers of the Texarkana Police Department encounter a mentally ill or emotionally disturbed person **who has not violated any offense for which an arrest can be made**, and the person meets the **Involuntary Admission Criteria** as outlined within *A.C.A. §20-47-207*, the officer should first attempt to locate a family member or some other interested person to respond and assist with the care of the person. Should the circumstances of the situation dictate the need for medical treatment, officers will summon medical assistance to the scene.

   a. If officers are unable to locate a family member or some other interested person, or if the totality of circumstances are such that immediate confinement is necessary, officers will take the person into custody pursuant to *A.C.A §12-11-110*. When such a person is taken into police custody pursuant to the involuntary admission criteria, it shall be the responsibility of the arresting officer to complete the *Petition to Involuntarily Admit Person with Mental Illness* in addition to an incident report and the normal arrest paperwork. Because the involuntary admission process is administrative, there is no need for the officer to complete a Probable Cause Affidavit. The completed Petition will take the place of the Probable Cause Affidavit. **The proper ADSI code in both the offense and arrest modules is DIDP (NIBRS Code 90E).**

b. Persons taken into custody pursuant to *A.C.A §12-11-110* fall into an administrative category; therefore, the officer affecting the arrest shall stamp the words ***Administrative Hold 12-11-110*** in red ink onto the arrest report provided to the jail staff. This stamp can be located in the jail booking desk.

c. Because this is an administrative custody procedure, the person meeting the involuntary admission criteria must not be fingerprinted, photographed or placed within any pod or holding cell that contains another individual in custody for a criminal or traffic related offense. Officers administratively processing such a person should notify the correctional officer on duty of this requirement.

3. The Texarkana Police Department has statutory authority to administratively hold the individual for up to 72 hours—excluding weekends and holidays—until arrangements can be made to have the individual screened, evaluated and transported to the appropriate treatment facility. The arresting officer shall ensure appropriate notification of the Southwest Arkansas Counseling and Mental Health Center is complete. As mentioned above, representatives of this facility have four (4) hours to respond to the needs of the Texarkana Police Department.

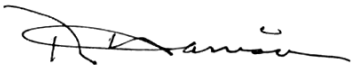
   a. If the person is intoxicated or impaired as a result of drugs and/or alcohol, the screener must wait until the person reaches a state of sobriety before beginning the screening process.

   b. After the screening is complete, and should the screener determine the individual is in need of further treatment, the screener will immediately initiate the process of securing the individual's placement within an appropriate facility. Once placement within the appropriate facility is secured, officers of the Department are authorized to complete a Prisoner Release Form and release the person from administrative custody.

   c. Should the person need immediate transport to a mental facility within the State, the shift supervisor should contact a Services Division supervisor for logistic transport assistance. Under normal circumstances, all mental transports should wait until the following duty day for transport coordination.

4. In accordance with *A.C.A. §20-47-227*, officers of the Texarkana Police Department shall not be held civilly liable for his/her actions pursuant to this subchapter in the absence of proof of bad faith, malice or gross negligence.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Mobile Video Recording		
NUMBER	1105.12	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	May 01, 2016	ISSUE DATE	May 18, 2011
Date Reviewed	April 08, 2014	REVISION DATE	February 10, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. Mobile video recordings are invaluable tools that remain useful to accurately document events, actions of officers and civilians alike, statements made in the field and circumstances involving arrests and critical incidents. The purpose of this policy is to establish a set of rules and guidelines that govern the manner in which officers of the Texarkana Police Department utilize the mobile video/audio recording equipment installed within the Department's patrol equipped police units.

II. Policy

A. Mobile video recordings facilitate the collection of evidence, assist in the administrative evaluation process and document identifiable trends that necessitate additional training. Because mobile video and audio recordings and their encompassing equipment are valuable tools for the Texarkana Police Department, it shall remain the policy of the Department to implement and manage a series of operational rules and guidelines that serve to control the manner in which these video and audio recordings are captured, stored and managed.

B. It shall remain the policy of the Texarkana Police Department to mandate the officers of the Department to utilize the mobile video/audio recording equipment installed within the Department's patrol equipped police units to record all calls for service and any other contact having an enforcement and/or investigative function that occurs between the officer and any citizen the officer encounters during their tour of duty. Field level supervisors are hereby directed to periodically review an assortment of content contained within the video files that are electronically captured and later stored on the Department's server.

C. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. **Training**

1. All officers will receive training on proper use of the Department's mobile video recording equipment. All training will be accomplished within and incorporated into the Department's Field Training Program for recruit officers. As deemed appropriate, officers will receive in-service training as necessary to develop and/or maintain competency with mobile video recording equipment. All training shall be documented.

B. **Responsibilities of Patrol Supervisors**

1. Patrol supervisors will maintain a working knowledge of all mobile video recording equipment, the General Order that addresses mobile video recording and remain aware of the avenue by which these electronically stored files are accessed;

2. Patrol supervisors shall ensure officers assigned under their command maintain a working knowledge of the mobile video recording equipment utilized by the Department and operate within compliance of established policies and procedures;

3. Patrol supervisors are responsible for conducting random review all mobile video recordings associated with every officer under their command in a manner that allows the supervisor to assess the officer's performance in the field;

4. Patrol supervisors shall ensure the Department's mobile video recording equipment is continuously being used properly by the officers operating beneath their command;

5. Patrol supervisors will ensure all needed repairs of mobile video recording equipment are arranged in a timely manner; and

6. As the need arises, shift commanders may duplicate mobile video recordings for training utilization purposes within the Agency.

C. **Responsibilities of Patrol Officers**

1. At the beginning of their tour of duty, officers shall determine the mobile video recording equipment installed within their assigned patrol unit is operating properly and fully functional. Should the officer encounter any problems with the equipment, the officer should report the problem to his/her supervisor as soon as possible. Officers will properly complete a maintenance request that documents the identified problem;

2. Officers will ensure the mobile video recording equipment is utilized properly throughout their tour of duty. Officers shall record all enforcement actions and every call for service in which they become involved;

3. Officers shall ensure their mobile video recording equipment—including the audio function—become active upon their initial receipt of a call for service and whenever the officer initiates interaction with any citizen. Officers will not deactivate the recording equipment until the contact is completed;

4. Upon the system's deactivation, the officer will ensure the captured video file is properly classified by depressing the system's STOP button until the desired classification appears on the system's LCD screen;

5. Officers should record their observations concerning probable cause, intuition, circumstances and reason for enforcement actions, and other information that may serve to refresh memory and clarify events.

6. Officers shall treat those mobile video recordings having evidentiary value accordingly and ensure the appropriate evidentiary language as it relates to the video recording is placed within his/her incident report. For more information regarding the completion of incident reports, refer to General Order 1108.03---Incident Reporting Procedure;

7. Officers are encouraged to inform their supervisor of any videotaped sequences that may be of value for training purposes; and

8. It is not policy of the Department to require its members to cease recording solely at the request of anyone other than their supervisor. If asked, members shall inform those interested persons that audio/video recording equipment is in use.

D. **Control and Management of Mobile Video Recordings**

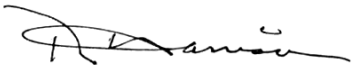
1. All mobile video recordings shall remain the property of the Texarkana Police Department and will not be duplicated or released to the media or other agencies without authorization from the Chief of Police, a Division Commander or their designees.

2. All mobile video recordings having evidentiary value will be classified accordingly within the system on the Department's server. The officer, who is classified within the system as the *owner*, shall ensure those recordings having evidentiary value are assigned to an *internal case file* within the system.

   a. After locating the video file on the Department's server, the officer responsible for the video file must click the symbol " " to begin the process of assigning the file to an internal case file. The officer must click the section "**Add to Case**" located beneath the action list on the left side of screen. The officer must click "**Assign New Case**", and once accessed, the officer must provide the CCN number associated with the video, the incident date and the applicable suspect information.

3. At the direction of the Chief of Police, a Division Commander or by a court order, a copy of any video file may be duplicated and provided to a member of the bar or to a private citizen. To recover the cost associated with such a procedure, a charge of twenty five dollars ($25.00) will be assessed to the member of the bar or private citizen. No such charge will be assessed to the Prosecuting Attorney, their representatives or members of the judiciary.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Vehicle Towing and Removal		
NUMBER	1105.13	EFFECTIVE DATE	April 10, 2012
Scheduled Review Date	May 01, 2016	ISSUE DATE	April 10, 2012
Date Reviewed	April 08, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. In an effort to remain compliant with State mandates, this policy, which affects all Department personnel, establishes the Department rules and guidelines surrounding the towing and removal of vehicles coming to the attention of Department personnel.

II. Policy

A. In accordance with *A.C.A. § 27-50-1207*, it shall be the policy of the Texarkana Police Department to institute rules and guidelines that direct officers of the Department in the towing and removal of vehicles coming to their attention. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Abandoned Vehicle**—Any vehicle deemed to be unattended as defined by the following:

1. Any vehicle located by an officer to which the owner has overtly manifested some intention not to retake possession; or

2. Any vehicle which remains unattended for a period of thirty (30) days, during which period the owner has given no evidence of their intent to retake possession.

B. **Consent**—Permission given by either the owner or some other person in charge of the vehicle to have the vehicle removed, towed or stored.

C. **Non-Consent**—The removal or towing of any unattended or abandoned vehicle or any disabled or inoperative vehicle for which the owner preference is waived by the owner or other person in charge thereof.

D. **Owner Preference**—The right of the owner, his/her agent or any competent occupant of any disabled or inoperative vehicle to request some responsible and reasonable person, gratuitous bailee, or bailee for hire of his or her choosing to take charge and care of the vehicle.

E. **Public Way**—Any road, highway, or street over which the public may travel, including the traveled surface and any berm or shoulder thereof.

F. **Unattended**—Any vehicle left on public property without the consent of an authority in charge of the property or on or near a public way without some person, gratuitous bailee, or bailee for hire in possession of the vehicle and that:

1. Is located within a distance of three feet (3') of the traveled surface of the public way;

2. Is located on or near a public way at a distance of three feet (3') or more of the traveled surface of the public way for a period of twenty-four (24) hours or more;

3. Is not located on or near a public way but is left for a period of forty-eight (48) hours or more;

4. Does not remain in the custody of some responsible person following an accident where the operator has been removed to a hospital or is otherwise unable to make personal arrangements for the vehicle's care;

5. Was operated to a place of apprehension by law enforcement and the operator thereof was removed from the vehicle and taken into police custody;

6. Is located upon any public right of way and due to geographic location, traffic density, or climatic conditions is creating an immediate and substantial hazard to the motoring public, as determined by a law enforcement officer; or

7. Is subject to seizure by law enforcement pursuant to a statute, the Arkansas Rules of Criminal Procedure or a lawful court order.

IV. Procedures

A. Non-Consensual Towing (Private Property) A.C.A § 27-50-1101

1. When a vehicle of a type subject to registration under the laws of this state is found abandoned on private or public property within this state—or is parked on private or public property within this state without the authorization of the property owner or other persons controlling the property—the property owner or his/her agent may have the vehicle removed from the property by a towing and storage firm licensed by and subject to the rules of the Arkansas Towing and Recovery Board.

B. Tagging of Unattended or Abandoned Vehicles A.C.A. § 27-50-1205

1. Any officer of the Texarkana Police Department observing a vehicle on or near a public way which appears unattended or abandoned shall order the immediate removal of the unattended, abandoned, disabled or inoperative vehicle when the following criteria is encountered:

   a. When the vehicle is located within three feet (3') of the traveled surface of a public way; or

   b. When it appears the vehicle is creating an immediate and substantial hazard to the public.

2. During those instances in which the vehicle is located a distance greater than three feet (3') away from the traveled surface of a public way, the officer shall ensure the following actions are taken:

   a. Affix securely on the vehicle a colored tag or other easily visible sticker that contains the following information. The officer tagging the vehicle should instruct the dispatcher to schedule a secondary call to the vehicle's location 24 hours later:

      (1) The date and time the tag was placed on the vehicle;

      (2) The fact the vehicle will be removed pursuant to Arkansas law unless the vehicle is removed within twenty-four (24) hours;

(3) The location and telephone number where additional information may be obtained; and

(4) The officer's name and employee number.

C. Removal of Vehicles A.C.A. § 27-50-1207

1. Except in those instances where an emergency exists or where the immediate clearing of a public thoroughfare requires an expedited towing service, officers of the Texarkana Police Department coming into contact with a disabled or inoperative vehicle shall ensure the owner of the vehicle, his/her agent or to any competent occupant is provided owner preference as defined in Section III above when selecting a towing service for the vehicle's removal.

   a. In those instances where exigent circumstances require an expedited towing service, or when the immediate clearing of a public thoroughfare becomes necessary, owner preference shall be honored when the owner has requested a towing service that can promptly respond to the request for service.

2. Officers of the Texarkana Police Department shall not engage in any of the following actions:

   a. Suggest or recommend any particular towing and storage firm to the owner, his or her agent or any competent occupant of any disabled or inoperative vehicle; or

   b. Accept gifts or special consideration from the owner of a towing business or anyone acting on the owner's behalf in relation to removal of vehicles.

3. Upon request, officers of the Texarkana Police Department shall provide to the owner, his/her agent or to any competent occupant of the removed vehicle the name, location and telephone number associated with the towing or storage firm responsible for the vehicle's removal or storage.

4. Officers of the Texarkana Police Department shall ensure the licensed towing and storage firm assigned to remove and store the unattended or abandoned vehicle is provided information supplied from the records of the Office of Motor Vehicle of the Department of Finance and Administration, Arkansas Crime Information Center records, or the motor vehicle records of any other state indicating the name and address of the last registered owner, the name and address of the holder of any recorded lien on the vehicle, and the vehicle identification or serial number of the vehicle.

D. Vehicle Holds A.C.A. § 27-50-1206

1. In addition to the officer's order to remove and store the vehicle, officers of the Texarkana Police Department issuing a hold against the release of the vehicle shall include a written explanation for the issuance of the hold by issuing a Vehicle Hold Slip to the towing or storage firm.

   a. The Vehicle Hold Slip is produced in duplicate form. The officer will provide the wrecker company with the top copy, and the duplicate copy will be placed in the appropriate in-coming box in the Patrol Debriefing Room.

   b. It will be the responsibility of the Department's front receptionist to collect the duplicate copies and file them accordingly.

2. When the requested hold on the vehicle is released, the officer issuing the hold—or another officer of the Department so assigned or arranged—shall provide a written notice of release to the towing and storage firm. The officer releasing the hold shall complete a supplemental report in ADSI that documents this action.

V. **Forms**

A. Vehicle Hold Slip

Texarkana Police Department
Vehicle Impound Hold Slip

CCN: _____ Date: _____

Officer: _____

Location: _____

_____ _____ _____
Year Make Model

_____ _____
VIN LPN

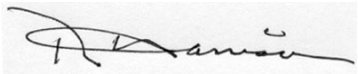
Reason for Hold

_____

_____

Wrecker Company: _____

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Sexual Assault Examinations		
NUMBER	1106.01	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	June 01, 2012	ISSUE DATE	April 12, 2011
Date Reviewed		REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. This policy addresses sexual assault examinations as they apply of those individuals who have become victims of a sexual assault. The policy is intended to provide a series of guidelines to officers of the Department that provides direction whenever the officer encounters an investigation of a sexual assault. This policy applies to commissioned members of the Texarkana Police Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, manage and disseminate a series of guidelines that effectively provide direction and govern issues surrounding sexual assault examinations as they apply to those individuals who have become victims of a sexual assault. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. Adult Sexual Assault Cases

1. During those instances in which an officer of the Texarkana Police Department encounters an adult aged victim of an alleged sexual assault, the responding officer should strongly encourage the victim to submit to a sexual assault examination provided by the medical staff located at Christus St. Michael Hospital. For purposes aligned with sexual assault examinations, members of the Department should not refer any sexual assault victim to any other medical facility.

B. Juvenile Sexual Assault Cases

1. Incidents Involving Recent Sexual Contact

a. During those instances in which an officer of the Texarkana Police Department encounters a juvenile aged victim of an alleged sexual assault, the responding officer shall ensure the Criminal Investigation Division Juvenile Section, Crimes Against Persons Section or the CID supervisor is immediately notified of the circumstances **when such sexual contact is believed to have occurred within 72 hours of the reporting time**.

b. If the report is made after regular office hours, the officer shall ensure the on-call detective is contacted **prior to any sexual assault examination by a medical facility**.

(1) The determination will be made at that time whether the juvenile victim should be referred to Christus St. Michael Hospital or Arkansas Children's Hospital in Little Rock, Arkansas for a complete sexual assault examination. The officer should ensure all of the pertinent information is provided to the detective who will maintain the responsibility for determining which facility is utilized.

2. All Other Sexual Contact

a. During those instances in which an officer of the Texarkana Police Department encounters a juvenile sexual assault victim, and the sexual contact is believed to have occurred outside of the 72 hours window, the officer should take the report and obtain all of the pertinent information.

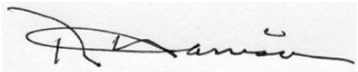
(1) If the sexual assault report is made after regular hours, the officer should complete the report without notifying the on-call detective; however, the officer should instruct the reporting person to contact the Criminal Investigation Division the following day for instructions regarding a sexual assault examination.

(2) If the report is taken during regular working hours, the reporting person should immediately be referred to the Criminal Investigation Division for immediate follow-up. The officer should ensure the reporting person is made aware of the fact the Criminal Investigation Division will assist the victim with obtaining a sexual assault examination.

b. If the juvenile is in jeopardy of a secondary sexual assault by virtue of the alleged perpetrator having access to the juvenile, the reporting officer should ensure the Criminal Investigation Division is notified immediately.

c. During those instances in which an officer of the Texarkana Police Department encounters a juvenile sexual assault victim already at a medical facility, the officer should ask the medical staff to postpone the sexual assault examination until the Criminal Investigation Division has been notified. If the sexual assault examination has been conducted prior to the officer's arrival, the officer should complete the report and forward any evidence obtained in accordance with *General Order 1102.02---Property and Evidence Control*.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Constitutional Requirements During Criminal Investigations		
NUMBER	1106.02	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	June 01, 2012	ISSUE DATE	May 18, 2011
Date Reviewed		REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to define the constitutional requirements that all sworn members of the Texarkana Police Department are mandated to follow during the course of all criminal investigations and during those instances when officers interact with individuals during law enforcement encounters.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to require sworn members of the Department who are engaging in criminal investigations or other law enforcement actions to make every effort to ensure all persons involved in the criminal investigation or other law enforcement action are afforded the rights, privileges and protections guaranteed by the Constitution of the United States.

B. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. **Compliance with Constitutional Requirements**

1. While conducting interviews and interrogations during criminal investigations, all officers of the Texarkana Police Department will take all necessary precautions that ensure all persons involved are afforded their constitutional safeguards. Officers will ensure that all statements or confessions are of a voluntary nature and that all coercive efforts, plans, tactics and actions are avoided.

2. Texarkana Police Department officers shall not cause any unnecessary delay in arraignment.

3. Texarkana Police Department officers shall in every instance ensure all defendants are informed of their constitutional rights against self-incrimination, and all officers are prohibited from depriving any person of counsel.

4. Texarkana Police Department officers shall not contribute to any pretrial publicity that would tend to prejudice a fair trial.

5. Whenever an officer of the Texarkana Police Department initiates the process of custodial interrogation of those persons who are suspected of any crime, the individual shall immediately be read the "*Miranda Warning*" from either the Department issued Miranda Card or from the Department's *Statement of Rights Form*. The language on both the Miranda Card and the Statement of Right's Form includes the following:

    a. "***You have the right to remain silent***."

    b. "***Anything you say can and will be used against you in Court***."

    c. "***You have the right to talk to a lawyer for advice before I ask you any questions and to have him with you during questioning.***"

    d. "***If you cannot afford a lawyer, one will be appointed by a Court for you without cost to you before any questioning, if you wish***."

    e. "***If you decide to answer questions now without a lawyer present, you will still have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer***."

6. In addition to the statement of rights indicated above, the "Waiver of Rights" section located near the bottom of the Statement of Rights Form shall be read to the individual who is the target of the interrogation. The language located within the "Waiver of Rights" section includes the following:

    a. "***I have read this statement of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I do not have a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me***."

7. Should the suspect indicate that he/she **will not** answer any questions, all questioning of the suspect shall cease immediately, and the custodial interrogation process shall be terminated.

8. Should the suspect agree to answer questions, but also indicate or elect to talk to an attorney or have an attorney present during the interview, the officer conducting the interrogation shall adhere to the following guidelines:

    a. All questioning of the suspect shall cease immediately, and the custodial interrogation process shall be terminated.

    b. The suspect shall be afforded an attorney when he/she makes their first appearance in court.

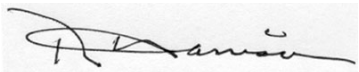
B. **Authority to Request Cooperation**

1. In accordance with the *Rules of Criminal Procedure, Rule 2.2*, an officer may request any person to furnish information or otherwise cooperate in the investigation or prevention of a crime. Officers may request the person to respond to questions, to appear at the nearest appropriate police facility, or comply with a reasonable request.

2. In making such a request, no officer shall indicate that a person is legally obligated to furnish information or to otherwise cooperate if no such legal obligation exists. Compliance with the request for information or other cooperation shall not be regarded as involuntary or coerced solely on the ground that such a request was made by a law enforcement officer.

3. Officers requesting any person to come to or to remain at the nearest appropriate police facility, Prosecuting Attorney's Office or other similar place, shall take such steps as are reasonable to make it clear that there is no legal obligation to comply with such a request.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Domestic Violence Investigations		
NUMBER	1106.03	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	July 01, 2017	ISSUE DATE	May 18, 2011
Date Reviewed	May 12, 2015	REVISION DATE	July 15, 2015
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish a set of guidelines that serve to prescribe a course of action officers of the Texarkana Police Department will initiate when responding to reports of domestic violence and abuse.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to respond to all reports of domestic violence and abuse in a manner consistent with the established tenets of Arkansas Law while taking asserted strides to intervene in an effort to prevent future incidents of violence.

B. It shall be the policy of the Texarkana Police Department to promote the reduction and severity of domestic violence and abuse; protect victims of domestic violence while providing the victim with support through a combination of law enforcement and community services; and ensure the officers of the Department remain fully prepared to respond to all reports of domestic violence and abuse.

C. All officers of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Domestic Abuse**—Physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault occurring between family or household members. Domestic abuse also includes any sexual conduct between family or household members, whether minors or adults, which constitutes a crime under the laws of the State of Arkansas.

B. **Family or Household Member**—Spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who have resided or cohabited together presently or in the past, persons who have or have had a child in common, and persons who have been in a dating relationship together presently or in the past.

1. The term "in-laws" means persons related by marriage within the second degree of consanguinity.

C. **Dating Relationship**—Romantic or intimate social relationship between two (2) individuals which shall be determined by examining the following factors. The term dating relationship shall not

include a casual relationship or ordinary fraternization in a business or social context between two (2) individuals:

1. The length of the relationship;

2. The type of relationship; and

3. The frequency of interaction between the two (2) individuals involved in the relationship.

D. **Consanguinity Determination**—Consanguinity is defined as the lineage of origin by blood relationships. In computing the degrees of relationship between any two (2) kinsmen who are not related in a direct line of ascent or descent, it is proper to start with the common ancestor of the kinsmen and count downwards. In whatever degree the kinsmen or the more remote of them is distant from the common ancestor, that is the degree in which they are related to each other. Thus two (2) or more children of a common parent are related to each other in the first degree, because from the common parent to each of the children is counted only one (1) degree. But a person and his or her nephew are related in the second degree, for the nephew is two (2) degrees removed from his or her grandparent who is the common ancestor. A person and his or her second cousin are related in the third degree, for they are both three (3) degrees removed from the great-grandparent who is their common ancestor. In computing the degrees of relationship between any two (2) kinsmen related in a direct line of ascent or descent, the degree of relationship shall be determined by starting with one of the persons and counting up or down to the other. Thus, a person and his or her:

1. Parent or child are related in the first degree;

2. Grandparent or grandchild are related in the second degree; and

3. Great-grandparent or great-grandchild are related in the third degree

E. **Physical Injury**—The impairment of physical condition, infliction of substantial pain or the infliction of bruising, swelling, or a visible mark associated with trauma.

IV. Domestic Violence Enforcement

A. In addition to other arrest authority granted by Arkansas Law, when law enforcement officers have probable cause to believe a person has committed acts which constitute a crime under the laws of the State of Arkansas and which constitute domestic abuse as defined above against a family or household member the officer may arrest the person without a warrant—even though the incident took place outside of the officer's presence:

1. If the law enforcement officer has probable cause to believe the person has committed those acts within the preceding four (4) hours; or

2. For those cases involving evidence of physical injury, within the preceding twelve (12) hours.

B. When evidence indicates that domestic abuse has occurred, officers of the Texarkana Police Department shall consider the offender's arrest as the preferred enforcement action.

C. When determining if one (1) party to an act of domestic abuse is the predominant aggressor, officers of the Texarkana Police Department shall consider the following factors based upon the officer's observations at the time of investigation:

1. Statements from parties to the act of domestic abuse and other witnesses;

2. The extent of personal injuries received by parties to the act of domestic abuse;

3. Evidence that a party to the act of domestic abuse acted in self-defense;

4. Prior complaints of domestic abuse if the history of complaints of domestic abuse can be reasonably determined by the investigating officer; and

5. Any other relevant factors that will assist the officer in determining if one (1) party involved in the domestic abuse act is the predominant aggressor.

D. When an officer has probable cause to believe a person that is a party to an act of domestic abuse is the predominant aggressor and the act of domestic abuse would constitute a felony under the laws of this state, the officer shall arrest the person who was the predominant aggressor with or without a warrant if:

1. The officer has probable cause to believe the person has committed the act of domestic abuse within the preceding four (4) hours or within the preceding twelve (12) hours for cases involving physical injury even if the incident did not take place in the presence of the officer.

E. When an officer has probable cause to believe a person who is a party to an act of domestic abuse is the predominant aggressor, and the act of domestic abuse would constitute a misdemeanor under the laws of this state, the arrest with or without a warrant of the person who was the predominant aggressor shall be considered the preferred action by officers of the Texarkana Police Department if:

1. There is reason to believe that there is an imminent threat of further injury to any party to the act of domestic abuse; and

2. The officer has probable cause to believe the person has committed the act of domestic abuse within the preceding four (4) hours or within the preceding twelve (12) hours for cases involving physical injury, even if the incident did not take place in the presence of the officer.

F. Any law enforcement officer acting in good faith and exercising due care in making an arrest for domestic abuse shall have immunity from civil liability.

G. In addition to the standard Victim's Information Guide (VIG), the investigating officer must provide all domestic violence with a Domestic Violence Resource Guide, a process mandated within *A.C.A. §16-90-1107(a)*. The resource guide provides contains information that will assist the victim within obtaining additional services, such as emergency shelter.

1. The Domestic Violence Resource Guide is comprised of a carbon-copied form. The top copy of the resource guide will be retained by the investigating officer while the carbon copy (bottom copy) of the resource guide will be provided to the victim. Officers shall ensure the victim endorses the top copy acknowledging their receipt of the form.

2. In accordance with *A.C.A. §12-12-108*, the reverse side of the white copy contains a Domestic Violence Lethality Assessment that must be completed by the investigating officer. This assessment consists of a matrix and a series of questions that must be answered by the investigating officer during his/her investigation.

a. Once completed, the top copy of the resource guide will be placed in the in-coming paperwork box where the shift supervisor will ensure the form is scanned (double-sided) and attached electronically to the ADSI report. Once scanned, the original copy will be placed in CID's incoming paperwork box which is located in the patrol debriefing room.

V. Domestic Violence Resource Guide

TEXARKANA ARKANSAS POLICE DEPARTMENT
Domestic Violence Investigations Unit
Domestic Violence Victim Resource Guide

INCIDENT OR CCN NUMBER _____ **INVESTIGATING OFFICER: _____**

It is a crime for any person to cause you any p hysical injury or harm, **EVEN IF THAT PERSON IS A MEMBER OR FORMER MEMBER OF YOUR FAMILY OR HOUSEHOLD**.

Please tell the investigating officer:

1. IF you, your child or any other household resident has been injured; or
2. IF you feel you are going to be in danger when the officer leaves.

You have the right to:

1. ASK the local prosecutor to file a criminal complaint against the person committing the family violence;
2. ACCESS all public records related to your domestic violence case; and

APPLY for a court order to pro tect you. (You should consult a domestic violence prevention agency, legal aid office, prosecuting attorney, or private attorney.) If a stalking, harassing communications or terroristic threat offense has occurred and the suspect has been arres ted, you m ay request that a "no contact" condition of bond be required. You may do this through the prosecutor's office.

You cannot be charged a fee by a court in connection with filing, serving, or entering a protective order. The court can imp lement the followi ng conditions:

1. The abuser not commit further acts of violence;
2. The abuser not threaten, harass, or contact you at home;
3. Directs the abuser to leave your household;
4. Establishes temporary custody of the children and directs the abuser not to interfere with the children or any property; and
5. Establishes child support for your children.

Access to emergency shelter, medical needs, housing, counseling, financial, social, legal advocacy and other emergency servic es can be obtained through the Domestic Violence Prevention office listed below. Should you need additional protection or assistance in seeking an Order of Protection, please contact the Texarkana Arkansas Police Department or the Prosecuting Attorney using the information listed below:

Domestic Violence Prevention, Inc.
424 Spruce Street
Texarkana, TX. 75501
(903) 794-4000

Texarkana Arkansas Police Department
100 N. State Line Avenue
Texarkana, AR. 71854
(903) 798-3130

Miller County Prosecuting Attorney
400 Laurel Street, Suite 6
Texarkana, AR. 71854
(870) 774-1002

Please refer to the Victim Information Guide provided by the investigating officer for additional information concerning your rights as a crime victim. For additional information connected to the status of your case, or should you require additional information concerning vict im or child advocacy needs or other concerns unique to the investigation of your case, please contact the following:

Texarkana Police Domestic Violence Investigations Unit
(903) 798-3154

Victim Acknowledgement

DATE:_____

On the above listed date, Officer _____ employee number _____ of the Texarkana Arkansas Police Department did provide to me legal notice of my rights as a victim of domestic violence.

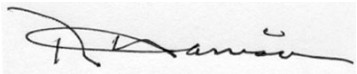
_____
COMPLAINANT

TEXARKANA ARKANSAS POLICE DEPARTMENT
Domestic Violence Investigations Unit
Domestic Violence Lethality Assessment

**** The following assessment must be completed by the investigating officer during the officer's initial interaction with the domestic violence victim.*

YES	NO	
		Has the offender ever used a weapon or threatened to use a weapon against the victim?
		Has the offender threatened to kill the victim or the victim's children?
		Does the victim believe the offender will try to kill him / her?
		Has the offender ever tried to choke the victim?
		Is the offender violently or consistently jealous?
		Does the offender control most of the victim's daily activities?
		Is the victim employed?
		Has the offender ever attempted suicide to the knowledge of the victim?
		Does the victim have a child whom the offender believes is not the offender's biological child?
		Does the offender follow, spy-on or leave threatening messages for the victim?
LIVING SITUATION		
		Does the victim currently live with the offender?
		Has the victim recently left or separated from the offender after living together or being married?
		Does the victim have a safe place to stay?
ADDITIONAL INFORMATION		

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Fingerprinting, Photographing and DNA Sample Collection		
NUMBER	1106.04	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	August 01, 2017	ISSUE DATE	May 18, 2011
Date Reviewed	August 04, 2015	REVISION DATE	August 14, 2015
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish Department guidelines associated with Arkansas Statutory requirements regarding the taking of fingerprints, photographs and DNA samples of those persons who are taken into custody by Department personnel.

II. Policy

A. It shall be the policy of the Texarkana Police Department to insure the collection of fingerprints, photographs and DNA samples occur in accordance with the established laws within the State of Arkansas. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. Fingerprinting, Photographing and DNA Sample Collection **(Adult Offenders)**

1. In accordance with *A.C.A §12-12-1006*, immediately following an arrest for a felony or Class A Misdemeanor offense, the arresting officer shall ensure the person arrested for the offense is transported to the Texarkana Jail in order to facilitate the correctional official's ability to collect the fingerprints and a photograph of the arrested person.

    a. When the defendant's first appearance in court is caused by a citation or a summons for a felony or Class A Misdemeanor offense—and upon an order issued by the court—the officer in charge of court security will ensure the defendant is taken to the Texarkana Jail where the defendant's fingerprints and photograph will be taken.

2. In addition to the fingerprinting and photographing mandate above, *A.C.A §12-12-1006* requires a law enforcement official at the receiving criminal detention facility to take—or cause to be taken—a DNA sample of a person arrested for any felony offense.

3. In accordance with *A.C.A §12-12-1006*, all DNA samples collected pursuant to this policy shall be delivered to the State Crime Laboratory. The Criminal Investigation Division Commander will ensure these samples are delivered to the State Crime Laboratory in accordance with the guidelines established by the Laboratory.

4. A.*C.A §12-12-1006* states an employee of an authorized law enforcement agency or an authorized correctional agency may employ reasonable force if an individual refuses to submit to the collection of a DNA sample, and the employee of the law enforcement agency or the correctional agency is not criminally or civilly liable for the use of reasonable force.

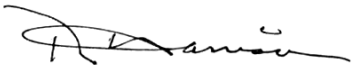
5. Unless convicted or charged as an adult in Circuit Court, all persons under the age of eighteen (18) are exempt from the guidelines established in Section III of this policy.

B. Fingerprinting and Photographing **(Juvenile Offenders)**

1. In accordance with *A.C.A §9-27-320*, when a juvenile is arrested for any offense that if committed by an adult would constitute a felony or a Class A Misdemeanor offense in which violence or the use of a weapon was involved, the arresting officer shall ensure appropriate steps are taken to have the juvenile photographed and fingerprinted.

2. Copies of a juvenile's fingerprints and photographs generated from contact with the Texarkana Police Department shall only be made available to other law enforcement agencies, ACIC, the Prosecuting Attorney's Office and the Circuit Court Juvenile Division.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	DWI / Underage DUI Enforcement		
NUMBER	1107.01	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	June 17, 2014	REVISION DATE	January 31, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The Texarkana Police Department recognizes the serious hazards created by those on the roadways within our jurisdiction that pose an increased risk to the safety of the citizens we serve. In an effort to combat and eliminate potential hazards on our roadways, the Texarkana Police Department has developed and instituted a series of procedural guidelines that serve to aid in the effective recognition, apprehension and prosecution of persons who are operating vehicles under the influence of alcohol or drugs.

II. Policy

A. As part of a comprehensive effort to ensure the safety of the motorists and pedestrians who rely on the roadway systems within our jurisdiction, the Texarkana Police Department will aggressively enforce the Arkansas laws that specifically pertain to those who operate motor vehicles while under the influence of alcohol or drugs. In an effort to aggressively target the violators of such law, the Texarkana Police Department will undertake these efforts in the following manner:

1. By fielding specially trained and equipped personnel;

2. By classifying and proclaiming such offenses as a priority enforcement effort; and

3. By actively participating in a DWI Enforcement campaign—provided funding for such activity remains available—through the Arkansas Highway Department. Within this Selective Traffic Enforcement Program (STEP), officers of the Department shall work extra-duty employment in a selective enforcement mode targeted in the direction of DWI enforcement.

B. It shall be the policy of the Texarkana Police Department to vigorously enforce all laws that prohibit the act(s) of operating a motor vehicle(s) while under the influence of intoxicating liquor, drugs or combinations thereof. A physical arrest is the preferred course of action in those cases that find the investigating officer has established probable cause that leads the officer to believe the violator has operated a motor vehicle contrary to the laws that govern DWI and DUI.

III. Procedure

A. A police officer's observations are crucial in establishing the requisite probable cause necessary to arrest a motorist for a DWI violation. Police officers must rely on their formal training and experience in this area, placing particular emphasis on those driving actions that give rise to the officer's belief that a motorist is driving under the influence. The following basic detection methods should be utilized:

1. Conducting surveillance on a driver suspected of DWI in order to observe his or her behavior;

2. Initiating a traffic stop after observing a moving or equipment violation;

3. Observing the actions of drivers' during accident investigations; and

4. Acting upon the reports of witnesses in regard to erratic or improper vehicle operation.

B. After the decision has been made to stop a motorist suspected of DWI, the officer shall follow Departmental procedures for initiating a misdemeanor traffic stop. Certain guidelines and competent evidence must be used to develop probable cause to support an arrest. Some of these include:

1. Fully document all observations related to the driver's behavior while ensuring to note erratic or improper vehicle operation;

2. In addition to those tangible items needed to operate a vehicle safely, the officer should note any observations concerning the physical, mental or emotional condition of the driver that add to the suspicion of intoxication and/or impairment. (Example: odor of intoxicants, slurred speech, bloodshot eyes, general appearance, etc.);

3. Closely observe the driver for signs of physical, mental or emotional impairment. Some of these functions might be evidenced by poor muscle and motor coordination, a deviated or unbalanced equilibrium, a lack of comprehension, confusion or poor concentration. The officer should specifically note if the driver has difficulty following simple instructions, answering questions, or fumbling with wallet or papers. Such difficulty could be evidence of the violator's inability to divide his/her attention;

4. The availability and credibility of testimony by witnesses who observed the driver's behavior that serves to establish the offender's operation of the motor vehicle as well as any associated information that addresses erratic vehicle operation. (Usually related to a traffic accident.)

C. After making contact with a person suspected of DWI, officers are strongly encouraged to conduct field sobriety or performance testing in an effort to develop the probable cause that would otherwise indicate the driver is under the influence of some type of intoxicant or drug. The following standardized tests are certified for use by the National Highway Traffic Safety Administration to determine probable cause indicative of a lack of sobriety:

1. Walk and Turn Test;

2. One-Leg Stand test; and

3. Horizontal Gaze Nystagmus Test.

a. Officers are not strictly limited to conducting only these tests. Other tests, such as alphanumeric tests, finger-to-nose test, or other tests similar in nature can be used to capture the totality of information needed to establish concrete probable cause that otherwise leads the officer to believe the driver is under the influence of alcohol or a drug.

D. Any person stopped for suspicion of driving while intoxicated (or driving under the influence) is required by *Arkansas' Implied Consent Law, §5-65-202,* to submit to a chemical test of his or her blood, breath or urine. The purpose of this test is to determine the level of alcohol or controlled substance content contained within his or her blood. The Implied Consent Law stipulates any person who operates a motor vehicle, or who is in actual physical control of a motor vehicle, in this state shall be deemed to have given consent to undergo this chemical test.

E. If after conducting field sobriety tests, an officer has sufficient probable cause to believe a driver has consumed a substance that is impairing his or her ability to operate a motor vehicle, the officer shall arrest the driver following standard Departmental arrest protocol. In accordance with *Arkansas' Implied Consent Law, §5-65-202*, the arresting officer—or some other officer so assigned—will request the driver submit to a chemical analysis of his or her blood, breath or urine.

F. Upon arrival at the testing facility, the officer shall inform the arrested individual of his or her rights pertaining to the breath test, pursuant to *Act 549 of 1983*, also known as the *Omnibus DWI Act.* This statement of rights pertaining to DWI or DUI cites the following Arkansas State Statutes:

1. Implied consent statute (Arkansas §5-65-202);

2. Type of chemical analysis to be utilized (Arkansas §5-65-203);

3. Refusal to submit to this chemical test (Arkansas §5- 65-205);

4. Right to an alternate test by a qualified person (Arkansas §5-65-204e); and

5. After taking an alternate test, if found **not guilty**, the Texarkana Police Department will reimburse the person for the cost of the additional test (Arkansas § 5-65-204(e)(1)).

G. Pursuant to *Arkansas §5-65-203*, which governs the administration of chemical tests, the law enforcement agency that employs the arresting officer shall designate which test shall be administered. The Texarkana Police Department shall utilize chemical testing in the following order of preference:

1. Breath Test

   a. If the arresting officer believes the offender is solely under the influence of alcohol, a breath test utilizing the Intoximeter will be administered. **The breath test shall remain the preferred method of chemical analysis of the Texarkana Police Department**. An officer certified through the Arkansas Department of Health pursuant to Arkansas §5-65-204(b) will conduct the breath test. The breath test will be administered pursuant to the procedures promulgated and established by the Arkansas State Board of Health, *Arkansas §5-65-204(c).*

2. Blood Test

   a. If circumstances make the administration of a breath test impractical, or if the arresting officer has reason to believe the offender is under the influence of either a combination of alcohol and drugs or drugs only, a blood test may be utilized. *Arkansas §5-65-204(d)* states that a physician or a person acting under the direction and supervision of a physician may draw blood.

3. Urine Test

   a. If the arresting officer believes the driver's impairment is a result of a drug other than alcohol, the officer should rely on a urine test. The collection of the urine sample does not require the assistance of medical personnel, as the investigating officer can utilize a urine collection kit while ensuring protective measures are followed. The urine sample should be collected pursuant to established Agency protocol and stored in accordance with the Department's property and evidence policy.

   b. Once packaged, urine samples must be sent to the Arkansas State Crime Laboratory for toxicological analysis. The completion of the Crime Lab Submission Form shall be the responsibility of the investigating officer. In addition to the Property Record, the original copy of the submission form should accompany the sample when it is placed in the evidence

refrigerator. A copy of the submission form should be forwarded to BIC in accordance with established procedures.

H. The arresting officer—or another officer so arranged or instructed—shall conduct the breath test on the Intoximeter and will be responsible for entering the necessary information within the Intoximeter and the controlled logbook. The arresting officer will remain responsible for completing and submitting in a timely manner all of the additional paperwork relative to the administration of the breath test in accordance with established protocol.

I. The arresting officer—or another officer so arranged or instructed—shall be responsible for the disposition of all evidence collected as a result of the administration of a blood test. Once the officer receives the blood sample from the medical professional who administered the test, the officer will protect and store the sample in accordance with the Department's property and evidence policy.

1. Administering a blood test in response to intoxication by alcohol alone:

   a. Collected samples will be submitted to the Arkansas Department of Health for analysis. The arresting officer—or another officer so arranged or instructed—must complete an Arkansas Department of Health Blood Alcohol Report Form which is included in the blood collection kits maintained in the breath testing room. In addition to the chain-of-custody unique to the Property Record, the officer shall ensure the chain-of-custody section located on the Blood Alcohol Report Form is complete and accurate. For additional information related to this form, refer to page 9 of this policy.

      (1) After collecting a blood sample, officers must ensure the label's the exterior contains the violator's name, date of birth and the officer's initials.

2. Administering a blood test in response to intoxication by a drugs other than alcohol:

   a. Collected samples from those believed to be intoxicated from a drug other than alcohol will be submitted to the Arkansas State Crime Laboratory for toxicological analysis. Samples that require testing for alcohol will be collected, stored and submitted as indicated in the above section. Officers should remain mindful of the necessity to collect two (2) separate blood samples if the violator's blood requires testing for alcohol and other drugs. The Arkansas State Crime Laboratory does not analyze blood samples for alcohol. The crime lab will only analyze blood samples for drugs other than alcohol.

J. When a driver of a motor vehicle submits to a chemical analysis at the request of a Texarkana Police Officer, the driver is afforded a statutory right to request an alternate chemical test. Pursuant to *Arkansas §5-65-204(e)*, if this request is made, the arresting officer must assist the driver in obtaining the type of test that he or she has requested. *Arkansas §5-65-203(b)(1)* states the expense of the additional test shall be borne by the person tested. In addition, officers must, in compliance with *Arkansas §5-65-204(e)(1)*, advise the person being tested that if they take an alternate test **and are found not guilty**, the Texarkana Police Department will reimburse the person the cost of the alternate test.

K. *Arkansas §5-65-103(b)* states "it is unlawful for a person to operate or be in actual physical control of a motor vehicle if at that time the alcohol concentration in the person's breath or blood was eight-hundredths (0.08) or more based upon the definition of breath, blood or urine concentration as defined in *Statute 5-65-204*." Also, *Arkansas §5-65-104 (a)(1)* states it is unlawful to operate or be in actual physical control of a motor vehicle while intoxicated in addition to citing the legal limit established by 5-65-103(b). **Officers should always be prepared to testify as to the level of intoxication observed at the time and not depend solely on the results of the chemical analysis.**

L. *Arkansas §5-65-30(b)* states it is unlawful for any underage person, which is defined as any person under the age of twenty-one (21), to operate or be in the actual physical control of a motor vehicle if

at that time there was an alcohol concentration of two-hundredths (0.02) but less than eight-hundredths (0.08) in the person's breath or blood as determined by a chemical test.

IV. Prisoner Process and Generated Paperwork

A. Prisoner Process

1. The arresting officer—or another officer so appointed or instructed—shall be responsible for completing the arrest process within the Bi-State Jail facility in accordance with established Agency protocol. The arresting officer shall ensure all appropriate intake forms, an ADSI arrest report, an ADSI offense report, a probable cause affidavit and all accompanying citations are complete, accurate and meet established Agency standards.

2. In addition to the above items, the arresting officer shall submit the following paperwork in accordance with established Agency protocol:

   a. Statement of Rights Form;

   b. Intoximeter evidence sheet containing the printed results of the breath test;

   c. In those cases necessitating the collection of blood, the Arkansas Department of Health Blood Alcohol Report Form shall be completed—to include the chain-of-custody—and submitted with the blood evidence; and

   d. State of Arkansas Department of Finance and Administration—Omnibus DWI Law Official Driver's License receipt and Notice of Suspension and Revocation form.

      (1) The white copy of this form contains an affidavit on the reverse side. This affidavit must be completed in its entirety and forwarded with the violator's driver's license within a five (5) day period;

      (2) The yellow copy of this form shall be attached to and accompany the arrest report; and

      (3) The pink copies of this form shall be given to the violator. The pink copies serve as a receipt for the violator's driver's license and provide the violator with instructions on filing an appeal for their driving privileges with the DFA.

B. Arkansas State Law requires Arkansas State Troopers who arrest DWI violators within the city limits of a municipality process the violator within the municipality's jail facility. This ensures the offender remains within the discretion of the appropriate district court having jurisdiction within the municipality.

1. ASP Troopers are afforded access into the Bi-State Jail facility via their own individual veri-card. ASP Troopers who arrest DWI violators within the city limits of Texarkana, Arkansas are responsible to ensure the violator is processed and booked into the Bi-State Jail.

   a. All ASP Troopers using the Bi State Jail facility for the purpose of processing and booking in a prisoner must complete a handwritten standard IACP arrest report. Printed copies of these arrest reports will be stored in the jail's book-in desk for easy access. For additional information related to this arrest report, refer to page 7 of this policy.

      (1) ASP Troopers who generate arrests within the City are required to obtain a CCN through Central Records & Communications. ASP Troopers can either contact the on-duty supervisor for assistance in obtaining a CCN, or they can contact Central Records and Communications and personally receive the information.

   b. Upon completion of the handwritten arrest report, the Trooper must provide the correctional officer on duty at the book-in desk with a **copy of the arrest report**.

   c. The original arrest report, the original traffic citation and the Intoximeter evidence ticket must be delivered to an on-duty Texarkana Police supervisor for inclusion with the paperwork and documentation unique to the Texarkana Police Department.

   d. Once collected, the ASP Trooper's arrest report and citations shall be placed in the ASP in-coming paperwork box located in the Patrol Debriefing Room. A member of the Services

Division so directed, instructed or appointed shall enter the arrest information into the ADSI arrest module.

e. All ASP Troopers shall be responsible for documenting their arrest on an offense report, supplemental report or some other form unique to their Agency. In addition, ASP troopers will be responsible to complete a probable cause affidavit in accordance with the guidelines unique to their agency's policies and procedures.

f. ASP Troopers will be responsible to prepare all necessary reports in preparation for and presentation to the Texarkana Arkansas District Court. All such documentation shall be guided in accordance with the standards and protocol unique to the Arkansas State Police. Notwithstanding the supplemental report identified in paragraph 2(a), at no time shall an officer of the Texarkana Police Department be required to complete an offense report, affidavit or any other documentation regarding a DWI arrest by an ASP Trooper.

2. Because ASP Troopers largely go uncertified in regards to breath testing equipment, officers from the Texarkana Police Department may be called upon to administer the breath test for the arresting Trooper. In the event this becomes necessary, and upon approval from a shift or section supervisor, officers of this Department shall perform the test, complete the machine's rolling log and sign the evidence ticket.

a. Those Texarkana Police Officers who assist ASP with the completion of the chemical test should complete a supplemental report in ADSI that otherwise documents the chemical testing procedures. At the discretion of the shift supervisor, the officer should assist the ASP Trooper with the generation of the CCN.

b. The officer administering the breath test shall be responsible to complete the rolling log as well as insuring a copy of the Intoximeter evidence sheet remains in the appropriate holding tray inside the breath testing room. The ASP Trooper will be provided with a copy of the breath evidence ticket that must accompany the arrest report.

3. The ASP Trooper responsible for the arrest shall be responsible for all evidence collected during the investigation of the respective DWI case. At no time shall a Texarkana Police Officer accept control or custody of any such evidence.

V. BAC Procedures for FAA Inspectors

A. The Federal Aviation Administration (FAA) has requested the Texarkana Police Department to assist their inspectors by administering a breath test to detect alcohol content when they—during the course of their inspection—encounter a person whom they believe to be operating an aircraft or attempting to operate an aircraft while under the influence of alcohol.

B. Federal Aviation Regulation 91.11 (FAR 91.11) and *Arkansas §5-65-30* prohibits the operation of an aircraft while under the influence of alcohol. Officers of this Agency will assist an inspector by performing the test if so required.

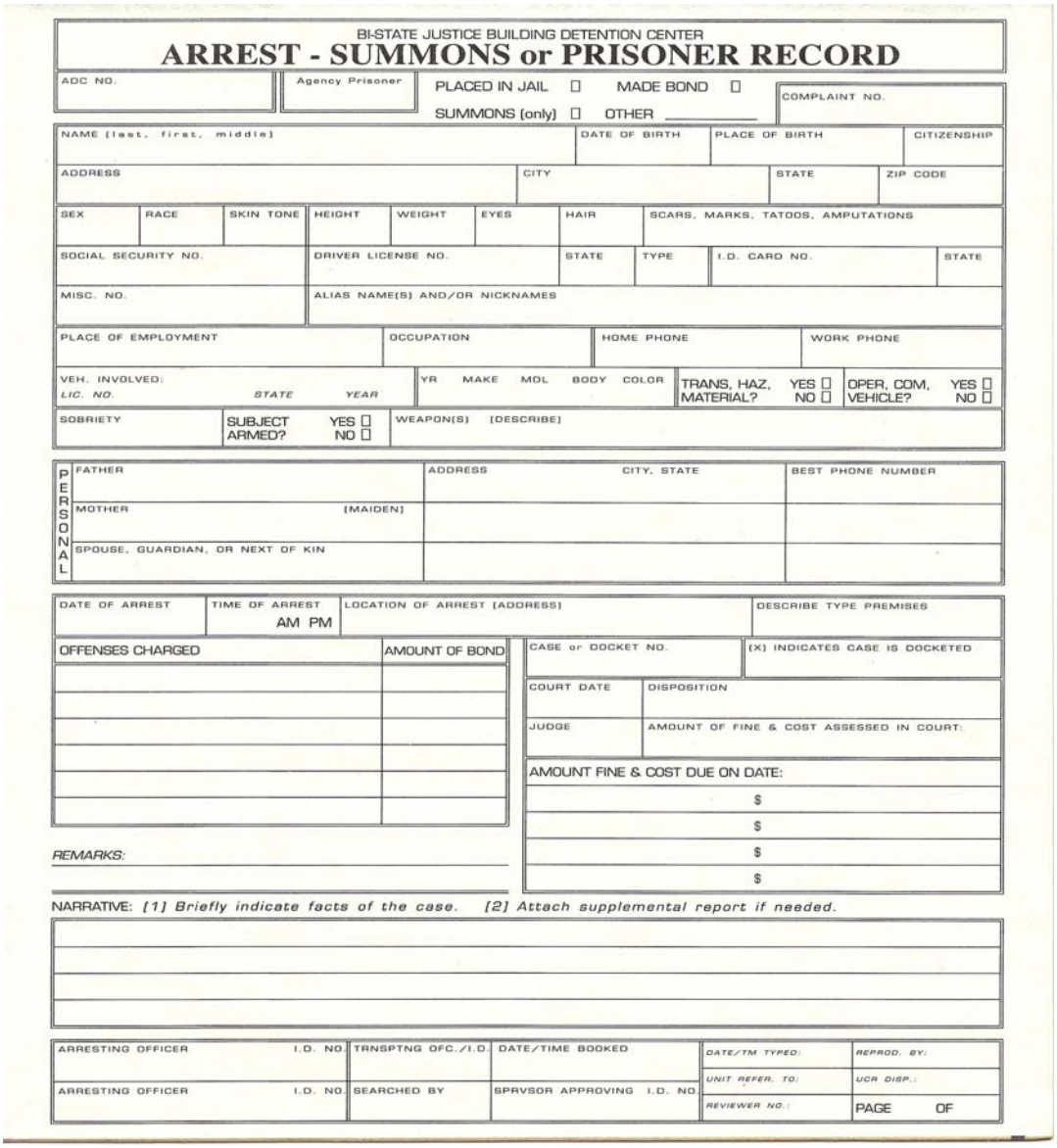
C. In the event a physical arrest is necessary, the FAA Inspector will be required to present the facts and circumstances by completing an affidavit for arrest at the District Court Clerk's Office at the Bi State Justice Building.

1. The responsibility of transporting the subject of the test to the Bi State Justice Building for testing rests with the FAA Inspector. Should the subject refuse a breath test, or should the subject of the test refuse to cooperate with the FAA Inspector, no action will be taken unless an officer develops his/her own independent charge outside of the scope of operating an aircraft while intoxicated.

2. Except for those instances when an officer develops his/her own independent charge outside of the scope of operating an aircraft while intoxicated, officers are prohibited from making an arrest and will not detain the subject of the test or deny their freedom by transporting that person in a police unit. As with any standard DWI charge, the incident must occur in our presence and probable cause must exist before an arrest can be made.

VI. Forms

A. Standard IACP Arrest Report



BI-STATE JUSTICE BUILDING DETENTION CENTER

ARREST - SUMMONS or PRISONER RECORD

ADC NO. | Agency Prisoner | PLACED IN JAIL ☐ MADE BOND ☐ SUMMONS (only) ☐ OTHER _____ | COMPLAINT NO.

NAME (last, first, middle) | DATE OF BIRTH | PLACE OF BIRTH | CITIZENSHIP

ADDRESS | CITY | STATE | ZIP CODE

SEX | RACE | SKIN TONE | HEIGHT | WEIGHT | EYES | HAIR | SCARS, MARKS, TATOOS, AMPUTATIONS

SOCIAL SECURITY NO. | DRIVER LICENSE NO. | STATE | TYPE | I.D. CARD NO. | STATE

MISC. NO. | ALIAS NAME(S) AND/OR NICKNAMES

PLACE OF EMPLOYMENT | OCCUPATION | HOME PHONE | WORK PHONE

VEH. INVOLVED: LIC. NO. STATE YEAR | YR MAKE MDL BODY COLOR | TRANS, HAZ. MATERIAL? YES ☐ NO ☐ | OPER. COM. VEHICLE? YES ☐ NO ☐

SOBRIETY | SUBJECT ARMED? YES ☐ NO ☐ | WEAPON(S) (DESCRIBE)

PERSONAL

FATHER | ADDRESS CITY, STATE | BEST PHONE NUMBER

MOTHER (MAIDEN) | | |

SPOUSE, GUARDIAN, OR NEXT OF KIN | | |

DATE OF ARREST | TIME OF ARREST AM PM | LOCATION OF ARREST (ADDRESS) | DESCRIBE TYPE PREMISES

OFFENSES CHARGED	AMOUNT OF BOND

CASE or DOCKET NO. | (X) INDICATES CASE IS DOCKETED

COURT DATE | DISPOSITION

JUDGE | AMOUNT OF FINE & COST ASSESSED IN COURT:

AMOUNT FINE & COST DUE ON DATE:

$

$

$

$

REMARKS:

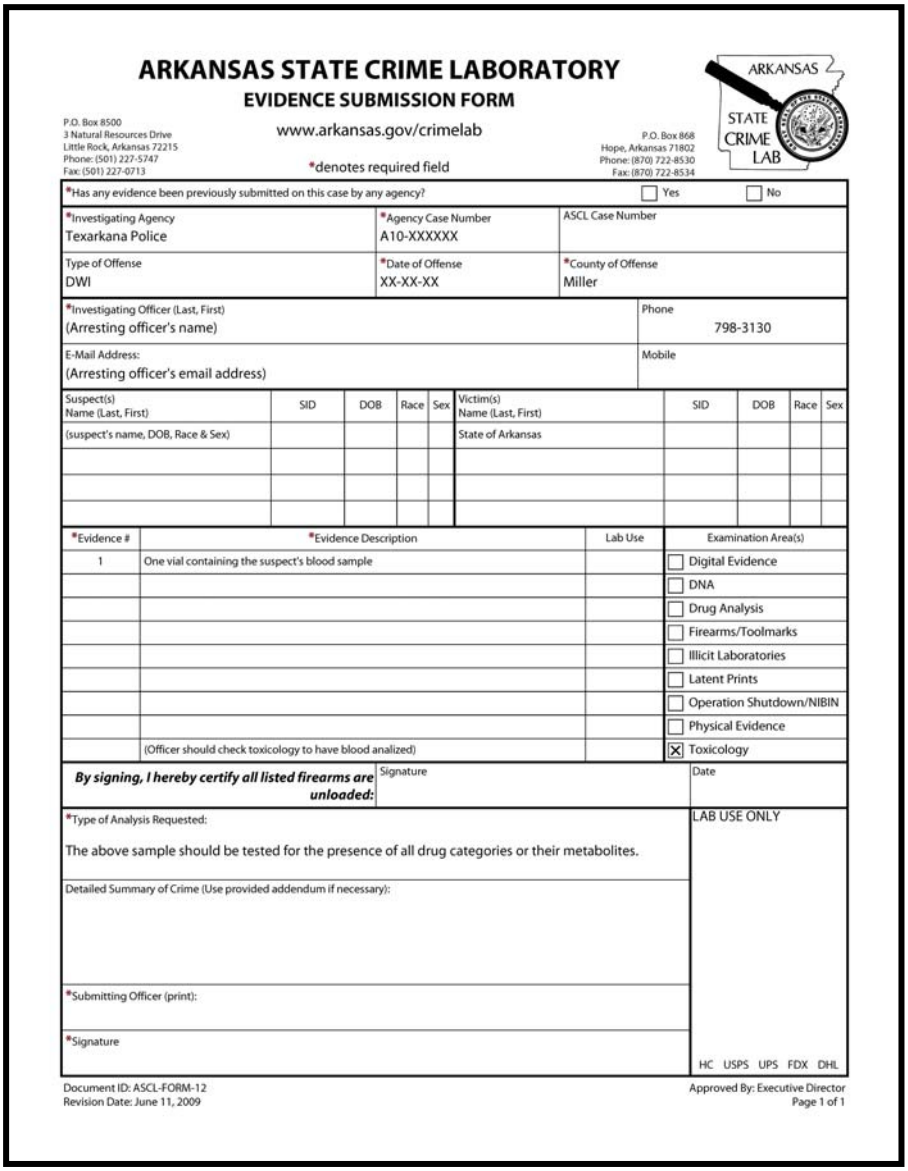
NARRATIVE: *[1] Briefly indicate facts of the case. [2] Attach supplemental report if needed.*

ARRESTING OFFICER I.D. NO. | TRNSPTNG OFC./I.D. | DATE/TIME BOOKED | DATE/TM TYPED: | REPROD. BY:

ARRESTING OFFICER I.D. NO. | SEARCHED BY | SPRVSOR APPROVING I.D. NO. | UNIT REFER. TO: | UCR DISP.:

REVIEWER NO.: | PAGE OF

B. **State Crime Laboratory Submission Form**



ARKANSAS STATE CRIME LABORATORY

EVIDENCE SUBMISSION FORM

ARKANSAS STATE CRIME LAB

P.O. Box 8500
3 Natural Resources Drive
Little Rock, Arkansas 72215
Phone: (501) 227-5747
Fax: (501) 227-0713

www.arkansas.gov/crimelab

*denotes required field

P.O. Box 868
Hope, Arkansas 71802
Phone: (870) 722-8530
Fax: (870) 722-8534

*Has any evidence been previously submitted on this case by any agency? ☐ Yes ☐ No

*Investigating Agency	*Agency Case Number	ASCL Case Number
Texarkana Police	A10-XXXXXX	
Type of Offense	***Date of Offense**	***County of Offense**
DWI	XX-XX-XX	Miller

*Investigating Officer (Last, First)	Phone
(Arresting officer's name)	798-3130
E-Mail Address:	**Mobile**
(Arresting officer's email address)	

Suspect(s) Name (Last, First)	SID	DOB	Race	Sex	Victim(s) Name (Last, First)	SID	DOB	Race	Sex
(suspect's name, DOB, Race & Sex)					State of Arkansas				

*Evidence #	*Evidence Description	Lab Use	Examination Area(s)
1	One vial containing the suspect's blood sample		☐ Digital Evidence
			☐ DNA
			☐ Drug Analysis
			☐ Firearms/Toolmarks
			☐ Illicit Laboratories
			☐ Latent Prints
			☐ Operation Shutdown/NIBIN
			☐ Physical Evidence
	(Officer should check toxicology to have blood analized)		☒ Toxicology

By signing, I hereby certify all listed firearms are unloaded: Signature | Date

*Type of Analysis Requested:

The above sample should be tested for the presence of all drug categories or their metabolites.

Detailed Summary of Crime (Use provided addendum if necessary):

*Submitting Officer (print):

*Signature

LAB USE ONLY

HC USPS UPS FDX DHL

Document ID: ASCL-FORM-12
Revision Date: June 11, 2009

Approved By: Executive Director
Page 1 of 1

1. Instructions for completing and disseminating the Crime Lab Submission Form

   (a) This form must be used in those DWI cases that involve a blood sample connected to a suspect whose intoxicated state is due to **drugs other than alcohol.**

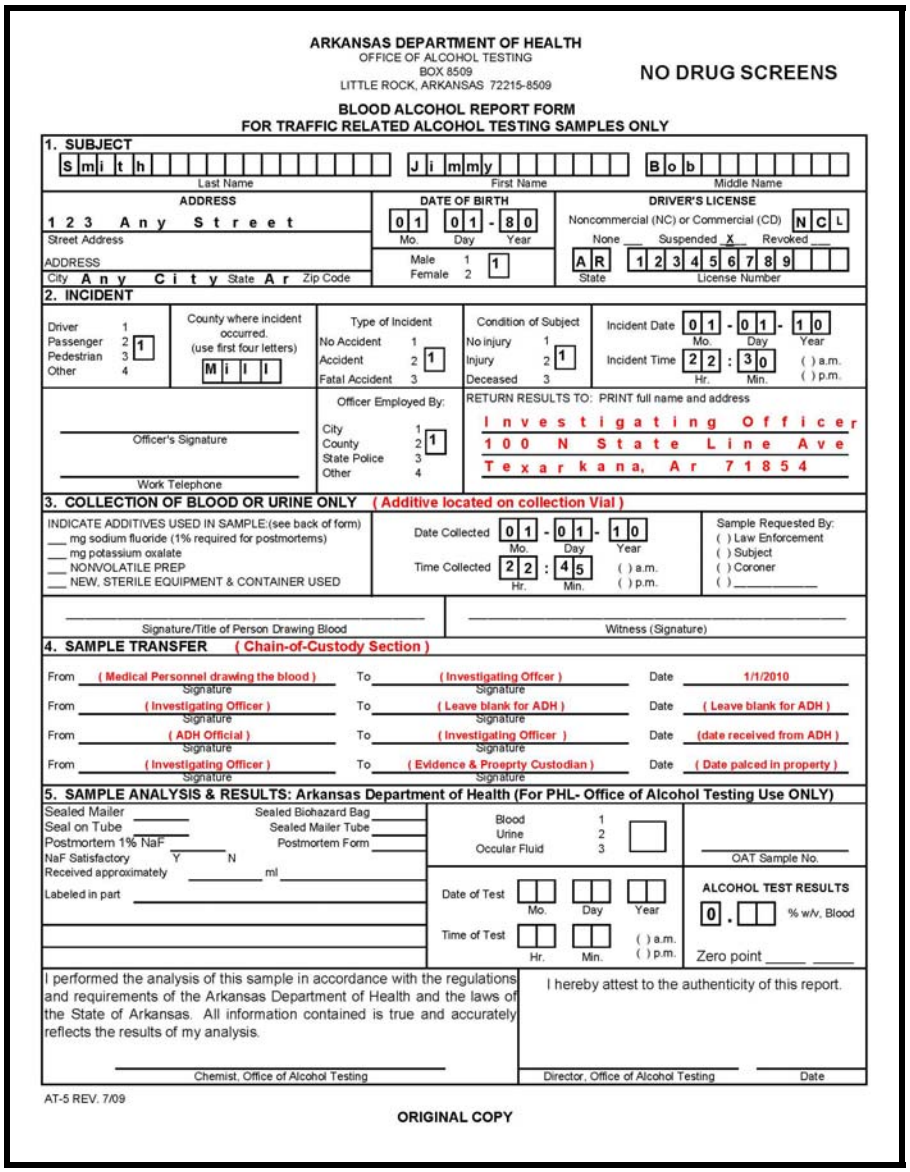
   (b) The majority of this form is self-explanatory. Within the examination area on the right side of the form, the submitting officer must check the **toxicology** box.

   (c) The submitting officer must ensure his/her signature is affixed on the form. When submitting blood evidence to the Crime Lab in response to a DWI investigation, the section entitled *Type of Analysis Requested* must include the following language: **The above sample should be tested for the presence of all drug categories or their metabolites.**

   (d) The original copy should accompany the blood evidence to the Crime Lab, and a copy should be forwarded to BIC. When the officer receives the results of the analysis from the Crime

Lab, the original copy of the results shall be treated as evidence and submitted according to evidence protocol and a copy forwarded to BIC.

C. **Blood Alcohol Report Form (Blood sent to Department of Health for alcohol testing)**



ARKANSAS DEPARTMENT OF HEALTH
OFFICE OF ALCOHOL TESTING
BOX 8509
LITTLE ROCK, ARKANSAS 72215-8509

NO DRUG SCREENS

BLOOD ALCOHOL REPORT FORM
FOR TRAFFIC RELATED ALCOHOL TESTING SAMPLES ONLY

1. SUBJECT
Smith (Last Name) Jimmy (First Name) Bob (Middle Name)
ADDRESS: 123 Any Street (Street Address); ADDRESS; City Any City State Ar Zip Code
DATE OF BIRTH: 01 (Mo.) 01 (Day) - 80 (Year)
Male 1 / Female 2: 1
DRIVER'S LICENSE: Noncommercial (NC) or Commercial (CD) NCL
None ___ Suspended X Revoked ___
State: AR License Number: 123456789

2. INCIDENT
Driver 1 / Passenger 2 / Pedestrian 3 / Other 4: 1
County where incident occurred. (use first four letters): Mill
Type of Incident: No Accident 1 / Accident 2: 1 / Fatal Accident 3
Condition of Subject: No injury 1 / Injury 2: 1 / Deceased 3
Incident Date: 01 (Mo.) - 01 (Day) - 10 (Year)
Incident Time: 22 (Hr.) : 30 (Min.) ( ) a.m. ( ) p.m.
Officer's Signature
Work Telephone
Officer Employed By: City 1 / County 2: 1 / State Police 3 / Other 4
RETURN RESULTS TO: PRINT full name and address
Investigating Officer
100 N State Line Ave
Texarkana, Ar 71854

3. COLLECTION OF BLOOD OR URINE ONLY (Additive located on collection Vial)
INDICATE ADDITIVES USED IN SAMPLE:(see back of form)
___ mg sodium fluoride (1% required for postmortems)
___ mg potassium oxalate
___ NONVOLATILE PREP
___ NEW, STERILE EQUIPMENT & CONTAINER USED
Date Collected: 01 (Mo.) - 01 (Day) - 10 (Year)
Time Collected: 22 (Hr.) : 45 (Min.) ( ) a.m. ( ) p.m.
Sample Requested By: ( ) Law Enforcement ( ) Subject ( ) Coroner ( ) _____
Signature/Title of Person Drawing Blood
Witness (Signature)

4. SAMPLE TRANSFER (Chain-of-Custody Section)

From	To	Date
(Medical Personnel drawing the blood) Signature	(Investigating Officer) Signature	1/1/2010
(Investigating Officer) Signature	(Leave blank for ADH) Signature	(Leave blank for ADH)
(ADH Official) Signature	(Investigating Officer) Signature	(date received from ADH)
(Investigating Officer) Signature	(Evidence & Proeprty Custodian) Signature	(Date palced in property)

5. SAMPLE ANALYSIS & RESULTS: Arkansas Department of Health (For PHL- Office of Alcohol Testing Use ONLY)
Sealed Mailer ___ Sealed Biohazard Bag ___
Seal on Tube ___ Sealed Mailer Tube ___
Postmortem 1% NaF ___ Postmortem Form ___
NaF Satisfactory Y ___ N ___
Received approximately ___ ml ___
Labeled in part ___
Blood 1 / Urine 2 / Ocular Fluid 3: ☐
OAT Sample No. ___
Date of Test: ___ (Mo.) ___ (Day) ___ (Year)
Time of Test: ___ (Hr.) ___ (Min.) ( ) a.m. ( ) p.m.
ALCOHOL TEST RESULTS: 0.__ % w/v, Blood
Zero point ____ ____

I performed the analysis of this sample in accordance with the regulations and requirements of the Arkansas Department of Health and the laws of the State of Arkansas. All information contained is true and accurately reflects the results of my analysis.
Chemist, Office of Alcohol Testing

I hereby attest to the authenticity of this report.
Director, Office of Alcohol Testing — Date

AT-5 REV. 7/09

ORIGINAL COPY

2. Instructions for disseminating the Blood Alcohol Report Form

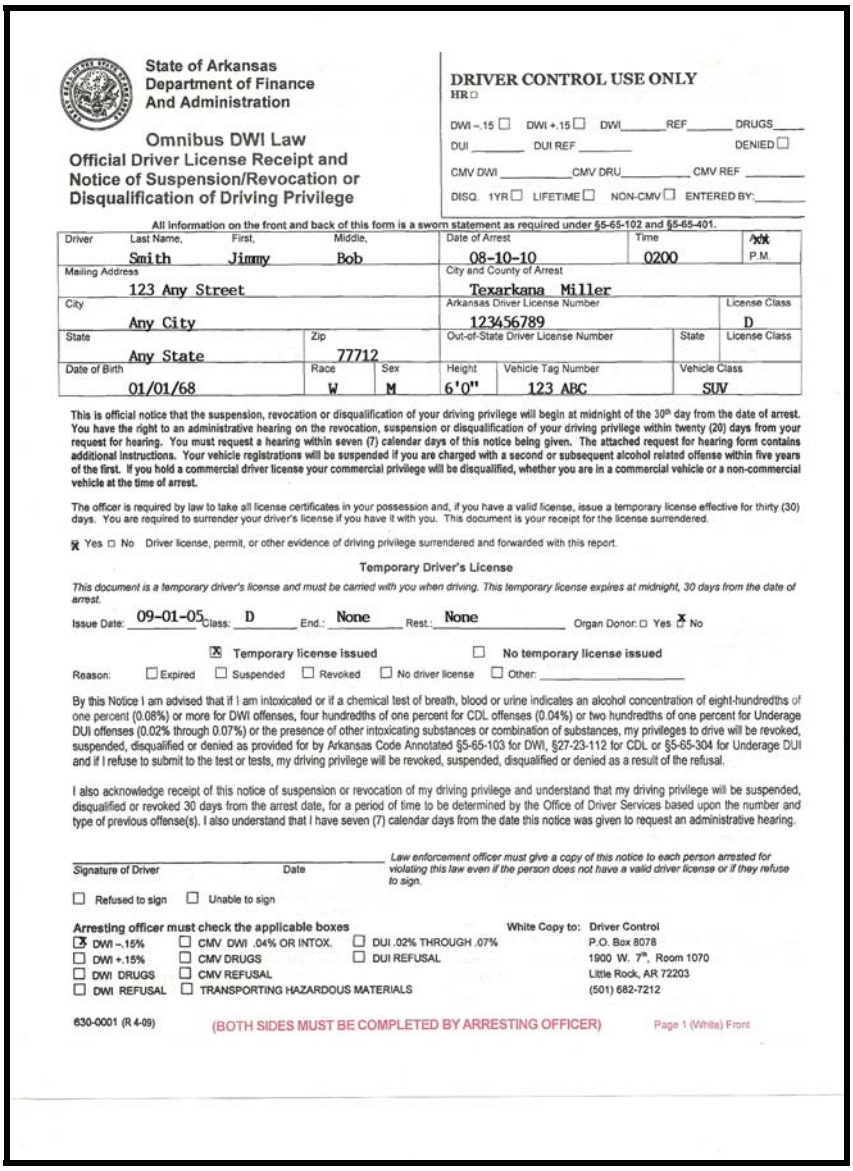
(a) This form originates in three (3) copies: White (original), white (Analyst's copy) and yellow (submitter's copy).

(b) The **original copy** and the **analyst's copy** accompany the blood evidence and are sent to the Arkansas Department of Health. The **yellow copy** serves as a receipt for the investigating officer, and the **yellow copy** shall accompany all additional paperwork unique to the Agency and forwarded to BIC.

(c) After ADH analyzes the blood, they will maintain the **analyst's copy** and return the **original copy** to the Agency. The **original copy** shall be treated as evidence, and once the investigating officer receives the form from ADH, a supplemental report shall be generated

documenting the results and the form's return. The **original copy** shall be placed in property according to Agency protocol and a copy routed to BIC.

D. **Arkansas ALR Form (Front)**



State of Arkansas
Department of Finance
And Administration

Omnibus DWI Law
Official Driver License Receipt and
Notice of Suspension/Revocation or
Disqualification of Driving Privilege

DRIVER CONTROL USE ONLY
HR ☐
DWI –.15 ☐ DWI +.15 ☐ DWI_____ REF_____ DRUGS____
DUI _____ DUI REF _____ DENIED ☐
CMV DWI _____ CMV DRU_____ CMV REF _____
DISQ. 1YR ☐ LIFETIME ☐ NON-CMV ☐ ENTERED BY:_____

All information on the front and back of this form is a sworn statement as required under §5-65-102 and §5-65-401.

Driver Last Name	First	Middle	Date of Arrest	Time	
Smith	Jimmy	Bob	08-10-10	0200	~~A.M.~~ P.M.

Mailing Address	City and County of Arrest	
123 Any Street	Texarkana Miller	
City	**Arkansas Driver License Number**	**License Class**
Any City	123456789	D
State	**Zip** / **Out-of-State Driver License Number**	**State** / **License Class**
Any State	77712	

Date of Birth	Race	Sex	Height	Vehicle Tag Number	Vehicle Class
01/01/68	W	M	6'0"	123 ABC	SUV

This is official notice that the suspension, revocation or disqualification of your driving privilege will begin at midnight of the 30th day from the date of arrest. You have the right to an administrative hearing on the revocation, suspension or disqualification of your driving privilege within twenty (20) days from your request for hearing. You must request a hearing within seven (7) calendar days of this notice being given. The attached request for hearing form contains additional instructions. Your vehicle registrations will be suspended if you are charged with a second or subsequent alcohol related offense within five years of the first. If you hold a commercial driver license your commercial privilege will be disqualified, whether you are in a commercial vehicle or a non-commercial vehicle at the time of arrest.

The officer is required by law to take all license certificates in your possession and, if you have a valid license, issue a temporary license effective for thirty (30) days. You are required to surrender your driver's license if you have it with you. This document is your receipt for the license surrendered.

☒ Yes ☐ No Driver license, permit, or other evidence of driving privilege surrendered and forwarded with this report.

Temporary Driver's License

This document is a temporary driver's license and must be carried with you when driving. This temporary license expires at midnight, 30 days from the date of arrest.

Issue Date: 09-01-05 Class: D End.: None Rest.: None Organ Donor: ☐ Yes ☒ No

☒ **Temporary license issued** ☐ **No temporary license issued**

Reason: ☐ Expired ☐ Suspended ☐ Revoked ☐ No driver license ☐ Other: _____

By this Notice I am advised that if I am intoxicated or if a chemical test of breath, blood or urine indicates an alcohol concentration of eight-hundredths of one percent (0.08%) or more for DWI offenses, four hundredths of one percent for CDL offenses (0.04%) or two hundredths of one percent for Underage DUI offenses (0.02% through 0.07%) or the presence of other intoxicating substances or combination of substances, my privileges to drive will be revoked, suspended, disqualified or denied as provided for by Arkansas Code Annotated §5-65-103 for DWI, §27-23-112 for CDL or §5-65-304 for Underage DUI and if I refuse to submit to the test or tests, my driving privilege will be revoked, suspended, disqualified or denied as a result of the refusal.

I also acknowledge receipt of this notice of suspension or revocation of my driving privilege and understand that my driving privilege will be suspended, disqualified or revoked 30 days from the arrest date, for a period of time to be determined by the Office of Driver Services based upon the number and type of previous offense(s). I also understand that I have seven (7) calendar days from the date this notice was given to request an administrative hearing.

_____ Signature of Driver Date

Law enforcement officer must give a copy of this notice to each person arrested for violating this law even if the person does not have a valid driver license or if they refuse to sign.

☐ Refused to sign ☐ Unable to sign

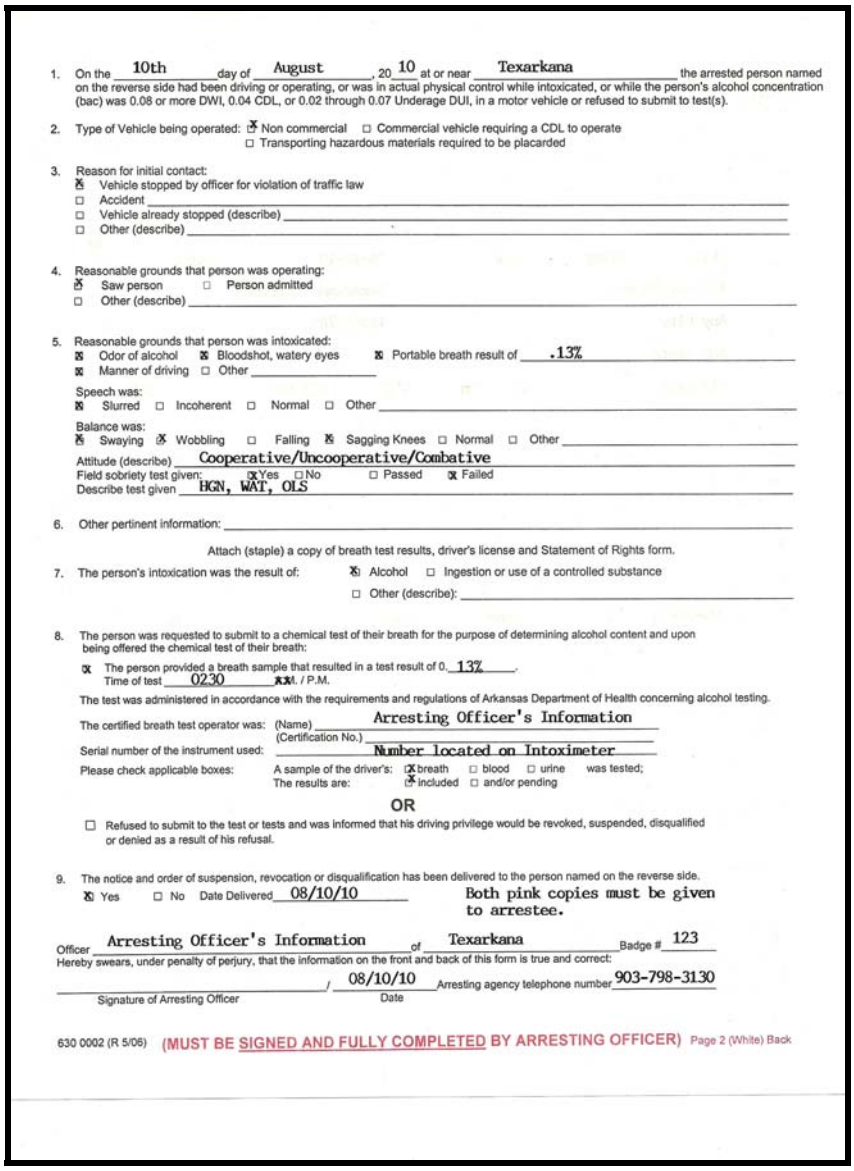
Arresting officer must check the applicable boxes

☒ DWI –.15% ☐ CMV DWI .04% OR INTOX. ☐ DUI .02% THROUGH .07%
☐ DWI +.15% ☐ CMV DRUGS ☐ DUI REFUSAL
☐ DWI DRUGS ☐ CMV REFUSAL
☐ DWI REFUSAL ☐ TRANSPORTING HAZARDOUS MATERIALS

White Copy to: Driver Control
P.O. Box 8078
1900 W. 7th, Room 1070
Little Rock, AR 72203
(501) 682-7212

630-0001 (R 4-09) (BOTH SIDES MUST BE COMPLETED BY ARRESTING OFFICER) Page 1 (White) Front

E. **Arkansas ALR Form (Affidavit, reverse side)**



1. On the 10th day of August, 20 10 at or near Texarkana the arrested person named on the reverse side had been driving or operating, or was in actual physical control while intoxicated, or while the person's alcohol concentration (bac) was 0.08 or more DWI, 0.04 CDL, or 0.02 through 0.07 Underage DUI, in a motor vehicle or refused to submit to test(s).

2. Type of Vehicle being operated: ☒ Non commercial ☐ Commercial vehicle requiring a CDL to operate
☐ Transporting hazardous materials required to be placarded

3. Reason for initial contact:
☒ Vehicle stopped by officer for violation of traffic law
☐ Accident
☐ Vehicle already stopped (describe)
☐ Other (describe)

4. Reasonable grounds that person was operating:
☒ Saw person ☐ Person admitted
☐ Other (describe)

5. Reasonable grounds that person was intoxicated:
☒ Odor of alcohol ☒ Bloodshot, watery eyes ☒ Portable breath result of .13%
☒ Manner of driving ☐ Other
Speech was:
☒ Slurred ☐ Incoherent ☐ Normal ☐ Other
Balance was:
☒ Swaying ☒ Wobbling ☐ Falling ☒ Sagging Knees ☐ Normal ☐ Other
Attitude (describe) Cooperative/Uncooperative/Combative
Field sobriety test given: ☒ Yes ☐ No ☐ Passed ☒ Failed
Describe test given HGN, WAT, OLS

6. Other pertinent information:

Attach (staple) a copy of breath test results, driver's license and Statement of Rights form.

7. The person's intoxication was the result of: ☒ Alcohol ☐ Ingestion or use of a controlled substance
☐ Other (describe):

8. The person was requested to submit to a chemical test of their breath for the purpose of determining alcohol content and upon being offered the chemical test of their breath:
☒ The person provided a breath sample that resulted in a test result of 0.13%.
Time of test 0230 ☒ A.M. / P.M.
The test was administered in accordance with the requirements and regulations of Arkansas Department of Health concerning alcohol testing.
The certified breath test operator was: (Name) Arresting Officer's Information
(Certification No.)
Serial number of the instrument used: Number located on Intoximeter
Please check applicable boxes: A sample of the driver's: ☒ breath ☐ blood ☐ urine was tested;
The results are: ☒ included ☐ and/or pending

OR

☐ Refused to submit to the test or tests and was informed that his driving privilege would be revoked, suspended, disqualified or denied as a result of his refusal.

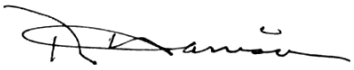
9. The notice and order of suspension, revocation or disqualification has been delivered to the person named on the reverse side.
☒ Yes ☐ No Date Delivered 08/10/10

Both pink copies must be given to arrestee.

Officer Arresting Officer's Information of Texarkana Badge # 123
Hereby swears, under penalty of perjury, that the information on the front and back of this form is true and correct:
Signature of Arresting Officer / 08/10/10 Date Arresting agency telephone number 903-798-3130

630 0002 (R 5/06) (MUST BE SIGNED AND FULLY COMPLETED BY ARRESTING OFFICER) Page 2 (White) Back

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Checkpoint Operations		
NUMBER	1107.02	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The purpose of this policy is to institute specific guidelines that serve to govern the manner in which personnel of the Texarkana Police Department conduct traffic related checkpoints within our jurisdiction.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, publish and implement narrowly established guidelines that define the manner in which officers of this Agency conduct and manage all traffic related checkpoints.

B. Officers of this Agency shall conduct traffic enforcement checkpoints in a safe and effective manner while ensuring the specific methods utilized during the operation are compliant with established State and Federal Law.

C. Checkpoints conducted by the Agency are defined as the temporary stopping of motorists for the specific purpose of identifying those who are violating Arkansas traffic law associated with the licensing of drivers, mandated liability insurance coverage, occupant protection and impaired driving.

D. Officers of the Agency are prohibited from utilizing checkpoints to facilitate deception or as a strategy for the purpose of drug interdiction or any other non-specific purpose.

E. All members of the Department shall recognize and adhere to the guidelines and procedures set forth within this policy.

III. Procedure

A. Department supervisors are authorized to develop, establish and implement traffic enforcement checkpoints. In an attempt to ensure the checkpoint operation remains safe and effective, the supervisor implementing the checkpoint shall:

1. Determine that the factors surrounding the relevant traffic volume, environmental conditions, roadway conditions and other factors inherent of the chosen location are favorable for the safe and effective execution of the checkpoint.

2. Construct the checkpoint in such a manner that places the officers involved in the operation in a position that renders them highly visible to all approaching traffic.

3. Whenever practical, the supervisor in charge of the operation shall ensure approaching motorists are provided an advanced warning that otherwise indicates the presence of the checkpoint.

4. During sobriety checkpoint operations, the supervisor in charge shall ensure a proper safety zone is constructed. The constructed safety zone should be large enough in size to otherwise provide officers involved with the operation a reactionary gap between them and approaching traffic should a disoriented or ill-prepared driver enter into the area of operation in a manner contrary to the safety of the officers.

   (a) In addition to the BAT mobile, the Agency maintains the necessary equipment to safely establish the area of operation that surrounds a sobriety checkpoint. This equipment is located within the Department's box truck and includes warning signs, orange traffic safety cones, security lighting and a self contained power generator.

   (b) In addition, the Agency maintains a secondary power generator and secondary security lighting that further enables the supervisor to construct safety zones in conjunction with a sufficient amount of lighting that enhances an officer's visibility.

5. Supervisors shall ensure adequate warning signs are clearly posted that give warning and announce the presence of a checkpoint.

   (a) Supervisors are encouraged to place these warning signs at least three-hundred feet (300 ft) away from the constructed safety zone in areas where the signs are easily detected by motorists who are approaching from both directions.

6. Supervisors shall ensure a sufficient number of personnel are assigned to effectively conduct the checkpoint operation.

7. The supervisor responsible for the operation shall conduct a roll call session that serves as a briefing to the assigned officers and further addresses issues surrounding the purpose, procedures and individual assignments for the operation;

   (a) During the roll call session, the supervisor shall ensure all officers are properly equipped for the assignment. In addition to the uniform designated for the operation, officers shall be equipped with an issued traffic safety vest, body armor and assigned flashlight.

8. The supervisor shall ensure an appropriate riding schedule is forwarded to Central Records & Communications. The riding schedule shall include a list of the officers and accompanied with the respective vehicle assignments and call numbers.

   (a) The supervisor is responsible to ensure Central Records & Communications is made aware of the operation's location and the designated radio channel those involved in the operation will be utilizing.

9. The supervisor in charge of the operation shall ensure officers are briefed regarding the method by which motorists are chosen for a detention / compliance check. The method by which motorists are chosen for detention shall be random. As a guideline, supervisors should consider implementing the following random criteria used for the selection of motorist detention:

   (a) The detention of all motorists traveling in the one direction;

   (b) The detention of all motorists traveling in both directions;

   (c) The detention of every third (3rd) motorist traveling in the one direction; or

   (d) The detention of every third (3rd) motorist traveling in both directions.

10. The supervisor should assign an officer with the task of maintaining statistical data that documents the total number of motorists encountered during the operation as well as the number of violations acted upon during the operation.

11. During the detention of every motorist, the respective officer initiating the detention shall rely upon the existing Agency violator contact guidelines and identify themselves while announcing the purpose of the checkpoint.

12. All detentions shall be as brief as possible and conversation limited to enforcement activity. Should an officer detect or observe a violation of State law, the officer—at his own discretion—shall take the appropriate enforcement action.

13. Upon conclusion of the operation, the supervisor shall prepare a Checkpoint Report which shall be forwarded to the Patrol Commander where it will be maintained on file. The Checkpoint Report should contain the following information:

    (a) The time, date and location of the operation;

    (b) The total number of vehicles that passed through the checkpoint;

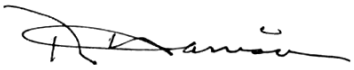
    (c) The total number of motorists that were detained as well as the average time of each motorist's delay;

    (d) Predetermined criteria used to select motorist detention;

    (e) The total number of enforcement actions taken and the types of enforcement action; and

    (f) Unusual incidents relating to the operation.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Investigating Accidents on State and Federal Highway Systems		
NUMBER	1107.03	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	July 01, 2016	ISSUE DATE	December 08, 2010
Date Reviewed	June 17, 2014	REVISION DATE	September 13, 2011
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The mission of the Texarkana Police Department includes the responsibility of investigating traffic accidents within its jurisdiction. The purpose of this policy is to define, establish and coordinate all responses and the subsequent investigation of all traffic crashes that occur on a state or federal highway.

II. Policy

A. It shall be the policy of the Texarkana Police Department to coordinate and manage the response of Department personnel to traffic crashes that occur on all state and federal highway systems within its jurisdiction. Officers of the Department shall recognize and adhere to the following guidelines within this policy.

III. Procedures

A. Officers of the Texarkana Police Department will have the primary responsibility to investigate all traffic crashes that occur within the areas located on Interstate 30 that have been placed, assigned or established within the city limits of Texarkana, Arkansas.

1. Should a traffic crash on Interstate 30 within the established city limits of Texarkana, Arkansas result in a fatality, the Arkansas State Police (ASP) shall be contacted and referred to them for investigation. ASP must be notified immediately when there is a fatality and/or the interstate is closed. A teletype should be sent to document the notification.

2. Officers of the Texarkana Police Department will remain available to assist ASP with traffic control or other needs as requested. Should ASP lack the resources or the manpower to respond, officers from this Agency will investigate and report the fatality crash.

B. Federal and State law prohibits the closing, stoppage or the act of detouring any vehicular traffic located on any highway without notifying the Arkansas State Highway and Transportation Department's (ASHTD) District Engineer.

1. Contact telephone numbers for both ASHTD and ASP have been provided to all Agency supervisors as well as Central Records and Communication. It will be the responsibility of the Uniform Patrol Division Commander to ensure these contact numbers are updated annually.

C. Officers of the Texarkana Police Department will not close, stop or re-route traffic located on any federal or state highway unless an absolute emergency exists or develops. When such action is taken, the action shall occur for the minimum amount of time necessary to remove victims and/or debris.

D. Officers of the Agency will not close or re-route traffic solely for the purpose of the reconstruction of an accident. However, a narrowing of the roadway using traffic cones and/ or police vehicles is permitted as needed. When relying on this action, officers shall ensure traffic is allowed to continue moving. With proper authorization from ASHTD and the Shift Commander, very brief stoppages of traffic are permitted for the purpose of taking measurements, collecting evidence or documenting the scene. Brief stoppages of traffic should be conducted in a manner that causes the least amount of disruption to the flow of traffic and only if there are no other means available to accomplish the task.

E. **ASP Fatality Accident Reporting**

1. In addition to the Departmental investigation requirements of fatality traffic accidents, ASP requires appropriate notification be sent to the Troop G Headquarters following all fatality traffic accidents occurring within our jurisdiction.

2. During the course of the fatality accident's investigation, it will remain the responsibility of the on-duty supervisor at the time of the fatality accident to ensure this notification is made. Under ASP guidelines, supervisors will have up to twenty-four (24) hours after the fatality accident to make this notification. In any event, supervisors are encouraged to make the notification before the completion of their tour of duty, but if that is not possible, the supervisor will remain responsible for the notification after their tour of duty has concluded.

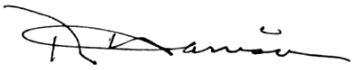
3. To facilitate this notification, the supervisor must complete ASP Form 25 (*Arkansas State Police Fatal Accident Report Form*). This form can be accessed within the Patrol Forms folder located in the Information Folder on the Department's server.

4. Once the form is completed, the supervisor must ensure the form is either faxed or emailed to the following location:

   a. Fax Number: (870) 777-3437; or

   b. Email address: troopgcomm@asp.arkansas.gov

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Use of Police Canines		
NUMBER	1108.01	EFFECTIVE DATE	September 02, 2010
Scheduled Review Date	July 01, 2016	ISSUE DATE	September 02, 2010
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to provide guidelines for the management, training and tactical deployment of police canines in response to a wide variety of operational purposes. Because of their superior senses of smell and hearing—coupled with a canine's physical capabilities—a trained police canine is a valuable asset to police manpower; however, proper utilization of a police canine requires adherence to policies and procedures uniquely formulated to address their utilization during use of force events and to effectively channel the canine's specialized capabilities.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop and implement procedural guidelines that serve to control and direct all activity surrounding the deployment of a Department canine team. Some of the events, circumstances or episodes suited for the deployment of a canine team include situations that call for the apprehension of wanted & escaped persons, during periods involving search operations and the seizure of contraband. To ensure the deployment of a canine team remains within legally acceptable crime prevention and control guidelines, it shall be the responsibility of all Department personnel to recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. **Police Canine**—A specially trained canine that performs law enforcement functions.

B. **Canine Handler**—A sworn member of the Texarkana Police Department assigned to perform the responsibilities surrounding the police canine.

C. **Canine team**—A handler and his/her assigned police canine

D. **Defensive Resistance**—Physical actions, which attempt to prevent the officer's control, but never attempt to harm the officer.

E. **Active Aggression**—Actions indicating intent to cause harm or disregard for the officer's safety.

F. **Aggravated Active Aggression**—Physical assault and/or the use of deadly force.

IV. Canine Handler Qualifications and Selection Process

A. The following is a list of applicant qualifications for the position of canine handler:

1. The applicant must have a minimum of two (2) years of experience as a uniform patrol officer with an outstanding work performance history further evidenced by high levels of self-motivation and moral character. Levels of work performance, self-motivation, work ethic and moral character must be supported by applicable evaluations prepared by supervisors and peer perception;

2. The applicant must remain willing to perform in this position for an extended period, accept a minimum five (5) year commitment to serve as a canine handler and otherwise remain committed to the success of the Department's Canine Program;

3. Together with other members of the applicant's immediate family, the applicant must have a willingness to care for and house the canine at the applicant's residence while integrating the animal into the applicant's family and lifestyle to the greatest extent possible;

4. The applicant must have a residence that provides a secure outdoor area for the canine. This area must conform to Departmental standards, and the applicant must remain willing to sign a contract with the City of Texarkana, Arkansas;

5. The applicant must have a strong desire to work with the canine, demonstrate a genuine willingness to care for and train the animal while remaining committed to working various shift assignments and remaining on-call as dictated by the needs of the Agency;

6. The applicant must be capable of handling the rigorous demands inherent of the canine handler position which include an elevated level of fitness and agility;

7. The applicant must be willing to participate in specialized training and education—often occurring out of town—to remain compliant with annual certifications as directed by the Canine Program's supervisor; and

8. The applicant must remain willing to participate in an assortment of public relations functions on behalf of the Agency.

B. The following shall prescribe the manner in which the Department selects an applicant for the position of Canine Handler:

1. The Services Division shall be responsible to post an Agency wide announcement that identifies an opening for the position of canine handler.

2. All interested applicants will be instructed to submit a formal request for consideration through the applicant's chain-of-command.

   a. Each applicant will be required to list within their formal request their education level, level of experience, current CLEST certificate level and any additional qualifications the applicant feels as though further qualifies them for the position of canine handler.

3. After the expiration of the application submission deadline, the Services Division Commander, or his designee, will coordinate with the Patrol Division Commander and schedule an oral board for the purpose of interviewing each applicant for the position of canine handler.

   a. During the interview, the members of the oral board will evaluate the applicant's suitability for the canine handler position while contrasting the applicant's relevant suitability with the needs of the Department.

b. Although not inclusive, items of interest during the oral board's interview of the applicant will include the following:

(1) The applicant's knowledge of statutory laws governing search and seizure;

(2) The applicant's knowledge of case law that addresses issues of search and seizure and the application of force as it relates to the use of the canine; and

(3) The applicant's knowledge of the Department's policies governing the use of force as well as the canine policy.

V. Deployment of the Police Canine

A. Operational handling

1. The police canine may be used when appropriate and is authorized under any of the following circumstances:

a. Searches or apprehensions of felony suspects—or those suspects involved in violent misdemeanor offenses—and when the handler detects a reasonably apparent danger to police personnel who would otherwise conduct a search or apprehension without assistance from the police canine;

b. Searches for lost, missing or hidden articles that include evidence, weapons, narcotics or other types of contraband;

c. In those instances that call for the protection of the canine handler, the police canine or other officers or citizens when the suspect of the aggression poses a reasonably apparent threat of harm to the safety of the officers or others; and

d. When special circumstances occur where the canine handler, officer or supervisor deems that deployment of the canine is objectively necessary under the circumstances.

B. The deployment of the police canine to assist in locating and apprehending a suspect shall constitute the use of force, and because of the possibility of the canine engaging such persons, the deployment of the canine shall always follow the Agency's use of force principles as they relate to the escalation and de-escalation of force.

C. The decision to deploy the police canine shall be based upon the following:

1. The severity of the crime is considered by the Agency to be critical. For purposes aligned with the functions of apprehension, arrest, control and prevention of escapes, the police canine should only be deployed to facilitate these functions when the suspect of such function has committed or is committing either a felony crime or a violent misdemeanor.

2. Decisions to deploy the police canine shall at all times be based upon the following sets of circumstances:

a. The severity of the crime in which the suspect is believed to have committed or is committing at the time the decision to deploy is made;

b. Whether the suspect poses an immediate threat to the safety of the officers or others;

c. Whether the suspect is actively resisting arrest or attempting to evade arrest at the time the decision to deploy the canine is made and the relative level of resistance an officer has encountered or is encountering;

(1) Defensive Resistance;

(2) Active Aggression; or

(3) Aggravated Active Aggression.

3. Police canines may be deployed to apprehend fleeing suspects when it is objectively reasonable to believe:

a. The suspect is committing or is believed to have committed a felony or a violent misdemeanor offense(s); and

b. The suspect is actively resisting arrest or attempting to evade arrest by flight.

4. Special care and extra attention should at all times be considered when the suspect of such use of force action is a juvenile. When considering the decision to tactically deploy the police canine in those situations that involve juveniles, alternative force options should first be considered. The police canine should not be tactically deployed upon a juvenile suspect except under the following conditions:

a. Juveniles—who appear to be fourteen (14) years of age or older—and who are displaying levels of resistance rising to the degree of active aggression or aggravated active aggression.

5. The police canine shall not be used to apprehend those suspected to be under the influence of drugs or alcohol if no other crime is involved nor the mentally disturbed if no other crime is involved.

D. Although not at all times inclusive, the following is a list of situations and circumstances that may necessitate the tactical deployment of the police canine:

1. Conducting searches within buildings for suspects who are committing or who are believed to have committed either a felony or a violent misdemeanor offense(s);

2. Assisting in the arrest, apprehension or the prevention of an escape involving suspects who are committing or who are believed to have committed a felony or a violent misdemeanor offense(s);

3. Protecting officers or others from serious physical injury or death;

4. Deploying the Police Canine for the purposes of detecting the presence of controlled substances, articles and/or the tracking of lost or endangered persons; and

5. Any additional sets of circumstances or situations not listed in this section having received approval from the immediate supervisor of the canine team.

E. Where the tactical deployment of the police canine is supported and justified by this Agency's policy, the tactical measures used shall at all times be at the discretion of the canine handler and must remain objectively reasonable when considering the totality of the circumstances.

F. When responding to routine, minor complaints and other minor calls for service, the canine handler should not deploy the police canine.

G. Unless exigent circumstances exist to forgo an officer's ability to issue the warning, the canine handler shall verbally warn the suspect that a police trained canine will released in order to secure his/her apprehension.

1. The warning issued by canine handler should be something similar to **" POLICE, STOP OR I WILL RELEASE MY DOG. POLICE, STOP OR I WILL RELEASE MY DOG "**.

H. When the canine is released, the canine handler shall advise the Communications Center and other officers in the area of the fact the canine has been deployed. The handler will follow the canine until the suspect has been apprehended.

1. In those instances that find the suspect has been bitten or taken-down by the police canine, the handler shall first take control of the canine as soon as the handler has evaluated the situation and deemed it safe to proceed with the arrest. Under most circumstances, the handler will direct the back-up officer to complete the arrest and take the suspect into custody.

VIII. Police Canine Search Deployment

A. One of the primary functions of the police canine is for locating suspects who are hiding in buildings or other structures. The following guidelines have been established for conducting building searches in conjunction with a canine deployment:

1. In conjunction with the on-duty supervisor, the canine handler should ensure the building's perimeter is secured. In those instances where officers anticipate the deployment of a canine during a building search, a preliminary search by officers should not be conducted, as this will interfere with the canine's ability to discriminate scents;

2. For buildings or structures that are unfamiliar with officers, and whenever possible, the on-duty supervisor should attempt to contact the building's owner or other responsible person for the purpose of inquiring about tenants and others who might legally be inside the building as well as gathering information about the general layout of the areas to be searched;

3. The on-duty supervisor should also consider implementing the following actions when they are deemed necessary and/or feasible:

a. Consider evacuating all tenants, workers or others who are legally inside the building;

b. In conjunction with the canine handler, the on-duty supervisor should consider requesting all air conditioning, heating or other air-blowing/ventilation systems be shut off so as not to interfere with the canine's ability to discriminate scents.

4. Upon entrance into the building, all exits shall remain secured and communications shall be limited to tactical transmissions related to the interior search of the structure. On-duty supervisors should ensure all communications occur on a secondary tactical channel.

5. Once the decision to deploy the canine into the building has been made, the canine team—along with a secondary officer tasked with backing-up the team—should position themselves at the point of entry and stop, look and listen thus allowing the canine the ability to begin scenting.

6. Before releasing the canine into the building, and unless exigent circumstances exist to forgo an officer's ability to issue the warning, the handler shall loudly and clearly shout the following warning—or something similar to this warning—twice before deploying the canine into the building:

a. " **THIS IS THE TEXARKANA POLICE DEPARTMENT. WE WILL RELEASE THE DOG TO FIND YOU, AND ONCE HE FINDS YOU, YOU MAY BE BITTEN.**

IF YOU GIVE UP NOW, THE DOG WILL NOT BE USED AND YOU WILL NOT BE HARMED. "

b. A reasonable amount of time shall be allowed for the suspect to respond before the canine is deployed. When dealing with buildings having multiple levels, this warning should be repeated at every level. Additional warnings should also be given when going up or down stairs, when the area of the targeted search increases in size and in those instances deemed necessary by the handler.

c. Where there exists a reasonable belief the suspect in question speaks a language other than English, and such a person is available to assist and if the exigency of the situation permits, an attempt to summon an officer or other person fluent in that language should be considered so the warning can be given in the respective language.

7. **Residential Searches**

a. Searches of residential structures will only be conducted under extreme circumstances after the canine handler has determined the absence of lawfully present occupants within the residence; and

b. After obtaining approval from the on-duty supervisor.

8. **Open Area Searches**

a. Before deploying the police canine for an open area search, the canine handler shall first contact the officer in charge of the scene and determine the following elements:

(1) Determine the nature of the crime;

(2) Obtain the suspect's description

(3) Identify the location at which the suspect was last seen to include all relative directions of travel as well as the time frame in which the suspect was last seen; and

(4) Ensure proper actions have been taken to secure a perimeter around the affected area.

b. When entering into the affected area to initiate the search, the canine handler should take the following actions:

(1) Brief the assigned back-up officer to ensure the officer is aware of search operations as well as their individual responsibility during the search;

(2) Adhere to the announcement and warning guidelines set forth in the above sections. After allowing a sufficient amount of time for the suspect to respond to the warning, release the canine into the open area targeted for the search;

(3) When the canine is released, the canine handler shall advise the Communications Center and other officers in the area of the fact the canine has been deployed;

(4) While engaged in open area searches, the canine handler shall made every attempt to maintain sight and/or sound of the canine; and

(5) In those instances that find the suspect has been bitten or taken-down by the police canine, the handler shall first take control of the canine as soon as the handler has evaluated the situation and deemed it safe to proceed with the arrest. Under most

circumstances, the handler will direct the back-up officer to complete the arrest and take the suspect into custody.

b. The decision to deploy the canine in such searches while on/off lead shall at all times be determined by the situation and the totality of the circumstances presented. Although not inclusive, the following elements should be considered before the determination to search on/off lead is made:

(1) The size and scope of the area to be searched:

- Open field
- Wooded area
- Building
- Residential area
- Proximity to densely populated areas to include schools, churches, etc.

(2) The criminal offense for which the suspect is believed to have committed or is committing:

- Felony crime—suspect armed or unarmed;
- Misdemeanor crime—violent misdemeanor;
- Classification of the level of resistance encountered or level of resistance likely to be encountered—defensive resistance, active aggression, aggravated active aggression.

B. **Police Canine Searches for Drugs**

1. Without consent, canine searches (sniffs) for drugs are only authorized when there is no reasonable expectation of privacy with regard to the targeted item(s) of the search. If not specifically addressed in the following guidelines, officers shall rely on the foregoing principle, established statutory guidelines regarding search and seizure and direction from supervisors in order to determine the permissible scope of canine searches.

2. **Public Facilities and Places**

a. Police canines may not be used to sniff luggage, containers or other personal items found to be in the physical possession (control of or within close proximity to) of an individual in a public facility or place unless:

(1) There exists an objectively reasonable, independent suspicion that the targeted personal item within the person's possession contains illegal drugs other evidence related to crime; and

(2) The time required to conduct the canine sniff is limited in duration.

b. Police canines may be used to sniff luggage, containers or other personal items of an individual on either a random or selective basis if the items are not in possession of the owner.

c. Whenever possible and practical, exploratory canine sniffing in public facilities should be conducted with the advanced knowledge of the facility manager. These operations should be conducted without unnecessarily interfering and/or annoying those within the facility while avoiding interruption of the facility's operation.

d. Police canine searches of the exterior portions of residences, residential enclosures and respective vehicles located at the residences—whether classified as individual dwellings or the common areas of multiple dwellings—are not permitted without a search warrant or as otherwise directed by established statutory law and applicable court rulings that serve to further define the scope and limitations of permissible warrantless searches and seizures.

e. The use of a police canine in schools to **target individualized, personal items** found to be in the possession of (control of or within close proximity to) persons/students is limited to those situations where there exists objectively reasonable, independent suspicions that the targeted personal items within the person's/student's possession contain illegal drugs or other evidence related to a crime. Any such search of individual items shall be supported by probable cause, and absent exigent circumstances, any such search within these circumstances must be supported by a search warrant or as otherwise directed by established statutory law and applicable court rulings that serve to further define the scope and limitations of permissible warrantless searches and seizures.

(1) The Texarkana Police Department supports the schools within our jurisdiction, and upon the request of an administrative school official, the police canine may be used to conduct open air searches (sniffs) of the lockers contained within the school. Open air searches (sniffs) are deemed permissible as long as the canine searches (sniffs) several groups of lockers. **Targeting individual, isolated lockers** for the purpose of a canine search (sniff) must be supported by a search warrant obtained byway of probable cause or as otherwise directed by established statutory law and applicable court rulings that serve to further define the scope and limitations of permissible warrantless searches and seizures.

(2) At all times during canine operations within a school, open air searches (sniffs) shall be limited to objects and enclosures where there exists no reasonable expectation of privacy.

f. Canine open air searches (sniffs) of motor vehicles for the purpose of drug detection may be conducted when:

(1) There exists a reasonable suspicion to believe that the operator or passengers within the vehicle are in possession of illegal narcotics; or

(2) The canine open air search (sniff) is limited to the exterior of the vehicle.

C. **Police Canine Tracking**

1. Because of the police canine's training and physical capabilities, the police canine may be used to track missing persons, track criminal suspects or to locate evidence that is believed to have been abandoned or hidden within a specified open area. Such tracking operations are at the discretion of the shift supervisor and the canine handler and will be governed by the following conditions and limitations:

a. When officers are pursuing a suspect(s), and contact with the suspect(s) is lost, the officers should, at the discretion of the shift supervisor:

(1) Secure the immediate area and pinpoint the exact location at which the suspect was last seen;

(2) Record the suspect's description, the suspect's last known direction of travel and avoid vehicle or foot movements within the immediate area where the suspect was last seen.

(3) The police canine used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.

(4) In conjunction with the canine handler, the shift supervisor shall ensure the following guidelines have been accomplished:

(a) Ensure the perimeter of the area to be searched is secure;

(b) Ensure the integrity of the area to be searched is maintained by keeping all personnel out of the immediate area; and

(c) Protect and preserve all pieces of clothing or other items unique to the suspect that serve to assist the canine with discriminating the suspect's scent.

(5) The manner in which the canine team deploys in a tracking function shall be governed by the guidelines contained within the open area search section listed above.

D. **Crowd Control and Riots**

1. The canine team may respond as a back-up unit for purposes of crowd control during peaceful demonstrations; however, the police canine may not be deployed.

2. The canine team is subject to deployment to protect life or property during a riot or other major unlawful assembly after an order to disperse has been properly issued. Any such deployment shall remain at the discretion of the Chief of Police or his designee. During such a deployment, the following guidelines shall be observed:

a. The police canine shall at all times remain short-leashed so as to protect individuals from serious injury.

b. The canine team shall not initiate any offensive action unless the need to guard against the imminent loss of life, serious bodily injury or significant property damage becomes immediately apparent.

c. In the event a hostile crowd begins closing in on officers who are attempting to make an arrest or performing some other police related function, the canine team shall take a position between the officers and the crowd in an effort to protect the officers.

d. During all riot operations, the canine team shall remain behind the front-line officers to assist in the overall operation as a psychological deterrence.

e. At all times during such an operation, the deployment of the canine team shall remain at the discretion of the incident commander.

VII. Police Canine Bites and Related Injuries

A. The deployment of the trained police canine during all police operations constitutes either a real or implied use of force. As in other aspects of the Agency's use of force policy, officers may only use that degree of force that reasonably appears necessary to apprehend or secure a suspect during the deployment of the police canine.

B. Those instances wherein the police canine bites, grabs or pinches any person—except during training functions—whether or not an injury occurs, are considered to be reportable canine bite incidents; however, the completion of a Use of Force Report is only necessary in those instances wherein the police canine was actively and intentionally deployed as a means of force. In these instances, the canine handler—or another officer so ordered or arranged—shall notify the on-duty supervisor and perform the following:

1. If no arrest is made, every effort by the canine handler or other officer shall be made to the individual so as to secure medical care and treatment by medical professionals;

2. If an arrest is made, the suspect shall be provided medical attention in accordance with Departmental guidelines that govern such action; and

3. The supervisor on-duty shall ensure photographs of the individual's injuries are captured and placed on the Department's server.

C. Whenever the police canine is deployed and a person is injured, an offense report that serves to document the incident shall be completed. The report shall document all of the relative circumstances surrounding the incident, the identity of the person so injured, the extent of the injuries and the measures taken in response to the incident.

VIII. Police Canine Use and Care

A. The police canine shall not be used for breeding, participation in shows, field trials, exhibitions or other demonstrations unless permission is granted by the Chief of Police.

B. Canine handlers shall maintain their assigned canine both on and off-duty in a safe and controlled manner. The police canine shall never be allowed to run loose unless engaged in training, exercises or some other official activity authorized by Agency protocol.

C. The Texarkana Police Department will provide the canine handler with the proper and appropriate accessories for the care and housing of the canine. Periodic inspections shall be conducted to ensure compliance with Departmental canine guidelines.

D. The canine handler shall remain personally responsible for the daily care and feeding of the canine so assigned. These maintenance duties shall include:

1. Provide for the maintenance and cleaning of the canine's kennel and yard area;

2. The provision of food, water and general diet maintenance as prescribed by the Agency of authorized veterinarian;

3. Grooming on a daily basis or more often as dictated by the climate, working conditions or other relative factors; and

4. Daily exercise and the general medical attention and maintenance of the canine's health records.

E. Canine handlers shall immediately notify the canine supervisor of any changes that would affect the housing conditions of their issued canine.

F. Teasing, agitating or roughhousing with the police canine is prohibited unless such activity is performed as part of the canine's training.

G. Canine handlers shall not permit anyone to approach, pet or hug their issued canine without their prior permission and immediate supervision.

IX. Injured Canine Handler—Procedures

A. The following course of action shall be considered by all officers in the event a canine handler is injured and unable to command his/her assigned canine. If the canine handler is downed, the canine in all probability will stand guard and prevent anyone from approaching.

1. Officers should not rush in on the handler or the canine. Attempts should begin to contact a secondary canine handler to respond to the scene and offer assistance with control of the canine.

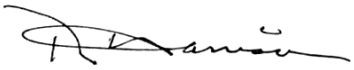
2. Attempt to instruct the handler to call off the canine.

3. Should the handler not respond, position the canine's unit near the canine. Open the rear door of the unit and attempt to coax the canine into the unit. If the canine loads into the unit, secure the canine in the unit and remove the canine from the affected area.

4. If necessary, the canine unit is equipped with protective bites sleeves and additional leads. If the canine cannot be called off, the canine can be secured by allowing him to engage the bite sleeve. Once the canine assumes a good grasp of the sleeve, an attempt to lead the canine towards the unit should be made.

5. Non-handlers should only command the canine in an emergency situation while relying on the proper commands. Keep in mind the canine and his handler work, live and train together. The canine's attitude will change if the handler is hurt or in danger.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Victim – Witness Assistance and Crime Reparations		
NUMBER	1108.02	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The Texarkana Police Department desires to develop and foster increasing rapport between the Agency and those persons within our community who have been directly affected by crime. This policy addresses the victim and witness assistance functions as they relate to the Texarkana Police Department and designates the responsibilities, goals, objectives and operations of the victim-witness assistance program.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to strive to ensure the interests of all victims and witnesses coming to the attention of the Agency are recognized and protected. Members of the Agency shall strive to ensure victims and witnesses are treated with fairness, compassion and dignity. The Texarkana Police Department will work in tandem with the 8th Judicial Prosecuting Attorney's Office to ensure all of the rights and needs of such persons are managed in accordance with established laws. All members of the Department shall recognize and adhere to the guidelines set forth by this policy.

III. Definitions

A. **Victim –** A person who suffers physical, financial or emotional harm as the direct result of a specified crime which was committed upon his/her person or property. Specifically identified as victims by definition include a spouse, a child, parents or legal guardians of a minor child as well as a spouse, a child, parents or legal guardians of a homicide victim. The definition excludes any person who acts or is deemed a perpetrator or an accomplice in relation to the commission of the crime.

B. **Witness** – A person who—as determined by the Texarkana Police Department—has information or evidence relevant to the investigation of a specified crime. When the witness is a minor, the term witness includes an appropriate family member. The term witness—for purposes aligned with this policy—includes neither defense witnesses nor anyone deemed a perpetrator or accomplice in relation to the commission of a crime. The Texarkana Police Department considers all victims as witnesses.

C. **Victim/Witness Coordinator** – An employee of the 8th Judicial District Prosecuting Attorney's Office who is designated to establish and maintain a positive working relationship between the victim or witness, the judicial system, the Texarkana Police Department and other sources of assistance.

1. Detectives assigned as case investigators shall remain aware of their assigned responsibility and maintain the lines of communication between the Agency, respective victims and witnesses by remaining available to further contact while updating those persons as the progression of the investigation unfolds.

D. **Violent Crimes** – Offenses reported to the Texarkana Police Department that include the following types of crime:

1. Homicide;

2. Kidnapping;

3. Rape or sexual assault;

4. Felony battery or aggravated assault;

5. First degree terroristic threatening; and

6. Domestic Battery.

E. **VINE Program (Victim Information and Notification Everyday)**

1. The VINE Program is a free, automated hotline managed by the Arkansas Crime Information Center (ACIC) that provides crime victims and witnesses with vital information and notification concerning the status of inmates in the Arkansas Department of Corrections and those who have been incarcerated in county jails across the state. Crime victims can receive additional information regarding this program at the following web address: **http://www.acic.org**

IV. Procedure

A. The Texarkana Police Department will put forth a concerted effort to ensure the rights of persons victimized by crime and/or violence and the rights of witnesses related to crimes are maintained in accordance to established law.

B. *A.C.A 16-90-1107* requires law enforcement agencies responsible for the investigation of a crime to promptly provide to the victim of the crime—after the initial contact between the agency and the victim has been established—the foregoing information in a written format. In accordance with this law, the initial Texarkana Police Officer who responds to a criminal offense meeting the criteria of a violent crime—as defined in Section III, Paragraph D above—will be responsible for promptly providing the following information to the victim:

1. An explanation of the victim's rights under Arkansas Criminal Code Subchapter 11 – Rights of Victims of Crime; and

2. Information concerning the availability of the following items:

a. Assistance to victims, including medical, housing, counseling, financial, social, legal and emergency services;

b. Compensation for victims under the Arkansas Crime Victims Reparations Act [*A.C.A. 16-90-701*] and the name, street, address and telephone number of the agency to contact;

c. Protection of the victim, including protective court orders;

d. Access by the victim and the defendant to public records related to the case;

e. A Victim's Information Guide; and

f. A VINE information card.

(1) The Texarkana Police Department—in conjunction with the 8th Judicial Prosecuting Attorney's Office—will inform victims and witnesses of the VINE program's availability. The Department maintains a supply of small cards that contain relevant information concerning the program. This program provides victims and witnesses with an opportunity to obtain inmate information, to register for notification of inmate court dates and release information and receive additional information on similar service agencies available within the State of Arkansas.

C. Pursuant to *A.C.A. 16-90-1107*, and as soon as practicable, the Criminal Investigation Division of the Texarkana Police Department will provide the victim with the following information:

1. Information as to the suspect's identity, unless releasing such information is inconsistent with law enforcement objectives;

2. Information as to whether the suspect has been taken into custody, has escaped, has been released and any conditions imposed on the suspect's release when such information has been made known to the Texarkana Police Department;

3. The case number as well as the name, office address and office telephone number corresponding to the investigator assigned to the case; and

4. The prosecuting attorney's name, office address and office telephone number.

D. It shall be the responsibility of each detective to act as a liaison between the Texarkana Police Department and the victim and/or witnesses associated with each of his/her assigned cases. The assigned detective shall be responsible to ensure the delivery of all victim or witness assistance as required by *A.C.A 16-90-1107*—which is identified above in Section IV, Paragraphs A, B and C—has occurred.

1. Each detective will maintain a relationship with the designated Victim/Witness Coordinator in the Prosecuting Attorney's Office to the degree that provides a reasonable assurance the Department has achieved its responsibility as mandated within *A.C.A 16-90-1107*.

E. As a measure that ensures confidentiality of victims and witnesses, all members of the Texarkana Police Department shall refrain from releasing any information originating from within the following categories:

1. The identity of a victim or witness in any type of sexual assault case (*A.C.A. 12-12-913(e)(1); A.C.A. 9-27-352*);

2. Any information that may endanger a victim or a witness;

3. Any information that could compromise the safety of a confidential informant; and

4. Any other information not specifically listed within the Arkansas Freedom of Information Act (*A.C.A. 25-19-101*).

a. For additional information related to the release of information, refer to *General Order 1102.15---Public Information and Media Relations* and *General Order 1102.16---Freedom of Information Requests*.

F. In addition to the Victim's Information Guide, officers who respond to incidents that surround crimes of domestic violence—or those crimes that involve violence occurring between individuals residing within a common household—shall provide the victim(s) of such a crime with a Domestic Violence Information Form (Domestic Violence Worksheet). The form contains information connected to the availability of assistance from the Domestic Violence Prevention Center. This center has access to a shelter for those victimized by domestic violence.

1. The form is comprised of two separate copies. Officers shall ensure the victim endorses the front copy that acknowledges their receipt of the form. The copy containing the victim's endorsement will be placed in the CID's incoming paperwork box located in the patrol debriefing room at the conclusion of the officer's tour of duty.

G. The Texarkana Police Department will aggressively pursue criminal action against those persons suspected of interfering with the rights of a crime victim or a witness. Officers of the Department will provide a reasonable and appropriate response to victims or witnesses who have been threatened or those who express credible reasons for fearing intimidation or further victimization. Officers of the Agency shall provide such a response in accordance with the following guidelines:

1. Complete an offense report that documents the specific or perceived threat(s) and fears of the reporting victim or witness;

2. Should a patrol officer make the initial contact with a complaining victim or witness, the officer shall take the necessary steps to ensure the detective assigned to the case is informed of the situation; and

3. The assigned detective shall notify the Prosecuting Attorney's Office, inform them of the circumstances and coordinate efforts to pursue action against the suspect.

H. If a member of the Texarkana Police Department becomes aware of any danger to a victim or a witness, the member shall take reasonable steps necessary to promptly notify the victim or witness as well as the assigned case detective. Should the victim or witness reside outside of the Agency's jurisdiction, the member should take the necessary steps to inform the appropriate agency within the jurisdiction.

I. The Texarkana Police Department shall provide victims and/or witnesses assistance during the follow-up period of an investigation that includes the following information:

1. Detectives assigned to a case shall make all reasonable efforts to contact victims and/or witnesses associated with the case within three (3) days of the case being formerly assigned for investigation and determine whether additional assistance is necessary. In those cases that involve crimes having an unusually severe impact on a victim and/or witness—and in those cases deemed appropriate by the detective—the detective should assist the victim and/or witness by remaining in contact with them periodically to ensure they are obtaining the appropriate level of assistance.

2. Supervisors in the Criminal Investigation Division should periodically review the case to ensure the proper action has been taken and the elements contained within *A.C.A. 16-90-1107* are being met.

3. Detectives should ensure the victim and/or witness understands the procedures involved in the investigation and prosecution of the case as well as the roles the person will play during the prosecution process. The case detective should stress the importance of the victim and/or witness maintaining contact with the Department and the Prosecuting Attorney's Office to facilitate adequate communication.

4. In accordance with *A.C.A. 16-90-1106(b)*, the detective shall facilitate the prompt return of any property taken as evidence when the property is no longer necessary for evidentiary purposes, provided the property/evidence is not contraband nor subject to the forfeiture laws of the State.

J. Upon an arrest/post-arrest processing of the suspect, the detective assigned to the case shall provide the following services to the victim and/or witnesses:

1. When an arrest is made in any case in which victim an/or witness assistance is required, the detective shall contact the victim and/or witness whenever possible and inform them of the arrest and any information known to the detective regarding the possibility of the pre-trial release of the suspect;

2. The detective will provide information to the victim and/or witness regarding the investigation, prosecution and their role in the criminal justice process; and

3. Whenever possible—and in those circumstances deemed appropriate—the detective should inform the victim and/or witness of any changes occurring within the case that include changes in filed charges, custody status of the suspect and any conditions imposed upon the suspect at the time of a pre-trial release.

K. Victims of Misdemeanor Offenses

1. In an effort to provide an appropriate level of police services to the victims of misdemeanor crime, the Uniform Patrol Division will be responsible to conduct follow-up investigations on misdemeanor offenses when additional information is necessary or cannot be completed by the Misdemeanor Detective assigned to the Criminal Investigation Division.

2. This section is intended to address those incidents of misdemeanor crime in which a patrol officer encounters a victim who has been victimized in some manner, and although the victim does not know the identity of the suspect, the victim provides information that could lead to the suspect's identity with some measure of investigative work.

3. Victims of criminal offenses often do not have access to those investigative resources necessary to identify a suspect; however, the Agency maintains an ability to access these necessary resources which might provide the additional information necessary to identify those persons guilty of committing the misdemeanor offense. Should the patrol officer who takes the misdemeanor complaint encounter such a condition, the patrol officer shall ensure the investigative work necessary to identify the suspect is completed when the officer has such investigative means within his/her disposal.

4. Notwithstanding the guidelines contained within this section, the Misdemeanor Detective assigned to the Criminal Investigative Division shall maintain the overall responsibility to follow-up on all misdemeanor investigations as soon as practicable. Should the Misdemeanor Detective require additional information—and since the initial responding patrol officer should be familiar with the circumstances of the offense—it is recommended the detective contact the initial responding officer for the additional information.

V. Crime Victims Reparations

A. This section of the policy addresses the Arkansas Crime Victims Reparations Act and identifies the responsibilities of the Texarkana Police Department mandated by this Act. The State of Arkansas Attorney General's Office, Crime Victims Reparations Board is responsible to implement and manage the provisions contained within the Act.

B. The Act entitles certain victims of criminal conduct occurring within the state to receive financial assistance for medical costs, funeral costs, lost wages, lost support, replacement and clean-up services and necessary medical devices. Victims of felony and misdemeanor crimes are eligible for assistance under this Act.

C. *A.C.A. 16-90-708* requires all law enforcement agencies throughout the state to maintain copies of the form entitled *Application for Crime Victim Compensation* which are prepared and disseminated through the State Attorney General's Office Crime Reparations Board. Members of the Texarkana Police Department shall make copies of this form available to any person upon their request.

D. The Crime Reparations Board may also contact the Department to determine if an applicant has cooperated with the Agency in the identification, apprehension and conviction of the perpetrator of the crime. When receiving contact from the Board, officers of the Department shall complete all necessary documentation and return the information to the appropriate location as soon as practicable.

1. All members of the Agency are responsible to remain aware of these requirements and remain capable of directing those who request the application.

2. Supervisors are responsible to distribute the applications to the public upon a request.

3. Applications will be maintained in the following locations within the Agency:

   a. The Uniform Patrol Division Shift Sergeant's Office;

   b. The Main receptionist's desk; and

   c. The Criminal Investigations Division Receptionist desk.

VI. On-Scene Victim Management

A. Safety and Security

1. Officers responding to the scene of an incident have the primary duty of protecting and securing the crime scene. Secondarily, officers are charged with protecting the lives and safety of not only the victims of crime but also the lives and safety of all persons at the scene.

2. Officers shall render emergency aid to individuals who have suffered physical injury, and as soon as possible, summon medical assistance as deemed appropriate.

3. In those circumstances in which physical injuries are not readily apparent, officers responding to the scene of an incident where individuals might be injured shall inquire about any possible injuries and whether or not the person requests medical assistance.

4. In order to reduce the victim's fear and facilitate victim communication, officers should inform the victim when they are no longer in danger during those times deemed appropriate.

5. Because victims often suffer physical and/or emotional trauma, officers shall assist victims in making decisions while keeping them informed of police actions and requirements.

6. Whenever possible, officers should not leave a distraught victim alone. Officers should, when appropriate, make arrangements to have a relative, friend, family member or clergyman accompany the victim for emotional support.

B. Emotional Support

1. In order to calm and assist the victim regaining his/her composure, officers will respond in accordance with the following guidelines:

   a. Allow the victim a reasonable period of time needed to express their feelings and emotions when the victim recounts the elements of the incident and provides answers to the officer's questions.

   b. Express empathy for the victim while recognizing the victim's need to vent frustration.

   c. Abstain from overtly judging the victim's feelings, emotions, judgment or actions, or the lack thereof.

   d. Assist the victim with redirecting any self-blame and responsibility for the criminal act away from the victim and towards the suspect who committed the crime.

   e. Emphasize a commitment by the Agency in its efforts to assist the victim wherever possible.

VII. Forms

A. Victim's Information Guide—Page One (1)

TEXARKANA ARKANAS POLICE DEPARTMENT
MISDEMEANOR THEFT & VICTIM INFORMATION GUIDE

INCIDENT OR CCN NUMBER _____

COMPLAINANTS NAME & PHONE #	**DATE OF THIS REPORT**	**DATE OF ORIGINAL OCCURRENCE** _____ **S M T W T F S**
OFFICER'S NAME ID NUMBER	**OFFENSE, CHARGE OR INCIDENT**	**CLASSIFICATION** **MISDEMEANOR** _____ **FELONY**_____
SUSPECT'S NAME RACE & SEX	**PROPERTY TAKEN**	**INCIDENT/CASE STATUS AFTER 10 DAYS** **DATE CLOSED**_____ **COMPLETED BY CID OR WALK-IN OFFICER**

The Texarkana Police Department relies on a number of factors after a report is filed in order to properly assign the case for investigation. Our experience has shown certain information must normally be gathered at the time of the initial investigation before a case has the potential for being solved. Examples of cases having a low probability of becoming solved include beer thefts, gas thefts and bicycles thefts. If there are no suspects, witnesses, evidence or other investigative leads, a case cannot be solved except under exceptional circumstances which include the following:

1. A suspect caught committing a secondary crime and is found with evidence connecting him to this crime; and
2. Circumstances that find a suspect confessing to other crimes including this crime.

All reported felony and misdemeanor criminal offenses are referred to the Criminal Investigative Division for follow-up. A detective will contact you if it is determined further investigation is necessary. **You can reach the Criminal Investigative Division daily between the hours of 9 A.M. and 5 P.M. at (903) 798-3154**.

You will have ten (10) business days to contact the Texarkana Police Department to complete the warrant process or the case will be closed. If you have questions or additional information concerning a criminal matter, please contact the Department or the detective handling your case using the above information.

This form contains important follow-up information. Please maintain this form, as it is the only source you will have that contains the incident or case number needed when referring to the status of your case. The Records Section charges a fee of five dollars for reports and ten dollars for local criminal histories. A copy of your report can be obtained from the Central Records Section located by correspondence at the following address, or in person on the third (3rd) floor at the Records Section service window:

100 N. State Line Avenue, Box 15, Texarkana, Ar. 75501-5666
(903) 798-3181

Should you obtain additional information—and a report has not yet been made—you will need to file a police report. You must come to the Texarkana Police Department where a complaint officer will generate a report. This service is available Monday thru Friday between the hours of 8 A.M. and 5 P.M. You can also call and schedule an appointment by asking to speak with the walk-in complaint officer at (903) 798-3130.

Citizens filing felony and misdemeanor crime reports with the Texarkana Police Department have the following obligations:

1. If you wish to prosecute the crime, you will be required to attend court and testify against the defendant (suspect);
2. If you know the suspect's identity, you must contact the detective handling your case within ten (10) business days after you filed your report.

It remains your responsibility to immediately notify the Texarkana Arkansas Police Department is a missing person / runaway returns home or in those cases when you have recovered your property.

If you are a victim of a crime of violence, please refer to the back page of this form for important information.

TEXARKANA ARKANSAS POLICE DEPARTMENT
100 N. STATE LINE AVENUE, P.O. BOX 1885
TEXARKANA, ARKANSAS 75504-1885
(903) 798-3130

"WE MAKE TEXARKANA A SAFE PLACE TO LIVE, WORK AND RAISE A FAMILY"

B. Victim's Information Guide—Page two (2)

THE TEXARKANA POLICE DEPARTMENT IS COMMITTED TO ENSURING YOUR RIGHTS AS A CRIME VICTIM ARE PROTECTED IN ACCORDANCE WITH STATE LAW. IN ACCORDANCE WITH STATUTORY LAW, THE FOLLOWING LIST CONTAINS INFORMATION RELATING TO YOUR RIGHTS AS A CRIME VICTIM:

1. The victim—or the victim's representative—may be present whenever the defendant has a right to be present during a court proceeding concerning the crime charged, other than a grand jury proceeding, unless the court determines that exclusion of the victim or the victim's representative is necessary to protect the defendant's right to a fair trial or the confidentiality of a juvenile proceeding.

2. A court may not compel a victim or a member of the victim's family testifying in a criminal justice proceeding to disclose a residential address or place of employment on the record in open court unless the court finds such disclosure is necessary.

3. An employer may not discharge or discipline a victim or a representative of a victim for:

   (a) Participation at the prosecuting attorney's request in preparation for a criminal justice proceeding; or
   (b) Attendance at a criminal justice proceeding if the attendant is reasonably necessary to pretest the interests of the victim.

4. Under the Arkansas Crime Victims Reparations Act, certain victims of crime are eligible to receive financial assistance for medical costs, funeral costs, lost wages, lost support, replacement and clean-up services and necessary medical devices. The Texarkana Police Department can assist you with obtaining the Application for Crime Victim Compensation form upon your request. Should you require additional information, please contact the following:

   Office of the Attorney General
   323 Center Street, Suite 200
   Little Rock, Arkansas 72201
   (501) 682-2007
   1-800-482-8982
   http://www.ag.state.ar.us

5. Certain victims of crime are entitled to additional protective measures consisting of restraining orders and Orders of Protection. The Victim/Witness Coordinator affiliated with the Prosecuting Attorney's Office can assist you with obtaining additional information concerning such orders. For additional information, please contact the following:

   Prosecuting Attorney's Office
   400 Laurel Street, Suite 6
   Texarkana, Arkansas 71854
   (870) 774-1002

6. As a victim, you have the right to access the public records associated with the case.

7. As a victim, you are entitled to free access to an automated hotline managed by the Arkansas Crime Information Center that provides crime victims and witnesses with vital information related to the following:

   (a) Notification concerning the status of inmates in the Arkansas Department of Corrections; and
   (b) Those who have been incarcerated in county jails across the state.

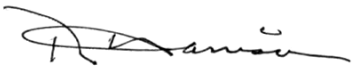
   Additional information regarding this program can be obtained by contacting the following:

   Arkansas Crime Information Center
   One Capitol Mall
   Little Rock, Arkansas 72201
   (501) 682-2222
   Hotline Number: 1-800-510-0415
   http://www.acic.org

TEXARKANA ARKANSAS POLICE DEPARTMENT
100 N. STATE LINE AVENUE, P.O. BOX 1885
TEXARKANA, ARKANSAS 75504-1885
(903) 798-3130

"WE MAKE TEXARKANA A SAFE PLACE TO LIVE, WORK AND RAISE A FAMILY"

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Incident Reporting Procedures		
NUMBER	1108.03	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	June 17, 2014	REVISION DATE	May 29, 2013
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The mission of the Texarkana Police Department is facilitated by gathering accurate and effective information. Disseminating this information is critical to the Department's mission. This policy establishes guidelines surrounding the reporting of crimes, citizen complaints, incidents and arrests by members of the Texarkana Police Department. This policy shall apply to all members of this Agency.

II. Policy

A. It shall be the policy of the Texarkana Police Department to utilize a reporting system that ensures all appropriate information is gathered at the time a report is generated while ensuring the information contained within the report is comprehensive, meets the operational and informational needs of the Agency and meets the internal standards established by the Agency. All members of the Department shall recognize and adhere to the following guidelines established within this policy.

B. Members of the Texarkana Police Department shall be required to submit completed reports in the performance of their duties in a timely manner. Unless otherwise approved by their supervisor, all reports shall be generated daily during the course of the officer's tour of duty and submitted prior to the officer's release from duty.

C. Members of the Texarkana Police Department shall properly report and document any information derived from the following categories when such information is provided in good faith by any citizen:

1. Information that necessitates police action;

2. Information that necessitates police involvement; and

3. Information that necessitates the documentation of the matters in question.

III. Procedures—Electronic Reporting System (ADSI)

A. The Texarkana Police Department utilizes an electronic reporting system that centralizes much of the collected information. The system, which is often referred to as ADSI, is comprised of separate modules that enable members of the Department to generate the following types of reports:

1. Offense Reports (Sometimes referred to as Incident Reports);

2. Supplemental Reports; and

3. Arrest Reports.

B. **Offense Reports (Incident Reports)**

1. Offense reports shall be utilized by members of the Department to document a variety of incidents that require documentation by the Agency. Generally, offense reports are utilized to report incidents of criminal activity. Members of the Department shall complete an offense report when encountering any individual wishing to report a crime. All reports of criminal activity shall be documented on an official offense report.

2. Offense reports shall be completed in all situations in which a citizen specifically requests a police report. All reports of criminal activity shall be documented on an official offense report. Should a question develop regarding the need for a report, by default, the officer should complete a report.

3. Offense reports can also be utilized by officers when reporting suspicious circumstances, incidents deemed miscellaneous in nature and incidents surrounding property damage borne from events not related to a traffic accident. When officers are encountered with circumstances of a complaint that require more documentation or action by the Agency other than simply clearing the call with the appropriate disposition within CAD, the officer will utilize an offense report to document the circumstances.

4. Offense reports within ADSI contain the following pages/sections:

   a. Admin page;

   b. Offense page;

   c. Person's page;

   d. Relationship page;

   e. Property page;

   f. Vehicle page; and

   g. Narrative page.

5. Offense reports shall be generated to document the following incidents:

   b. All felony crimes;

   c. All incidents surrounding domestic violence and those instances that involve violence among individuals who reside within a common household. Under these circumstances, offense reports are required whether or not an arrest is made and regardless of the victim's choice not to pursue criminal charges;

   d. All arrests arising from or involving a charge of possession of marijuana or other misdemeanor drug charges;

   e. DWI offenses; and

f. All actions by Department personnel involving the removal of a vehicle by a wrecker service. The content within offense reports generated for this purpose can be narrowed to the completion of the admin page, vehicle page and narrative page.

6. To ensure the reporting standards of the Agency are met, coupled with the need to maintain a comprehensive collection of information related to the incident, officers of the Agency will ensure all applicable pages within each offense report are complete and accurate. This section shall mandate the population of all applicable fields contained within each page of the report.

C. Supplemental Reports

1. Supplemental reports are utilized to document additional or supplementary information related to a specific offense or incident.

2. Officers who are not assigned, delegated or appointed to complete an offense report and become involved in an incident will utilize a supplemental report to document their actions and involvement within the specified incident.

3. Detectives needing to document elements and information surrounding the investigation of criminal cases will document such information on supplemental reports.

4. Supplemental reports can be utilized to add information to the following types of reports:

(a) Offense Reports;

(b) Accident Reports;

(c) Arrest Reports;

(d) Property Records; and

(e) Probable Cause Affidavits.

D. **Arrest Reports**

1. Arrest reports serve to document information directly related to the arrest itself.

2. Officers of the Department who make an arrest will complete an arrest report which details the facts of the arrest.

3. Officers of the Agency making an arrest in response to another agency's warrant shall complete an arrest report within ADSI whenever the arrestee is transported away from the arrest scene in a Department vehicle to the other agency's facility.

IV. Procedures—Probable Cause Affidavits

A. Rule 4.1 of the Arkansas Rules of Criminal Procedure—entitled *Authority to arrest without a warrant*—prohibits persons arrested from being held in custody longer than forty-eight (48) hours unless a judicial officer determines—from an affidavit, recorded testimony or other information—reasonable cause exists to believe the person in custody has committed an offense.

1. Members of the Texarkana Police Department shall complete a Probable Cause Affidavit whenever the officer makes a warrantless arrest.

C. With the exception of Probable Cause Affidavits prepared in response to a felony arrest, officers can utilize narratives contained within an offense report, a supplemental report or an arrest report to act as

the affidavit's narrative. When utilizing narratives from other reports in this manner, officers will place the following language within the narrative section of the Probable Cause Affidavit:

1. " ***A copy of the arrest/supplemental/offense report is attached hereto and is made a part of this affidavit*** ".

D. Probable Cause Affidavits prepared in response to felony offenses must contain a narrative directly within the content of the affidavit.

E. All affidavits shall be endorsed by the arresting officer (affiant) and notarized by a supervisor. Completed affidavits—along with additional paperwork associated with the arrest—will be presented to a judge for his/her review as soon as possible.

V. Procedures—Accident Reporting Procedures

A. *A.C.A 27-19-501* requires the driver of any vehicle subject to the registration laws of the state which is in any manner involved in an accident occurring in the state and resulting in damage to the property of any one (1) person in excess of one thousand dollars ($1000)—or resulting in bodily injury to or the death of any person—to report the accident.

B. *A.C.A 27-53-303* declares officers of this Department have the duty to investigate, document and report all traffic accidents and the resulting deaths, injuries and property damage which occur within the Agency's jurisdiction. The following reporting platforms are approved for officers of the Department when reporting traffic accidents:

1. The standard Arkansas Motor Vehicle Collision Report; and

2. The Arkansas State Police approved TRAC's (*Traffic and Criminal Software*) system.

C. As deemed appropriate within their shift or section, officers of the Department can utilize either platform for the reporting requirements of all accidents.

D. For additional information regarding the investigation of accidents, please refer to General Order *1107.03---Investigating Accidents on State and Federal Highways*.

E. In conjunction with the creation of the accident report, the officer investigating the accident shall generate an offense report in the ADSI module. Because this offense report serves only to document the accident report itself, the offense report will only contain the following information:

a. The offense report must contain the same CCN number listed on the accident report;

b. The offense report must be classified as *Miscellaneous/Incident Only*;

c. The person's page on the offense report will include the biographical information associated with each driver involved in the accident; and

d. The narrative page shall contain the statement "*This report is for a motor vehicle accident*."

F. Following the creation of the accident report, the approving supervisor will ensure the approved report is placed within the in-coming *Accident Report* box located in the patrol debriefing room.

G. A member of the Services Division who is assigned or appointed shall check the box on a daily basis during normal business hours. The Services Division member shall scan the accident report ensuring that all pages of the report (front and back) have been properly captured.

a. Once scanned, the Services Division member shall electronically attach the accident report to the offense report located in the ADSI module. The original accident report shall be placed in the incoming accident report file located at the main receptionist's desk. The main receptionist shall, on the first day of every month, mail all of the accident reports generated from the previous month to the following address:

#1 State Police Plaza
Little Rock, Ar. 72209

H. **Parking Lot Accidents**

1. Officers may utilize the Texarkana Police Department Traffic Accident Information form (Parking Lot Form) when documenting those accidents that occur on parking lots. Accidents on parking lots that meet the circumstances listed in Section V, Paragraph A of this policy must be documented on a standard accident report.

   (a) Parking lot accidents involving a driver/vehicle that has left the scene prior to the officer's arrival shall be treated as a hit and run accident. Accidents of this nature shall be documented on a standard accident report as indicated in Section V, Paragraph B of this policy.

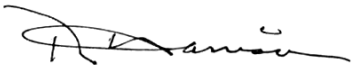
   (b) Should the officer encounter circumstances that lead the officer or complainant to believe damage to a vehicle on a parking lot was the result of something other than a collision with a secondary vehicle, officers shall treat the incident the same as a criminal mischief or property damage investigation. Documentation as a result of these circumstances shall be placed on an offense (incident) report.

2. Parking Lot Form procedures

   (a) The Texarkana Police Department Traffic Accident Information forms are numbered and generated in triplicate form. The white copy of the form shall be retained by the officer and placed in the box located in the Patrol Debriefing Room at the conclusion of his/her shift. The remaining yellow carbon copies shall be divided among the two vehicle operators and issued accordingly.

   (b) Upon completion of the incident, the officer will ensure the parking lot form's number is attached to the information contained in CAD. Officers are encouraged to list this information in the remarks section of their MDT screen when prompted to provide the appropriate disposition instead of utilizing the radio system.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Communications & Records Section Access		
NUMBER	1108.04	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. **Scope and Purpose**

A. This policy regulates access to the Central Records & Communications Section and establishes the criteria to be used for determining those within the Department who shall be granted access.

II. **Policy**

A. The ability to communicate and maintain control of its records is a critical necessity for the Texarkana Police Department. In order to maintain a reliable and effective communications system, the maximum level of security for each component of the communications network must be provided. The ability for Central Records & Communications (CRC) personnel to operate and function in an environment that remains as free as possible from unnecessary distractions and disruptions is vital. It shall be the policy of the Texarkana Police Department to limit the personnel who shall be allowed access into the CRC Section.

B. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. **Procedures**

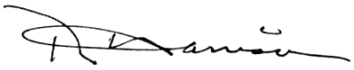
A. Entrance into the CRC section is limited to Department supervisors. Without approval from their immediate supervisor, officers and non-sworn members of the Agency are not permitted to enter the CRC section.

B. Although Department supervisors are granted access into CRC, access to any computer or any piece of radio equipment must first be granted by the Chief of Police or his designee. The conduct of those personnel granted access into CRC pursuant to this policy must be presented in a manner that creates the least amount of disruption to the operation as possible.

C. Personnel who have been allowed entry into the CRC section must have a valid reason for entering. Loitering inside CRC is strictly prohibited, and personnel should limit their activity and depart the section as soon as possible.

D. Entry into the CRC section is controlled by veri cards. All personnel who enter into the CRC section should utilize their issued electronic proximity card to gain access into the area.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Delivery of Emergency Messages		
NUMBER	1108.07	EFFECTIVE DATE	November 20, 2008
Scheduled Review Date	May 01, 2016	ISSUE DATE	November 20, 2008
Date Reviewed	June 17, 2014	REVISION DATE	March 18, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The delivery of emergency messages is a legitimate law enforcement function. The purpose of this policy is to establish guidelines and requirements surrounding the delivery of emergency messages by members of the Texarkana Police Department.

II. Policy

A. It shall be the policy of the Texarkana Police Department to deliver emergency messages as promptly as possible and in a manner that positively reflects the image of the Agency. The delivery of emergency messages will often be a very sensitive assignment, and because of this, members of the Agency shall exercise care and concern for those to whom the message is intended. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Definitions

A. Emergency Message—Any message intended for delivery to any person notifying that person of a death, serious injury, illness and other emergency situations involving the person's family or loved one.

IV. Procedure

A. In the cases of a homicides, suicides, attempted suicides, death investigations or those cases involving serious life-threatening injuries, the investigating officer shall be responsible for notifying the next-of-kin. In those cases that involve a detective who has been assigned to the investigation, any delivery of an emergency message should only occur after coordination with the criminal investigator, if applicable.

B. In those cases involving an accident—traffic related or otherwise—involving serious physical injury or death, the shift supervisor or his/her designee shall be responsible for the delivery of the emergency message.

C. In those cases involving a serious illness, requests for the delivery of emergency messages shall be at the discretion of the shift supervisor on-duty.

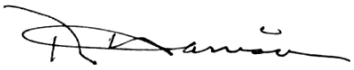
D. In those cases that involve an intended recipient of an emergency message who resides outside the jurisdiction of Texarkana, Arkansas, an ACIC computer terminal message shall be sent to the law enforcement agency responsible for the delivery of emergency messages in the particular jurisdiction.

   1. Sufficient details of the circumstances surrounding the incident, as well as a contact name and telephone number of the Texarkana Police Department, will be included within the message.

E. In addition to information identifying the next-of-kin and the point of contact of the agency sending the request, requests for the delivery of emergency messages originating from another agency should include a terminal confirmation of the request. Central Communications shall notify the shift supervisor on-duty who will assign an officer to deliver the emergency message.

F. All emergency messages shall be delivered in a prompt, courteous and considerate manner.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	South State Line Firing Range and Training Facility		
NUMBER	1108.09	EFFECTIVE DATE	January 05, 2009
Scheduled Review Date	July 01, 2016	ISSUE DATE	January 05, 2009
Date Reviewed	June 17, 2014	REVISION DATE	March 29, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. This policy provides guidance for the operation and use of the TAPD South State Line Firing Range and Training Facility.

II. Policy

A. It shall be the policy of the Texarkana Police Department to ensure its sworn members remain proficient and properly qualified regarding all issued weapon platforms and their respective types of approved ammunition. To that end, the Department strives to maintain a facility by which the members of Department can achieve this mandate.

B. It shall be the policy of the Texarkana Police Department to develop, implement and manage a set of guidelines that address the South State Line Firing Range and Training Facility and prescribe the manner in which this facility operates. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. **Range Committee**

1. The Chief of Police shall appoint a range committee. The chairman of the Range Committee is designated as the Range Master for this facility. Changes to the Range Committee shall be made at the direction of the Chief of Police.

2. The Range Committee is responsible for managing and operating of the South State Line Firing Range and Training Facility, preparation of all policy recommendations, site design and modifications to the facility.

3. The Range Master will schedule meetings as required to address operational and policy matters, or other issues received through the chain of command.

B. **Firing Range Use**

1. The TAPD South State Line Training Facility Firing Range is designated for use by members of the Texarkana, Arkansas Police Department.

2. Use of the facility is prohibited without prior express consent of the Training Section of the Texarkana, Arkansas Police Department or the Range Master.

3. All training conducted at the TAPD South State Line Training Facility Firing Range, by any agency, must be conducted in compliance with this policy.

4. **Texarkana Police Department Training**

   a. The Training Section of the Texarkana Police Department will be responsible for scheduling the use of the South State Line Training Facility Firing Range.

   b. A Range Officer who is trained in the use of the Action Target System must be scheduled to attend all live fire training exercises occurring on the range. The Range Officer need not be a Certified Firearms Instructor, but he/she must be trained in the use of the computerized targeting system to the satisfaction of the Range Committee and the Training Section of the Texarkana Police Department. The Range Officer will be in charge of the facility during all live fire exercises. Under no circumstances will the Range Officer abandon the range tower while the range is "HOT" unless utilizing the remote target system or static targets.

   c. A Certified Firearms Instructor—as well as a Range Safety Officer—will be scheduled by the Training Section of the Texarkana Police Department to conduct all live fire training at the facility.

   d. The number of Certified Firearms Instructor(s)—as well as the number of Range Safety Officer(s)—will be determined by the Training Section of the Texarkana Police Department based upon the number of participants and the type of training to be conducted.

   e. Only authorized personnel, Range Officers, Certified Firearms Instructor and Range Safety Officers shall be authorized to enter the Range Tower.

   f. A red range flag, a banner or similar training sign shall be posted at the entrance of the firing range by the Range Officer prior to beginning any live fire training at the facility. These warning devices will remain in place until all firearms training has concluded.

   g. The Range Officer, Certified Firearms Instructor(s) and Range Safety Officer(s) will be responsible to ensure only authorized personnel enter the range facility during all live fire training exercises. Should an officer at any point during training detect a potential safety issue, the officer shall immediately give the appropriate verbal warning and hand signal necessary to communicate the order to cease fire. Once the order is given, the Range Officer will immediately turn all targets on edge.

   h. During all live fire training exercises at the facility, the Range Officer, Certified Firearms Instructor(s) and Range Safety Officer(s) will remain in radio contact with one another on a channel to be determined by the Range Safety Officer.

   i. Range safety rules and policies of the Texarkana Police Department will be in effect for all personnel who train at the facility. Range safety rules and the authorized courses of fire will be provided to all participants prior to live fire exercises.

5. **Texarkana Metro SWAT Team Training**

   a. Texarkana Metro SWAT will coordinate with the Training Section of the Texarkana Police Department regarding the use of the facility. Texarkana Metro SWAT will provide a Range Officer, Certified Firearms Instructor and Range Safety Officer for all SWAT related

firearms training. Texarkana Metro SWAT will comply with all policies and procedures related to the use of the facility.

6. **Outside Jurisdictions**

a. Jurisdictions other than the Texarkana Police Department may utilize the facility when authorized by the Training Section of the Texarkana Police Department. All other jurisdictions requesting the use of the facility will be required to sign a liability waiver provided by the Training Section of the Texarkana Police Department. The liability waiver(s) will be maintained in the Training Section. Range safety rules and policies of the Texarkana Police Department will be in effect for all personnel who train at the facility. Range safety rules and the authorized courses of fire will be provided to all participants prior to live fire exercises.

b. A Range Officer affiliated with the Texarkana Police Department must be present when another jurisdiction utilizes the facility. The Range Master will retain control of the facility during the course of training.

c. In the event the outside jurisdiction wishes to provide their own Certified Firearms Instructors, the jurisdiction will provide the Training Section of the Texarkana Police Department with a copy of the current Law Enforcement Instructor Certificate as well as the current Firearms Instructor Certificate associated with each Certified Firearms Instructor.

d. A range safety officer must be provided during all live fire exercises. In the event the outside jurisdiction provides both an instructor and range safety officer, the Training Section of the Texarkana Police Department must approve the range safety officer prior to the live fire exercise.

e. In the event the outside jurisdiction requests permission to utilize their own course of fire, the written course of fire must be presented to the Training Section of the Texarkana Police Department a minimum of ten (10) working days prior to utilization of the facility. A member of the Training Section will either approve or disapprove the course of fire.

(1) When firearms instructors from the Texarkana Police Department conduct certified qualification courses for other jurisdictions, the Department's Training Section will obtain CLEST certification and forward applicable records to CLEST and the other jurisdiction.

(2) When other jurisdictions utilize their own firearms instructor(s), it will be the responsibility of the other jurisdiction to handle all CLEST required documentation.

f. The outside jurisdiction must comply with all ammunition and firearms standards established by the Training Section and must provide the types of weapons and ammunition that will be deployed at the facility during their course of fire.

g. The TAPD Range Officer is authorized to halt any training that he/she deems unsafe or out of compliance with the policies of the Texarkana Police Department.

h. When authorized by the Training Section of the Texarkana Police Department, other jurisdictions will be billed according to the following schedule. Notwithstanding the actual training time at the facility, a minimum of four (4) hours for each officer will be billed:

(1) Texarkana Police Department Range Officer — Twenty dollars ($20.00) per hour;

(2) Texarkana Police Department Certified Firearms Instructor — Twenty dollars ($20.00) per hour; and

(3) Texarkana Police Department Range Safety Officer — Twenty dollars ($20.00) per hour.

i. After receiving approval to conduct training at the facility from the Texarkana Police Department Training Section, outside jurisdictions will be billed for the costs associated with the use of the facility itself. The additional costs billed will be proportional to the total number of commissioned officers employed with the outside jurisdiction. The following is a list of these costs:

(1) Jurisdictions having over 100 commissioned officers — Two hundred and fifty dollars ($250);

(2) Jurisdictions having between 50 and 99 commissioned officers — One hundred and fifty dollars ($150);

(3) Jurisdictions having between 25 and 49 commissioned officers — One hundred dollars ($100);

(4) Jurisdictions having between 1 and 24 commissioned officers will not be charged additional costs; and

(5) All jurisdictions will be billed one dollar ($1.00) for each cardboard action target and fifty cents ($.50) for each paper target used during their course of fire.

j. The Texarkana Police Department shall bill other agencies for costs associated with the use of expended supplies and for replacement or repair costs resulting from an accident or negligence occurring during their use of the facility. Routine wear and breakage will not be the responsibility of the other agency. The Training Section will be responsible for preparing and submitting an invoice to the other jurisdiction.

7. **Ammunition**

a. Only that ammunition authorized by the Training Section of the Texarkana Police Department which has been approved by the Range Committee will be used at the facility. Outside jurisdictions authorized to utilize the range must provide their own ammunition which remains subject to approval.

b. No armor piercing ammunition will be used on any steel reactive target or directed down range towards the steel protective knee wall. The Range Master must approve any use of armor piercing ammunition on a per use basis.

c. No pistol ammunition larger than .44 magnum shall be used on the turning paper targets.

d. No pistol ammunition larger than .40 shall be used on the reactive steel targets on the pistol range.

e. No rifle ammunition larger than .308 shall be used on the turning paper targets on the pistol range.

f. No rifle ammunition larger than .308 shall be used on the steel reactive targets on the rifle range.

g. No slugs shall be fired on the steel reactive targets on the pistol range.

h. .223 rifle ammunition shall not be fired at the steel reactive targets (actuated bobbers) on the pistol range.

i. Only those caliber rounds rated by Action Target may be fired at Static Steel Targets. No round above .40 shall be fired at the 500 rated steel. No round above .308 shall be fired at the 550 rated steel.

8. **Courses of Fire**

a. Only courses of fire approved by the Certified Firearms Instructor shall be undertaken at the facility. The Training Section of the Texarkana Police Department—or Certified Firearms Instructors for Texarkana Metro SWAT Team—shall approve courses of fire. Copies of the courses of fire will be maintained by the Department's Training Section as well as the office located at the training facility itself.

9. **Instructor Certification**

a. All Certified Firearms Instructors who conduct training at the facility will provide copies of their individual certification certificates to the Department's Training Section. The Training Section or Range Committee may revoke any instructor's training privileges at the facility.

10. **Facility Maintenance**

a. At the conclusion of each live fire training program, the Certified Firearms Instructor will ensure that all brass is collected and all paper targets are removed from the line. All trash will be collected and removed from the range.

b. All target frames and items not permanently affixed to the target line will be stored in the container located behind the pistol berm.

c. Laptop computers and other electronic devices utilized for the remote operation of the target system will be returned to the Department's Training Section by the Range Officer.

d. The Training Section will be responsible for routine maintenance, upkeep and the scheduling of all repairs to the South State Line Training Facility. Target system maintenance and upkeep will be conducted per instructions provided by Action Target Incorporated.

e. At the conclusion of training, the Range Officer will ensure the facility is in an orderly condition and all appliances inside the office are turned-off, all doors are locked and both the range tower and the storage container are secured. All warning signs and flags will be secured, and the range gates will be locked.

f. During the hours that the range office is not in use, the thermostat should be set at the below listed settings:

(1) Air conditioning use — 80 degrees Fahrenheit; and

(2) Heat use — 6o degrees Fahrenheit.

g. During freezing temperatures, the pump well should be regularly checked, and a light should be placed inside the pump house structure.

h. The Training Section will be responsible for ensuring the facility irrigation system is operational during the summer months or warm dry seasons when irrigation is necessary.

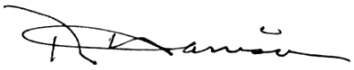
i. Any damage to the facility or systems will immediately be reported to the Department's Training Section. The damage report will include the type and extent of damage, the cause, the individuals involved in the action that caused the damage and any recommendations to prevent any reoccurrence.

j. The Training Section will be responsible for ensuring an adequate stock of targets and other necessary items are maintained in the storage container of the facility.

k. NO WEAPONS OR AMMUNITION WILL BE STORED AT THE SOUTH STATE LINE TRAINING FACILITY.

l. Additional information relating to firearms and ammunition can be found in General Order 1102.01---Firearms and Ammunition.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Code RED Emergency Notification System		
NUMBER	1108.10	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. One of the primary objectives of the Texarkana Police Department is to provide for the safety of the public in which we serve. To that end, the Agency has within its disposal an emergency notification system which allows the citizens of our community to receive critical information surrounding events such as natural disasters, man-made disasters, severe weather alerts and many other emergency situations. This policy is intended to provide guidelines for the system's management, operation and deployment.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, manage and coordinate a defined series of requirements and guidelines that govern the Code RED Emergency Notification System. All members of the Agency shall recognize and adhere to the guidelines and requirements set forth within this policy.

III. Definitions

A. **Code RED Emergency Notification System**—An ultra high-speed telephone communications service intended to be utilized during emergency situations requiring immediate action that enables the Agency to telephone pre-designated areas within the City or Miller County and deliver a recorded message to a live person or an answering machine. The system is capable of dialing 60,000 phone numbers per hour which makes three (3) attempts to connect to any number dialed. The hourly system capacity is dependent upon the length of the message sent.

IV. Procedures

A. Although not inclusive, the following is a list of those events requiring public safety notifications that might necessitate the Code Red Notifications System's Deployment:

1. Natural disasters, such as floods, hurricanes and weather safety alerts;

2. Man-made disasters, such as bomb threats, threats of terrorism, hazardous material incidents and hostage situations; and

3. Other emergency situations such as fires, missing persons, evacuation notices and applicable routes, utility outages and street closures.

B. Management

1. The Code RED System will remain under the management of Central Records and Communications (CRC). CRC will oversee the day-to-day operation of the Code RED System and appoint a staff member to be the system's facilitator.

2. Any member agency may utilize the system and send a message. The system's facilitator will remain responsible for the periodic evaluation of the system, generating the necessary reports and sending the reports to a designated representative of each member agency.

3. The Code RED System is only accessible within CRC. This system shall only be accessed by those personnel who have received advanced authorization. In order to maintain security of the system, access shall be granted to authorized personnel via individual passwords. The system will be available 24 hours a day.

C. General Guidelines

1. The Code RED system's outgoing messages will primarily be utilized for emergency situations where the lives and/or property of the citizens of Texarkana, Bowie County and Miller County are threatened. It shall not be used as a general paging system or to facilitate business notifications.

2. Considerations for the utilization of the Code RED System include the availability of alternative sources of notification, the type of incident and circumstances of the emergency event, the need to immediate notification and the size of the area impacted by the emergency.

    a. Utilizing the Code RED System does not preclude the door-to-door obligation to ensure the safety and/or the evacuation of citizens; however, the Code Red System has the ability to list the addresses within the notification area where the messages were successfully delivered by the system.

3. Before a message is sent, it shall be the responsibility of the initiator (user) to obtain internal authorization from a law enforcement commander or above, fire department battalion chief or above, TWU Executive Director or the Emergency Manager.

    a. The exception to the above requirement will be those calls that only involve the delivery of an internal personnel recall message, such as SWAT activation. All other must receive authorization from one of the persons from the initiator's agency listed above in paragraph 3.

4. The selection of the geographical area targeted to receive the message should be determined using criteria that address the overall scope and magnitude of the emergency which will dictate the targeted geographical area. As a matter of practice, the targeted geographical area should be kept as small as possible.

    a. The targeted geographical area can be increased at a later time if such an increase is deemed necessary. Only in the most extreme circumstances would a system-wide notification be justified or deemed practical.

5. The initiator is responsible for the content of the Code RED message intended for dissemination. The initiator will provide CRC with a written message to be disseminated. In those cases where this is determined impractical, the CRC official receiving the verbal content of the message from the initiator in the field will reduce the message to writing to ensure its accuracy prior to activating the system.

6. Pre-Determined Calling Lists

   a. The Code RED System is capable of call numbers on a pre-determined list. This is typically utilized for personnel recalls and activations. These personnel lists can be established using any criteria established by the originating agency. The CRC Secretary shall have the sole responsibility for maintaining these lists within the system.

   b. Each agency is required to immediately notify CRC of any personnel action that would affect the content of their individual prepared lists to insure the information is accurate during those periods in which the system is used to notify those on the pre-determined lists.

7. Follow Up Procedures

   a. Within four (4) hours of the conclusion of the incident that necessitates the use of the Code RED System, it shall be mandatory for the initiator to complete an After Action Report which should include the following information:

      (1) Date the system was used;

      (2) Time the system was used;

      (3) The person authorizing the system's use;

      (4) The name of the initiator;

      (5) The statistical group which was targeted; and

      (6) The message content.

   b. The original written message will accompany the After Action Report as an attachment. The report will be provided to the CRC Commander who will be responsible to forward the report to the city managers, county judges, police chiefs, fire chiefs, sheriffs and emergency managers.

V. Code RED After Action Report

Code RED After Action Report
(Attachment A)

This form must be completed within four (4) hours of the conclusion of an incident that involved a Code RED activation and forwarded to CRC Commander. Each call launched requires a separate After Action Report.

Date: _____ Time: _____

Incident Description: _____

Agency: _____

Initiator: _____

Authorized by: _____

Call Geographical Location: _____

_____

Did the use of the Code RED system contribute to the successful resolution of the incident?
☐ Yes ☐ No

Other pertinent information: _____

_____

_____

To be completed by CRC

Calls Attempted: _____ Calls Connected: _____

Connection Percentage: _____ Minutes Used: _____

** Attach the completed Message Script Template. **

Code RED Message Script Template
(Attachment B)

The following script should be completed and used for all activations of the Code RED System that involves a call made to the public. It should be attached to the After Action Report (Attachment A) and forwarded to CRC Commander.

The message should be read from this sheet. Delivery should be slow and deliberate to ensure understanding by call recipients. Use plain English and avoid use of professional jargon that may mean nothing to others. Call should be made from a quiet area to minimize background noise.

This is a Code RED emergency message from the _____. Today is

_____ and the current time is _____.

(Complete message narrative here)

Scope of emergency: _____

_____

_____

_____. The area(s) affected by this emergency is/are

_____

_____.

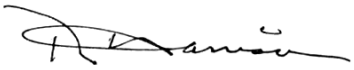
You are asked to (immediately) _____

_____

_____

_____

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Sex Offender Registration		
NUMBER	1108.11	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	March 18, 2011
Date Reviewed	June 17, 2014	REVISION DATE	June 21, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The management of a sex offender registration program is not only a legitimate law enforcement function, but the predatory nature of many of the sex offenders residing in the City of Texarkana, Arkansas poses a risk to the safety of the public in which we serve. The purpose of this policy is to establish guidelines and requirements surrounding the Department's response to the registration and tracking of those sex offenders residing within our jurisdiction.

II. Policy

A. It shall be the policy of the Texarkana Police Department to develop, coordinate and manage a sex offender registration and tracking program that serves to enhance public safety while ensuring all actions of the Agency are administered in accordance with the established laws of the State of Arkansas.

B. It shall remain the Agency's policy to ensure all persons coming to its attention who are required to register under the provisions of the *Sex and Child Offender Registration Act of 1997* remain fully compliant with all applicable laws and regulations and that appropriate public notifications are made in a timely manner. All members of the Agency shall recognize and adhere to the guidelines and requirements set forth within this policy.

III. Procedure

A. Sex Offender Registration

1. Upon the receipt of a notification from the Arkansas Crime Information Center (ACIC) alerting the Department an individual subject to the *Sex and Child Offender Registration Act* has relocated to or resides within the jurisdiction of the City of Texarkana, Arkansas, the Department's Sex Offender Coordinator shall be responsible to perform the following actions:

   a. Immediately enter the applicable offender's name into the Department's sex offender database.

   b. Ensure the offenders who were adjudicated in any state other than Arkansas are processed in the Texarkana Jail and their fingerprint cards are submitted to the Arkansas State Police (ASP).

c. If the offender has previously been entered in the Department's ADSI database, ensure the offender is appropriately flagged as a sex offender. If the offender is not yet entered into the ADSI database, ensure the offender is appropriately entered in the MNI module and appropriately flagged as a sex offender.

d. Generate a local folder containing hard copies of all related documentation. Such documentation should include the offender's 10 print and palm print cards as well as his/her photograph.

e. Generate a Verification of Residency packet and forward the packet to the Uniform Patrol Division Commander for immediate assignment to patrol personnel for delivery.

(1) The Verification of Residency packet will contain a letter from the Department informing the offender he/she has ten (10) days to appear at the Texarkana Police Department and register with the Sex Offender Coordinator.

(2) The Uniform Patrol Division Commander will assign the packet to an appropriate shift for dissemination and actual verification of the offender's residence. Once assigned with the packet, the patrol officer assigned this task will make contact with the offender at the residence and document the delivery of the packet. The officer will ensure the documentation of delivery is returned to the Uniform Patrol Division Commander who will ensure this information is returned to the Sex Offender Coordinator.

f. When the offender arrives at the Department, the Sex Offender Coordinator will complete all applicable documentation pursuant to the guidelines and procedures, update all applicable internal databases and determine the status of assessment with ACIC or ADC in preparation for community notification.

B. Failure to Register and Offender Relocation Violation

1. In the event the Sex Offender Coordinator determines an offender subject to the *Sex and Child Offender Registration Act* is not in compliance with the Act, the Sex Offender Coordinator will generate a Verification of Residency document in the manner prescribed above.

a. If there is no response to the Department's attempts to verify the offender's residence, the Sex Offender Coordinator will prepare an Affidavit for Violation of the Sex Offender Registration Act pursuant to Arkansas law. The Sex Offender Coordinator—or other personnel directed by the CID Commander—will be responsible for the preparation and submission of a criminal case file.

2. In the event any member of the Department receives information surrounding non-compliance with any portion of the *Sex and Child Offender Registration Act* on the part of any offender, to include a change in the offender's residence, the Department's Sex Offender Coordinator will immediately be notified.

a. Upon notification of such a violation, the Sex Offender Coordinator will immediately submit a Verification of Residency Request in the manner prescribed above in an effort to identify and locate the offender. The Sex Offender Coordinator will also consult with ACIC and the Prosecuting Attorney's Office regarding the filing of applicable criminal charges and will notify ACIC of the offender's non-compliance with the Act.

C. Recurring Limited Notification Procedures

1. To maintain the purpose and scope of the Department's response to Sex Offender Registration, the Texarkana Police Department will develop and coordinate the following policy regarding Recurring Limited Notification.

a. Level III Sex Offenders are statutorily prohibited from engaging in volunteer and paid activities associated with at-risk members of the community; however, Level I and Level II Sex Offenders are not statutorily prohibited from engaging in these activities.

b. All Level I and Level II Sex Offenders shall remain subject to the registration and notification requirements set forth in the *Sex and Child Offender Registration Act*. In addition to the initial public notification process, the following recurring annual notification procedure shall be followed by members of the Texarkana Police Department:

(1) Any Level I or Level II Sex Offender subject to the *Sex and Child Offender Registration Act* who engages in volunteer or paid activities associated with at-risk members of the community will remain subject to recurring annual notification.

(2) This recurring annual notification shall be disseminated to the board or other responsible party who participates in the management or operation of the volunteer/community organization having primary oversight of the organization.

(3) Because the management and/or oversight of any such organization is subject to change, and because management of the organizations maintain a "need to know", recurring annual notification of Level I and Level II offenders will be disseminated to those organizations when the Texarkana Police Department Sex Offender Coordinator becomes aware of the following:

(a) During those instances in which the offender who is subject to the Sex and Child Offender Registration Act is participating within any organization wherein the offender has the potential to come into contact with an at-risk member of the community.

(4) All recurring annual notifications to the organizational board or management shall be disseminated in the same manner proscribed in the initial notification process.

D. Offender Relocation Requirements

1. All offenders meeting the criteria within *Sex and Child Offender Registration Act* are required to report any change of their residence to ACIC no later than ten (10) days before the offender establishes residency or is temporarily domiciled at the new address/residence.

2. When a change of address within the state is reported to ACIC, ACIC shall immediately report the change of address to the local law enforcement agency having jurisdiction where the offender expects to reside.

3. If the receiving state associated with an offender's new, anticipated address has a sex offender registration requirement, all verified offenders moving away from the State of Arkansas are required to register their new, anticipated address/residence with ACIC and the designated law enforcement agency within ten (10) days before the offender establishes residence or is temporarily domiciled at the new address/location.

a. When an offender changes their address/residence to another state, ACIC shall immediately notify the law enforcement agency with which the offender must register in the new state if the new state has a registration requirement. ACIC may require an offender to report a change of address through the local law enforcement agency having jurisdiction.

E. Community Notification

1. After an offender subject to the *Sex and Child Offender Registration Act* has registered with the Department, and after the Agency has received an assessment (Offender Fact Sheet) from the

Arkansas Crime Information Center, the Sex Offender Coordinator will compile a community notification packet.

a. The Sex Offender Coordinator will deliver the prepared packets to the Uniform Patrol Division Commander or his/her designee with 48 hours of receipt of the Offender Fact Sheet from ACIC. The packet will contain the notification area as well as an Offender Fact Sheet that contains all of the information required by the *Sex and Child Offender Registration Act* which includes the following:

(1) Offender's full name and known aliases;

(2) The offender's date of birth;

(3) The offender's physical description;

(4) The offender's hair and eye color;

(5) The offender's known scars, marks and/or tattoos;

(6) The offender's address of temporary residence;

(7) The offender's anticipated address of legal residence;

(8) The offender's place of employment;

(9) The offender's photograph;

(10) A brief description of the crime for which the offender's registration was required;

(11) The Modus Operandi and/or weapons the offender used in commission of the crime(s) for which his/her registration was required;

(12) The Risk Level associated with the registered offender;

(13) Any known factors which are likely to influence the risk level; and

(14) The offender's victim preferences.

b. The Notification Packet distributed to the public will contain a cover letter which follows the model provided in the Sex Offender Guidelines and Procedures manual through the Arkansas Crime Information Center.

c. The packet will also include a document that allows the patrol officer(s) assigned to the notification process to document the date, time and method of notification to all residences, businesses and organizations identified within the targeted area. These forms shall be returned to the Sex Offender Coordinator upon the completion of the notification process and incorporated within the offender's local file maintained the Sex Offender Coordinator.

2. Juvenile Offender Notification

a. Public notification regarding juvenile offenders may only occur with the written authorization of the appropriate court having the jurisdiction to allow such notifications. If the public notification is authorized by the court, the notification will occur pursuant to the applicable Offender Level Notification plan.

E. Random Verifications

1. The Texarkana Police Department will conduct random residence verifications of the offenders residing within the Department's jurisdiction. Offender files will be randomly selected during the course of the calendar year, and those names will be forwarded to the Uniform Patrol Division Commander for assignment.

2. The randomly selected offender packets will be identical to those packets generated by the Sex Offender Coordinator for Verification of Residency. The Sex Offender Coordinator may deviate from the random selection process at any time to verify the compliance of those offenders subject to the *Sex and Child Offender Registration Act.*

3. During the course of a calendar year, the Sex Offender Coordinator will ensure that each offender subject to the *Sex and Child Offender Registration Act* undergoes a minimum of one (1) on site verification administered randomly or administered during the required Verification of Residency.

4. The Sex Offender Coordinator will routinely check the Department's electronic database and hard files while ensuring these records are updated accordingly. In addition, the Sex Offender Coordinator will routinely communicate with ACIC regarding delinquent or newly designated offenders.

5. The Sex Offender Coordinator will routinely communicate with the Prosecuting Attorney's Office regarding the status of delinquent offenders and will track offenders and the status of their ongoing cases through court adjudication records. The Sex Offender Coordinator will also work under the direct supervision of the Crimes Against Persons Sergeant who will be responsible for maintaining a liaison with the CID Commander, other Division Commanders and the Chief of Police.

IV. Offender Level Designation—Notification Criterion

A. Level One (I) Offenders

1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made:

   a. The law enforcement agency having jurisdiction, and other law enforcement agencies likely to encounter the offender. This may include federal and state government agencies, campus police agencies, school safety officers and other similar entities;
   b. The offender;

   c. Unless the offender is residing in a residential treatment facility, group home, foster home, half-way house or other supervised living arrangement, all adult members of the household in which the offender is residing or intends to reside must receive notification; and

   d. The victims or the guardians of victims of juvenile offenders should receive notification from the law enforcement agency.

B. Level Two (II) Offenders

1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made. A minimum two (2) block notification radius shall be utilized for all Level Two offenders:

   a. All notifications pursuant to Level One offenders;

b. The leaders of agencies and organizations that serve individuals within the public having the demographical characteristics matching those of the offender's target group. Although not inclusive, these may include the following:

(1) Schools;

(2) Daycare centers;

(3) Community and youth groups;

(4) Religious organizations;

(5) Libraries;

(6) Department of Human Services;

(7) Women's organizations and applicable shelters; and

(8) Businesses which are frequented by children.

c. State licensing boards and prospective employers will be notified after receiving appropriate requests from a licensing board or by a human resources manager affiliated with the requesting employer, or if the Department determines the classification of employment places the offender in a position where potential contact with victims exists.

d. The heads of families or individuals with members of the family having the demographical characteristics matching those of the offender's target group and those living within the same neighborhood as the offender.

C. Level Three (III) Offenders

1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made. All residences located within a four (4) block radius shall be notified when confronted with all level two offenders:

a. All notifications pursuant to Level One and Level Two offenders;

b. Those individuals designated as discretionary unless such notification would cause harm to the victim(s);

c. Based upon the offender's prior history, recreational or religious activities, employment or the characteristics of the offender's victims, any member of the community whom the offender is likely to encounter must receive notification; and

d. To the greatest extent possible and when deemed appropriate, all such notifications shall be conducted in a face-to-face encounter between the Department and the citizens within our community. Those who are likely to encounter the victim—including all neighbors—shall be provided with an Offender Fact Sheet.

D. Level Four (IV) Offender—Sexual Predators

1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made. All residences located within a six (6) block radius shall be notified when confronted with all Level Four offenders.

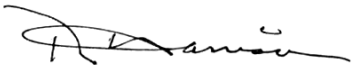
a. All notifications pursuant to Level One, Level Two and Level Three offenders;

b. Open community meetings or meetings with neighborhood watch groups will be conducted;

c. Printed materials, posters and electronic media may be utilized to facilitate community notifications in the most necessary and potentially dangerous situations; and

d. City wide notifications to all churches, civic organizations and major business.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Internship Program		
NUMBER	1108.12	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. **Purpose and Scope**

A. The purpose of this policy is to establish a program and its guidelines which will allow students from recognized colleges and universities who are pursuing educational degrees within the criminal justice field to experience and observe the day-to-day operations and functions of the Texarkana Police Department.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to establish an Internship Program that allows the Agency to meet the stated objective indicated above. All Department personnel shall recognize and adhere to the guidelines established within this policy.

III. **Procedure**

A. **Eligibility Requirements**

1. In order to participate in the Texarkana Police Department's Internship Program, the student must meet the following requirements:

   a. Candidates for entry into the program must be enrolled and attending an accredited college or university;

   b. Candidates must have established themselves as good students who have completed a minimum of 30 hours. Students must be in good standing with the college or university and shall have an overall 2.5 grade point average;

   c. Candidates must be enrolled in a Criminal Justice Program; and

   d. Candidates must satisfactorily pass an extensive background investigation conducted by the Texarkana Police Department to evaluate the candidate's qualifications for acceptance into the Internship Program.

      (1) Although not inclusive, the background check will include a criminal history check, personal and employment reference checks regarding background and reputation, military records and educational records.

B. **Application Process**

1. Any person wishing to participate in the Internship Program will be required to submit a written application to the Texarkana Police Department.

2. Interested applicants must submit a letter from the college or university detailing the institution's policy on participation within an Internship Program.

3. Interested applicants must submit to an oral interview with the Chief of Police—or his designee—and the Internship Program Coordinator. This interview will allow the Texarkana Police Department to determine the following criteria:

   a. The applicant's overall suitability for the program;

   b. The applicant's interest of the law enforcement career field; and

   c. The applicant's capability of successfully completing the program.

C. **Acceptance into the Internship Program**

1. Upon notification of acceptance into the Internship Program, the applicant shall provide the Texarkana Police Department with the following:

   a. Proof of medical insurance and a certification of coverage;

   b. Written certification from the institution the student attends which demonstrates the institution has a general liability policy which insures and indemnifies the City of Texarkana for bodily injury and property damage resulting from any action on the student's part while participating within this program;

   c. An executed "*Waiver of Liability*" which indemnifies the City of Texarkana, Arkansas and the Texarkana Police Department for any injury by the student while participating in this program.

D. **Rules of Conduct**

1. During the course of the student's internship, the intern will be responsible to the Internship Program Coordinator.

2. While involved in Department sanctioned activity, the intern will wear an identification badge at all times which will identify him/her as Texarkana Police Department Intern.

3. While involved in Department sanctioned activity, interns are prohibited from carrying any type of weapon regardless of the weapon's offensive or defensive nature. Any intern found to be in possession of any weapon shall be immediately terminated from the Internship Program.

4. Interns shall abide by all rules, regulations, General Orders, policies, procedures or other orders which have been promulgated by the Texarkana Police Department, and violation of such orders shall be grounds for the intern's termination from the Internship Program.

5. Interns will not divulge or discuss any official information learned while participating in the Internship Program to any person not affiliated with the Texarkana Police Department.

6. Interns will be expected to dress in business attire at all times.

7. Unless specifically instructed to do so by the Chief of Police or his designee—and then only under the direct supervision of a sworn officer appointed for that purpose—interns will not under any circumstances undertake any type of investigation of any official matter.

E. **Program Coordinator**

1. The Personnel and Training Section will oversee the coordination of the Internship Program. The Personnel and Training Sergeant—or his/her designee—shall have the following responsibilities:

   a. Develop a formal training program that allows the intern to become familiar with the functions and responsibilities of the Texarkana Police Department.

   b. Coordinate the intern's assignment with the various Divisions and Sections that comprise the Texarkana Police Department.

   c. Ensure the intern is familiar with the all rules, regulations, General Orders, policies, procedures or other orders which have been promulgated by the Texarkana Police Department.

   d. Ensure all of the necessary paperwork required for the intern's participation within the Internship Program is completed. This includes paperwork pertaining to evaluations, student performance reports and progress reports required by the sponsoring college or university.

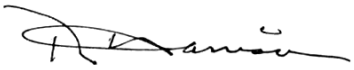
   e. Remain in a position to act as a liaison between the Texarkana Police Department and the sponsoring college or university.

   f. Through the Personnel Training Section's chain-of-command—and during those periods in which the Texarkana Police Department has an active participant within the program—submit monthly status reports on the Internship Program to the Chief of Police.

   g. Ensure the intern becomes familiar with the community services and other resources which are available to the Texarkana Police Department and its staff.

   h. Allow the intern to become involved with the people served by the Texarkana Police Department while participating in the activities of the Department.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Response to the Hearing Impaired		
NUMBER	1108.13	EFFECTIVE DATE	May 18, 2011
Scheduled Review Date	July 1, 2016	ISSUE DATE	May 18, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to define the Texarkana Police Department's response to hearing impaired individuals the officers of the Department might encounter while instituting clear guidelines and procedures that bring the Department into compliance with Section 504 of the *Rehabilitation Act of 1973*and with the *Americans with Disabilities Act of 1990*.

B. The guidelines and procedures set forth within this policy will ensure the Texarkana Police Department provides an interpreter at the time of an arrest, as needed during detention and during the interrogation process to persons who are deaf or hearing impaired.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to ensure a consistently high level of police related services is provided to all individuals—including those who might be deaf or hearing impaired—who encounter members of the Department. The Texarkana Police Department has specific legal obligations under the *Americans with Disabilities Act* and the *Rehabilitation Act* to communicate effectively with people who are deaf or hearing impaired.

B. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

III. Background

A. Section 504 of the *Rehabilitation Act of 1973* mandates—through practice and precedent—all persons who are deaf are entitled to an interpreter at the time of arrest, during interrogation, before obtaining signatures and at times necessary during detention.

B. This practice was further upheld by the *Americans with Disabilities Act (ADA) of 1990* that prevents discrimination against people with disabilities. Title II refers to state and local government agencies providing individuals who are deaf or hard of hearing with "auxiliary aids and services" to ensure effective communication. An interpreter is cited as a primary example of an auxiliary service.

C. When a deaf person is arrested or questioned without a qualified interpreter, that person has been denied his/her basic constitutional rights to know the nature of the charges made against him/her and to effectively convey and contribute to his/her own defense.

IV. Procedure

A. Members of the Texarkana Police Department will make a reasonable effort to obtain the services of a qualified interpreter to all deaf persons at the time of arrest, during any questioning or interrogation, before obtaining signatures or at other times necessary during detention.

B. *A.C.A §16-89-104* states that every person who cannot speak or understand the English language who because of hearing, speaking or other impairment has difficulty communicating with other persons and who is a defendant in any criminal action or a witness therein shall be entitled to an interpreter to aid the person throughout the proceeding.

C. *A.C.A. §16-89-105* states that every deaf person meeting the threshold contained within *§16-89-104* shall be entitled to a qualified interpreter.

1. The term qualified interpreter is statutorily defined as an interpreter certified by the National Registry of Interpreters for the Deaf or the Arkansas Registry of Interpreters for the Deaf, or in the event an interpreter so certified is not available, an interpreter who is otherwise qualified.

D. *A.C.A. §16-89-105* states an oral interpreter—defined as a person who is trained/certified to interpret language through facial and lips movements only—shall be provided upon the request of a deaf person who does not communicate in sign language.

E. *A.C.A. §16-89-105* states whenever a person who is deaf is arrested and taken into custody for any alleged violation of a criminal law of this state, the arresting officer and his or her superiors shall procure a qualified interpreter in order to properly interrogate the deaf person and to interpret the person's statement. No statement taken from the deaf person before an interpreter is present may be admissible in court.

F. The Administrative Office of the Courts is responsible to maintain a list of those interpreters who have met the requirements set forth by the State of Arkansas. The following is a list of qualified interpreters contained on the approved list:

1. Sharon Downs, ASL
   Bryant, Arkansas (501) 952-0059 **Cell**

2. Julie Lowe, CT
   Little Rock, Arkansas (501) 374-5293 **Home** (501) 515-4521 **Cell**

3. Jessica Trotter, ASL-CDI
   Alexander, Arkansas (501) 588-3907 (281) 907-3935

4. Holly Smith
   Little Rock, Arkansas (501) 374-5293 **Home** (501) 515-4521 **Cell**

5. Communications Plus
   Little Rock, Arkansas (501) 224-2521 **Assistance available 24hrs per day**

G. Below is a list of interpreters available within the immediate Texarkana area for emergency use; however, none of these interpreters have met the statutory requirements as a qualified interpreter. The following individuals should not be used for interrogations or any proceeding affiliated with any court of record:

1. Dr. Rolfe Wylie (903) 838-6601

2. Ms. Cindy Bunch (903) 832-6285

3. Ms. Libby Wolfe (903) 748-1015

C. Should assistance be required to locate a qualified interpreter, the following individual should be contacted. The Administrative Office of the Courts should be contacted in a timely manner whenever a deaf person has been arrested and charged with a criminal offense:

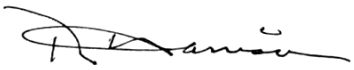
1. Laney Yates, RID Certified Sign Language Interpreter
Administrative Office of the Courts
(501) 682-9400
(800) 950-8821
Laney.Yates@arkansas.gov

D. An interpreter's willingness to assist the investigating or arresting officer will always depend upon the interpreter's credentials, level of education, expertise within the field, skill level and the seriousness of the case. An interpreter with a lower certification level might not have the necessary skills to assist with a homicide or some other serious felony case, but he/she might be adequately competent to assist with most misdemeanor cases.

E. An interpreter will always remain legally and professionally accountable for the assignments they accept and will not venture beyond their level of certification and skill set; therefore, it is conceivable officers of the Department might encounter difficulty locating an interpreter to assist in certain circumstances.

1. In those cases that require the need of an interpreter, efforts to locate an interpreter must continue, and the officer assigned to locate the interpreter must ensure he/she documents all efforts.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Jail Management and Inmate Count		
NUMBER	1108.14	EFFECTIVE DATE	November 19, 2012
Scheduled Review Date	July 01, 2016	ISSUE DATE	November 19, 2012
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy centers upon the Texarkana Police Department's responsibility to manage the Department's inmate population within the Bi-State Jail. Proper management of the inmate population promotes efficiency within the Department's mission; however, the need for efficient operation must be balanced with the following: the criteria unique to every inmate that, depending upon the totality of the circumstances, compels their continued confinement; and the custodial requirements established by the Texarkana District Court and Arkansas state law.

II. Policy

A. It shall remain the policy of the Texarkana Police Department to maintain operational efficiency within the jail by monitoring the inmate population on a daily basis. Department supervisors shall be responsible for monitoring the jail's inmate population on a daily basis, and through the monitoring process, evaluate the totality of the circumstances surrounding each inmate's confinement, and whenever feasible and the circumstances allow, release from confinement those inmates whose circumstances allow such a release.

B. Ensuring the jail remains operationally efficient is a broad based effort requiring a concerted effort by all members of the Agency; therefore, all commissioned members of the Department shall be responsible to ensure the following actions are continuously monitored, considered, and acted upon whenever appropriate:

1. Whenever possible, and upon every custodial arrest encounter, officers of the Department shall consider releasing suspects via the following methods in lieu of continued custody:

(a) Driver's License (DL) Bond, which shall be the preferred method of release;

(b) Personal Recognizance (PR) Bond; or

(c) Citation (Summons).

C. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. Jail Count Management

1. The Department is allotted a total of fifty-two (52) bed spaces within the Bi-State Jail, and while the Department frequently exceeds this allotment, every supervisor within the Department is collectively responsible for ensuring the Texarkana Police Department's inmate population count within the jail remains as low as possible. In an effort to ensure the jail count remains as low as possible, supervisors of the Department will adhere to the following schedule when conducting daily analyses of the jail count:

a. **Monday through Friday, non-holidays**

(1) A Services Division supervisor, in conjunction with the Docket Coordinator, shall complete an analysis of the Department's inmate population housed within the Bi-State Jail each morning during normal business hours.

(2) While working in conjunction with the Docket Coordinator, the Services Division supervisor will indentify all TAPD inmates within the Bi-State Jail who are booked on felony charges. The Services Division supervisor will consult with supervisors in CID regarding the TAPD inmates who are housed under felony charges in an effort to determine the timeline associated with the inmate's transfer to the Miller County Jail or the transfer to the jurisdiction responsible for the felony hold.

(3) TAPD inmates who are housed on misdemeanor charges such as public intoxication and loitering, as well as those prisoners who are suffering from medical problems, should be released from the jail as soon as possible utilizing the following alternatives to continued custody:

(a) Driver's License (DL) Bond, which shall be the preferred method of release;

(b) Personal Recognizance (PR) Bond;

(c) Citation (Summons); or

(d) Releasing the prisoner under a *time served* classification.

(4) All patrol shift supervisors will monitor the arrest activity of those assigned to their shift in an effort to evaluate the circumstances of each arrest made during their shift. Supervisors are responsible to ensure their officers are following the guidelines indentified within section II, Paragraph B of this policy.

b. **Weekends and Holidays**

(1) All patrol shift supervisors will monitor the arrest activity of those assigned to their shift in an effort to evaluate the circumstances of each arrest made during their shift. Supervisors are responsible to ensure their officers are following the guidelines indentified within section II, Paragraph B of this policy.

(2) Shift supervisors will be responsible to contact the jail during their shift and determine the TAPD jail count, evaluate the totality of the circumstances surrounding each inmate's confinement, and whenever feasible and the circumstances allow, release from confinement those inmates whose circumstances allow such a release.

(3) Circumstances of an unusual nature which are outside of normal, day-to-day operations should be forwarded to a Services Division supervisor and/or the Services Division

Commander in an effort to collectively address circumstances deemed urgent by the on-duty supervisor.

B. Felony Arrests and Jail Count Management

1. During instances in which a person is arrested by a member of TAPD on a felony charge, whether supported with or without a warrant, the following procedure will be followed:

a. **Felony arrests occurring during regular business hours (0800-1600) where no extenuating circumstances are present**:

(1) If the arrest occurs during regular business hours, the arresting officer should, without delay, notify a supervisor in the Criminal Investigation Division;

(2) The arresting officer should transport the offender to the Bi-State Jail to be processed by jail staff. Processing includes mug shot, fingerprint collections, and the generation of a disposition information sheet. For additional information regarding the processing of prisoners, refer to *General Order 1106.04---Fingerprinting, Photographing and DNA Sample Collection*;

(3) A CID Supervisor should, without unnecessary delay, direct CID personnel to interview the person arrested whenever necessary and ensure the person who has been arrested has been processed; and

(4) The detective assigned should, without unnecessary delay, ensure the person who has been arrested is transferred to the Miller County Sheriff's Department.

b. **Felony arrests occurring after regular business hours (1600-0800) where no extenuating circumstances are present**:

(1) If the arrest occurs between the hours 1600-0800, the arresting officer should transport the person arrested to the Bi-State Jail to be processed by jail staff. Processing includes mug shot, fingerprint collections, and the generation of a disposition information sheet;

(2) As soon as practical, and without unnecessary delay, the CID supervisor on duty, or the ranking detective arriving for duty each morning, should check the status of arrested persons. Felony prisoners who were arrested between the hours 1600-0800 on the previous shift(s) should ensure the felony prisoner has been processed, and whenever necessary, should cause the person arrested to be interviewed; and

(3) The CID supervisor, or the ranking detective on duty, should ensure the felony prisoner is transferred to the Miller County Sheriff's Department without delay.

c. **Felony arrests which involve extenuating circumstances**:

(1) During instances in which a felony arrest occurs, and there are extenuating circumstances such as medical issues resulting from pre-existing conditions present, the arresting officer or the arresting detective should immediately contact the Prosecuting Attorney or the Deputy Prosecuting Attorney.

(a) The arresting officer/detective should immediately request authorization to release the person arrested on a CITATION to appear in court. The Citation should direct the arrested person to appear in Texarkana District Court on the next available court date. These procedures should occur simultaneous with the procedures to obtain medical treatment for the arrested person who requires immediate medical attention for a pre-existing condition.

(b) **When a Citation is issued to an arrested person who requires emergency medical attention for a pre-existing condition, the officer/detective issuing the citation shall notify EMS personnel / ER personnel the person is not in custody at the time they are released to EMS or ER personnel.**

(2) If the medical treatment is the direct result of injuries sustained while in the custody of TAPD, then immediate medical treatment should be provided in accordance with TAPD policy. For additional information surrounding inmate medical concerns, refer to *General Order 1102.29---Prisoner Handling and Transportation*.

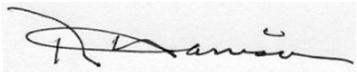
(a) Departmental inmate medical forms can be obtained from the following links: Inmate Medical Treatment Report Medical Care Authorization Form

(3) If a person who has been arrested for a felony is released on a citation, the arresting officer/detective who issues the citation should notify a CID supervisor without delay.

C. Miller County Prosecutor's Contact Information

Miller County Prosecutor's Office Contact Information			
Name	**Cell Phone**	**Home Phone**	**Work Phone**
Prosecutor Carlton Jones	(903) 824-3242	(870) 772-2458	(870) 774-1002
Deputy Prosecutor Connie Mitchell	(903) 826-4378	N/A	(870) 774-1002
Deputy Prosecutor Stephanie Black	(903) 244-9233	(870) 216-1111	(870) 774-1002
Deputy Prosecutor Katie Carter	(501) 520-9200	(903) 832-6899	(870) 774-1002
Deputy Prosecutor Jeffery Sams	(214) 592-5289	(870) 779-1203	(870) 774-1002

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Use of Computer Equipment, Email and Internet Access		
NUMBER	1109.01	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 01, 2017	ISSUE DATE	February 15, 2011
Date Reviewed		REVISION DATE	March 12, 2015
APPROVED BY		(Reserved for Expansion)	

I. **Scope and Purpose**

A. The purpose of this policy is to establish the policies and procedures for employee use of Texarkana Police Department computer systems to include all computer hardware, software, email systems, and Internet access systems. The provisions of this policy shall apply to all members of the Texarkana Police Department.

II. **Policy**

A. The Texarkana Police Department encourages and supports the use of computer systems as a means of improving productivity and efficiency. To ensure certain standards are managed, appropriate security of vital data is maintained and improper and inappropriate uses of computer equipment are avoided, certain restrictions and guidelines governing the use of computer equipment are necessary. All Texarkana Police Department computer systems and software must be used for official Texarkana Police Department use only. Personal use and correspondence using Texarkana Police Department computer systems during and outside business hours is not permitted. All members of the Agency shall recognize and adhere to the guidelines and procedures set forth by this policy.

III. **Definitions**

A. **For the purposes of this policy, the following terminology shall apply:**

1. **Data File**—Collection of data accumulated for a definite use. Examples include word processing files, spreadsheet files, databases, etc.

2. **Hardware**—The electric, electronic and mechanical equipment used to process data. Examples of hardware include the central processing unit, display screen, keyboard, printers, etc.

3. **Software**—A set of programs that direct the computer to perform a function or series of functions. The "office suite" on each computer are examples of software. Programs are generally referred to as a set of unique instructions, created by a "programmer", for specific functions.

4. **Server**—The hardware and associated pieces of equipment that act as a "host" for all of the computers on the network in the police facility. The server also houses the email software, as well as stores the majority of the software used by the Texarkana Police Department.

5. **Internet**—A worldwide network of computers containing millions of pages of information and many diverse points of view.

IV. Procedures

A. The following governs computer equipment and its use:

1. The installation of any hardware or related equipment on the Texarkana Police Department's computer network without prior authorization by the Chief of Police or his designee is prohibited.

2. All computer equipment is the property of the Texarkana Police Department. Like all other Departmental equipment, employees shall exercise due care when using computer equipment. Abuse or unauthorized tampering with computer equipment will not be tolerated.

3. Employees shall report incidents of malfunctioning equipment to their supervisor who will in turn notify the Services Division Commander or his designee. Unless authorized, employees shall not attempt to make any repairs to any computer equipment owned by Texarkana Police Department.

4. Once an employee has established or been assigned passwords and usernames that facilitate access to the Texarkana Police Department's network and related computer systems on that network, the respective employee shall be solely responsible for all actions taken while using that password.

5. Sharing or disseminating individual usernames and/or passwords with any other person is prohibited. Employees of the Agency will be held responsible for the actions of another individual who utilizes a username and password assigned to him/her when such information has been disclosed to that individual.

6. Deletion, examination, copying or modification of any computer files or data belonging to the Texarkana Police Department or another user without their prior consent is prohibited.

7. Forgery or attempted forgery of electronic mail messages is prohibited.

9. Electronic messages are considered official correspondence. As such, they may be subject to both internal and external review. Transmission of electronic messages and information on communications media provided for employees of the Agency shall be treated with the same degree of propriety, professionalism and confidentiality as other official written correspondence.

10. Confidential, proprietary or sensitive information may be disseminated and/or made available through shared directories or network systems only to those individuals with a need and a right to know and when there is sufficient assurance the appropriate security of such information will be maintained. Although not inclusive, confidential, proprietary or sensitive information includes the following:

    a. The transmission of personal information, such as salaries, performance reviews, complaints, grievances, misconduct, disciplinary information, medical records, or related employee information.

    b. Criminal history information and confidential informant master files, identification files or related information.

    c. Intelligence files and information containing sensitive, tactical or undercover information.

11. All Department computers are designed and intended to conduct the Agency's official business and is restricted to that purpose. Installation of software or access to software solely intended for

entertainment or recreational purposes is prohibited. Although not inclusive, the following is a list of those exceptions to the official business requirement:

a. Infrequent personal use of Department computers may be permissible if limited in scope and frequency and as long as such use remains within the mandates, requirements, guidelines and other elements contained within this policy. Authorized use must not be connected with a profit-making business enterprise or the promotion of any product, service or cause that has not received prior approval from the Chief of Police or his/her designee. Examples of this include brief computer use prior to and after normal duty hours and/or during an employee's lunch break.

b. Members of the Agency may make off-duty personal use of Department computers for the purposes associated with professional and career development activity. All such authorized use must remain within the mandates, requirements, guidelines and other elements contained within this policy.

12. To avoid breaches of security, members of the Department shall lock his/her Departmental computer that has access to the Agency's network, electronic mail system, the World Wide Web or sensitive information when the member leaves his/her work station. Department members who are accessing a shared workstation shall ensure they log-off the system before departing from their session at the workstation.

B. **The following governs software and its use**:

1. The integrity, security and safety of the data on the Texarkana Police Department's network is of the highest priority.

2. No employee shall introduce, remove, alter nor cause to be introduced any software or other program on any piece of computer equipment owned by the Texarkana Police Department unless authorized by the Chief of Police or his designee.

3. Employees are prohibited from displaying screen savers on Departmental computer equipment that contain inappropriate, offensive, degrading or otherwise impermissible content.

4. All software purchased by the Texarkana Police Department remains the property of the Texarkana Police Department. Copying or transferring of Departmental software in a manner contrary to the software manufacturer's licensing agreements is not only prohibited by this policy but is illegal. Software owned by the Texarkana Police Department shall not be loaned or distributed to others.

5. All computer software use must follow appropriate copyright and licensing laws to avoid any potential liability to the Texarkana Police Department. Only software purchased by and licensed to the Texarkana Police Department will be permitted to be installed on any Departmental computer, and then only with the authorization of the Chief of Police or his designee.

6. Members of the Agency shall not download or install on any Department computer or network terminal any file, software or other materials from the World Wide Web or other external sources without taking the prescribed steps to preclude infection by computer viruses.

a. All material should be downloaded to discs or other outside media storage methods and scanned for viruses prior to being entered into any Department computer or network terminal.

b. In no case shall external materials or other applications be downloaded directly to any Department computer or network terminal.

C. **The following governs the email system—both external and internal—and its use**:

1. Employees of the Texarkana Police Department may be authorized by the Chief of Police or his designee as recipients of an email account administered on the Department's computer network system.

2. Employees are prohibited from causing, receiving, displaying, printing or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating or defamatory. Any employee encountering such material shall report it to his or her supervisor immediately. The supervisor shall then report the incident to the appropriate Division Commander through the established chain-of-command.

3. Employees are prohibited from using the Texarkana Police Department's computer equipment and all related programs to transmit or receive commercial or personal advertisements, solicitations for non Departmental businesses, commercial promotions, destructive programs (i.e., computer "viruses"), political or religious material or any other unauthorized use.

4. Email messages which are sent and/or received using Departmental equipment are considered the property of the Texarkana Police Department and should not otherwise be considered private in nature. Casual or improper use of email can create a liability to the Texarkana Police Department from both employees and the public. All information, data and emails shall be considered public information through the Freedom of Information Act. All users are reminded that although the active monitoring of routine email messages is not the practice of the Texarkana Police Department, messages may be monitored from time to time—without notice—as deemed appropriate by the Chief of Police or his designee.

5. All attempts to read, delete, copy, or modify the email of other users without their prior permission is prohibited.

6. Employees should not participate in email chain letters, "mail bombs", "spamming", or other activities that generate large amounts of useless network traffic.

7. Users must ensure that they do not divulge information of a sensitive or confidential nature using the email system. Employees should use reasonable care to ensure that the intended recipient will have access to the message.

8. The Texarkana Police Department has taken every precaution to protect the internal computer systems. Software to detect and remove viruses has been installed on the servers, email systems and workstations. This anti-virus software is updated on a regular basis. However, in order to maintain security of the network, network users should never open email unless they are sure of the identity of the sender.

9. Members of the Agency shall check their Department email account at the beginning of their duty assignment each day.

D. **The following governs World Wide Web browsing and internet usage:**

1. In an effort to provide Department employees with a valuable resource to assist in the performance of their duties, employees may be provided access to the internet.

2. No employee may use Departmental internet resources for commercial or personal advertisements, solicitations, promotions, transmittal of destructive programs (viruses, etc), political or religious purposes, or any other personal or unauthorized use. The downloading of computer software programs or any other type of file is prohibited.

3. Sending, receiving, displaying, printing or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is strictly prohibited. Employees encountering such material shall report such occurrences to their supervisor immediately.

4. Personnel having access to the internet are reminded they are personally responsible for the material they review and download.

5. Accessing or transmitting material—other than material required for police business—that involves the use of obscene language, images, jokes, sexually explicit materials or messages that disparage any person, group or classification of individuals is prohibited, whether or not a recipient has consented to or requested such material.

6. The Texarkana Police Department retains the right to monitor any and all aspects of its computer system to include monitoring those websites employees visit on the internet, reviewing material downloaded or uploaded by employees, and reviewing email sent and received by its employees. Employees waive any right to privacy in anything they create, store, send, or receive on Departmental computers or the internet**.**

    a. The Agency reserves the right to access any information contained and/or stored within any computer and may require a member of the Department to provide passwords to those files which have been either encrypted or password protected.

7. Computerized logs of browser access to the internet are maintained. These logs record when all internet connections were made, from where they were made, by whom they were made, and the web sites visited. **Connecting to the Internet using Departmental computer equipment indicates an employee's knowledge of and consent to monitoring and logging.**

    a. Inappropriate use of computer equipment is prohibited conduct, and the Chief of Police has developed a system by which the computer activity of a random selection of department employees is examined every quarter.

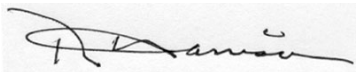
    b. The Services Division Commander will generate a random group number once per quarter that corresponds to the random selection system used to monitor compliance with policy. The Services Commander will be responsible to generate an electronic computer history associated with every employee assigned to the chosen group.

    c. As identified within the paragraph 7 above, the computer history provides a detailed account of all computerized activity that occurred on the employee's profile during the selected time frame. This includes a list and categorization of all sites on the World Wide Web which were visited during the time frame. The report will also provide a detailed history containing the type and amount of data downloaded from each web site.

    d. The Services Commander or his designee will be responsible to research each report and determine appropriate compliance with policy. All misconduct with respect to the use of computer equipment, email and internet access will be managed in accordance with the Department's disciplinary policy: 1104.03---Disciplinary Process.

    e. Supervisory personnel within the agency may request a computer history report associated with an employee falling within their span-of-control at any time without advanced notice. Consistent with Section G Paragraph 3 above, the Services Commander or his designee will remain responsible to generate all computer history reports requested by supervisory personnel.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Mobile Data Computers		
NUMBER	1109.02	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	March 01, 2017	ISSUE DATE	March 18, 2011
DATE REVIEWED		REVISION DATE	March 12, 2015
APPROVED BY		(Reserved for Expansion)	

I. **Scope and Purpose**

A. The purpose of this policy is to define the guidelines for the proper operation of the Texarkana Police Department's Mobile Data Computer (MDC) system.

B. The Mobile Data Computer system is intended to enhance the officer's ability while in the field to obtain necessary computerized information in a timely manner, reduce radio traffic, provide computer aided dispatch information, provide access to the PMAM HCM training module, and to increase officer safety.

C. The Mobile Data System is not designed, nor is it intended, to replace voice communications transmissions.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to authorize the use of Mobile Data Computers, and that the use of these computers will be accomplished in a lawful, safe, and effective manner.

III. **Definitions**

A. **Mobile Data Computer:** Any laptop or portable computer issued for the purpose of field reporting, data collection or any other field use.

B. **Field Use:** Any use of a mobile data computer connected to a computer system housed in the Texarkana Police Department via wireless equipment.

C. **User:** Any person utilizing any Texarkana Police Department computer system or network for the purpose of information exchange, storage or reporting.

IV. **Procedures**

A. All transmissions of data and/or queries via the Mobile Data Computer (MDC) system are limited to official Texarkana Police Department business pertinent to a legitimate and lawful law enforcement functions.

B. The content of all transmissions over the MDC system shall comply with the same requirements as with voice radio transmissions, which are governed by the FCC and Texarkana Police Department

policies and procedures. Additionally, MDC transmissions shall comply with the requirements described in the Texarkana Police Department's Email and Computer Use Policy. For additional information regarding these requirements, refer to *General Order 1109.01---Use of Computer Equipment, Email and Internet Access*.

C. Obscene, derogatory, racial, demeaning, or sexual remarks shall not be transmitted.

D. The MDC shall not be used to conduct personal business for any reason.

E. Communications and other information accessible by this device are not intended for distribution to the general public.

F. All MDC messages are recorded and retained as official records of the Texarkana Police Department. As such, they are subject to release pursuant to a Freedom of Information request. For more information regarding FOI requests, please refer to *General Order 1102.16---Freedom of Information Requests*.

G. Inappropriate use of the MDC system is prohibited. To ensure compliance with this policy, the Chief of Police has developed a system by which the computer activity of a random selection of department personnel is examined every quarter.

1. The Services Division Commander will generate a random number once per quarter that corresponds to the random selection system used to monitor compliance with policy. The Services Commander will be responsible to generate an electronic computer history associated with every departmental employee assigned to the chosen group.

2. The computer history provides a detailed account of all computer activity that occurred on the department employee's profile during the selected time frame. This includes a list and categorization of all sites on the World Wide Web which were visited during the time frame. The report will also provide a detailed history depicting the type and amount of data downloaded from each site.

3. The Services Commander or his designee will be responsible to research each report and determine appropriate compliance with policy. All misconduct with respect to the use of the MDT or other computerized equipment will be managed in accordance with the Department's disciplinary policy: 1104.03---Disciplinary Process.

4. Supervisory personnel within the agency may request a computer history report associated with an employee falling within their span-of-control at any time without advanced notice. Consistent with Section G Paragraph 3 above, the Services Commander or his designee will remain responsible to generate all computer history reports requested by supervisory personnel.

H. **The safe operation of the police vehicle takes priority over the operation of the MDC.** Operation of the MDC will not be considered a mitigating justification in the event of a traffic accident. While undertaking MDC operations, personnel will maintain a conscious awareness of their surroundings, remain alert to potential hazards and employ safe tactics. Officers will stop at a secure parking location when extended MDC usage is anticipated.

I. In order to protect the computer unit, the MDC must be turned off (signed off and powered down) if the police vehicle must be "jump started".

J. All MDC's have been configured to accept a standard user name and password. When officers in the field access the Texarkana Police Department's network server, the officer must access the server utilizing their individual username and respective password. Officers shall log onto their MDC at the beginning of their shift.

K. Officers in the field wishing to connect to the ACIC inquiry function must utilize the username (CSN number) and applicable password issued through ACIC to access the system. All such users must first receive Level 1 certification through the Arkansas Crime Information Center (ACIC) before such information is issued to the officer.

L. Security of the MDC is of extreme importance to the Texarkana Police Department. Any actions which may compromise the security of the system will not be tolerated. Security of the MDC is the responsibility of the officer who is logged on. Although not inclusive, examples of security breaches are identified below:

1. Sharing or disclosing network usernames and/or passwords to unauthorized individuals. For additional information regarding network usernames and passwords, please refer to *General Order 1109.01---Use of Computer Equipment, Email and Internet Access* .

2. Sharing or disclosing CSN numbers and/or passwords associated with ACIC connectivity with unauthorized individuals.

3. Utilizing another user's account, username, password or CSN number.

4. Leaving the MDC unattended and unsecured while operational.

M. The MDC shall remain operational during the officer's tour of duty. Officers shall maintain contact with the Central Communications Section and remain ready to accept all assigned calls for service.

N. The MDC shall be properly shut-down, and the officer shall log out of the system at the conclusion of his/her tour of duty.

O. Instructions regarding procedural operations of MDCs such as how to log on, how to run inquiries, or commands for operating the MDC must not be broadcast by voice radio transmissions in an effort to prevent unauthorized persons who may be monitoring Texarkana Police Department's radio frequencies from gaining a working knowledge of the MDC system.

P. No food or drink will be placed on or near an MDC. Officers are responsible for all damage that occurs to the MDC assigned within their respective unit. Should officers encounter a damaged or non-functioning MDC, the officer shall notify his/her immediate supervisor of the circumstances.

1. The supervisor will remain responsible to ensure the officer is placed within another police unit with a functioning MDC, and in those instances that involve damage to the MDC, the supervisor shall ensure appropriate information is sent to the Services Division Commander through the established chain-of-command.

V. Routine Calls for Service

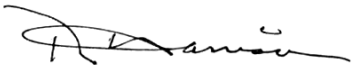
A. On routine calls for service, personnel in the Central Communications Section will use voice transmission to relay the call to the unit or units to be assigned. CAD information will be sent via the MDC system. The assigned units will acknowledge the assignment by voice transmission and by pressing the appropriate MDC function key that signals their acknowledgement.

B. Upon arrival at the scene, officers will verbally notify the dispatcher and press the appropriate MDC function key that signals the officer's arrival at the scene of a call for service.

C. Upon completion of the call, the primary officer is responsible for entering the appropriate disposition code into the MDC.

D. For additional guidance and information relating to answering calls for police service, refer to *General Order 1105.03--- Routine Calls for Service*.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Radio Communications		
NUMBER	1109.03	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	February 01, 2011
Date Reviewed	June 17, 2014	REVISION DATE	February 14, 2012
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy defines and establishes the guidelines surrounding the Texarkana Police Department's Public Safety Radio System and institutes the standards and provisions that define its acceptable use.

II. Policy

A. The Texarkana Police Department recognizes and acknowledges the need for various agencies and organizations to establish and maintain direct communication with different agencies during periods that surround critical incidents. The Texarkana Police Department operates from within the Bi-State Criminal Justice Building, and in order to maintain operational efficiency, the Department shares a public safety radio system with the following agencies:

1. Texarkana Texas Police Department;

2. Bowie County Sheriff's Department;

3. Texarkana Arkansas Fire Department; and

4. Texarkana Texas Fire Department.

B. To that end, the Texarkana Police Department shares control to the direct access of the public safety radio system. These above agencies—along with their collective governing bodies—provide for rules and procedures governing the use of the shared radio system by outside agencies who request access during interoperability incidents.

C. The design of the public safety radio system allows all first responding agencies that operate within the greater Texarkana area to interoperate using the main radio console. These radio consoles are manned on a continual basis.

D. Members of the Texarkana Police Department shall recognize and adhere to the following guidelines within this policy.

III. Definitions

A. **Texarkana Police Department Public Safety Radio System**: The Department operates an 800 MHz Trunked Public Safety Radio System which is utilized by the Central Communications Section as the

primary dispatch system. In addition to the Texarkana Arkansas Police Department, communications are managed and maintained on the radio network system with members from the Texarkana Texas Police Department, both municipal fire departments and the Bowie County Sheriff's Department.

B. **Primary Dispatch Channel**: The primary communications system upon which an agency and its members rely on to provide radio communications or radio transmissions among radio units.

C. **Shared Talkgroups**: This term refers to common frequencies, sets of frequencies and other talkgroups which have been established and are programmed into the radios to provide agencies on the system with interoperable communications in the field. The individual radios utilized by the Texarkana Police Department shall be part of the State of Arkansas Wireless Information Network System (AWINS).

D. **Shared System**: This term refers to the single radio system infrastructure that provides radio communications to several public safety agencies within the greater Texarkana area. The Texarkana Police Department Public Safety Radio System is a shared system; however, the infrastructure utilized independently by the Texarkana Police Department is part of and maintained by the State of Arkansas AWINS System.

1. The AWINS System allows first responders and those other member users access to a statewide communications network that allows the user—byway of a series of repeater towers—to communicate from any location in the State of Arkansas to any other location in the State of Arkansas through the Arkansas Wireless Information Network (AWINS).

2. Operation of the AWINS network is available to those participating agencies who have received prior approval from AWINS to operate within the system. AWINS talk groups are set aside for member agencies, and all AWINS capable radios contain standardized programming.

IV. Interoperable Rules of Use

A. Radio communication provides for the immediate transmission of calls, requests for assistance and any other information that will enable the different agencies on the shared system to communicate with officers in the field. More than any other communication device, radio resources are finite and valuable. Communications should be held to brief, concise and meaningful message delivery, and the appropriate channel for the respective types of information should be selected.

B. **General Radio Use, Radio Etiquette and General Guidelines**

1. All personnel utilizing the radio system will maintain a professional demeanor at all times. At no time will personnel broadcast sensitive information pertaining to the victims of a crime. If necessary, such information should be sent via a mobile data computer connected to the system or by other means of communication.

2. At no time will personnel engage in radio, data or telephone communication that would embarrass, humiliate or shame any person, nor should any of the communication's content bring discredit upon the individual or the Department.

3. All members of the Department operating a police radio shall strictly observe regulations for communications as set forth in the General Orders Manual and established by the mandates set forth by the Federal Communications Commission (FCC).

a. Unidentified communications, obscene and profane language, unprofessional and rude remarks, clicks of the microphone button and other violations of the FCC rules and regulations are strictly prohibited.

b. Violations of the policy such as these can result in disciplinary action up to an including termination of employment.

c. Officers of the Department are reminded the radio network system is capable of tracking each officer's radio transmission through the system's radio identification (RID) computer. Every time an officer depresses the microphone button, the radio's RID identification number is displayed to the dispatcher and electronically stored.

4. All members of the Department shall remain familiar with and properly utilize official radio signals in order to speed the transmission of calls more effectively on the radio network system. All communications over the radio network system will be direct, concise and will conform to established procedures and regulations.

a. When practical—and when time is not of the essence—all lengthy descriptions and details shall be communicated to the Central Communications Center by telephone or by relying on the Information channel. Officers shall rely on the Information channel when requesting a response from a wrecker. The officer will provide a description of the vehicle when the making such a request.

b. Officers shall rely on the Information channel when requesting information related to license plate registration and the existence, location and confirmation of warrants of arrest.

6. Officers of the Department shall not request advice from dispatchers in the Central Communications Center regarding what type of action should be taken during the execution of police operations. Any officer requiring advice on a matter relating to a police function should make contact with his/her immediate supervisor.

a. Officers of the Department shall not request court dates from dispatchers in the Central Communications Center.

b. Officers of the Department shall not request directions or the location of any street from dispatchers in the Central Communications Center; however, officers are permitted to request the identification of a street name that crosses the street in question. Should the officer discover the street in question is not located on their street map, the officer may request the location of new streets.

7. Special Assignments

a. During periods in which officers are assigned to special duties, the officer will ensure the dispatcher in the Central Communications Center is made aware of the circumstances and location of their special assignment, the duration of the assignment and their radio and employee number. As a matter of routine, this should occur on the main radio channel. When making such notifications, officers shall ensure the on-duty supervisor is aware of their assignment.

b. Should the officer already be on-duty, the officer shall ensure the dispatcher and his/her supervisor is aware of the special assignment circumstances. Such instances include working a school crossing, working traffic, handling escorts, attending court and all other instances in which an on-duty supervisor has tasked the officer with a special assignment.

c. Officers who are not listed on the regular patrol riding schedule provided to Central Communications will notify the dispatcher of their call number, radio number, employee number as well as the radio code that signifies the beginning of an officers' duty shift (10-41).

d. Officers who are assigned to undercover positions are exempt from the provisions within this section; however, officers assigned to an undercover position should ensure a supervisor is aware of their activity and location in case of an emergency involving the officer.

8. In addition to announcing the beginning of their tour of duty (10-41), officers who are working an off-duty assignment will call Central Communications—as well as the on-duty supervisor—and provide them with their radio number, employee number, location of the assignment and expected hour the assignment will conclude. When ending a tour-of-duty, the officer will make a secondary announcement signifying the conclusion of the assignment (10-42). Officers shall make such notifications on the primary channel.

9. **Criminal History Information**

   a. When an officer of the Department arrests a suspect or has contact with a person who could have a prior criminal record, and that officer requests a criminal history through the Central Communications Center, the dispatcher will only transmit a coded warning originating from NCIC, ACIC or a local database that alerts the officer to the potential danger involved with the subject of the criminal history. One example of such a circumstance is a person having a known, prior history of assaulting officers.

   b. Criminal histories will not ordinarily be communicated over the radio network system or placed within the CAD system that facilitates the transmission of such information to the officer's Mobile Data Computer (MDC); however, the dispatcher—upon clearance from a Central Communications Center supervisor—may relay this information to the officer if they believe the immediate delivery of the information is vital to the safety of the officer or others. Should the officer require additional information, the officer should rely on telephone contact with the Central Communications Center.

   c. Under emergency conditions—and upon clearance from a Central Communications Center supervisor—transmissions containing criminal history information may be broadcast via the radio network system. A police supervisor may also authorize this type of transmission if the circumstances warrant the immediate access to the criminal history information.

10. Officers of the Texarkana Police Department are issued portable radios, and the officers of the Agency are required to carry the assigned portable radio when the officer is off-duty, away from their residence and located within the areas that are covered by the radio network system inside the greater Texarkana area.

    a. While on-duty—and when an officer leaves his/her police unit—the officer shall carry his/her portable radio. Unless the radio traffic interferes with an interview or an investigation, the radio will remain functional throughout this period so the officer can monitor radio traffic.

11. Officers of the Texarkana Police Department shall check in and out of service utilizing either the radio network system, or if so equipped, the MDC within their assigned unit. For more information regarding MDC's and their use, refer to *General Order 1109.02---Mobile Data Computers*.

    a. Officers will not rely on telephone communications with the Central Communications Center for this function. Officers will not use telephone communication with the Central Communication Center for obtaining clearance for scheduled breaks and non-essential matters.

    b. Telephone communications to the Central Communications Center should be utilized to communicate lengthy information not suitable for transmission over the radio network

system. Unnecessary telephone calls to the Central Communications Center should not be made.

c. Entry into the Central Records and Communications Center is limited to Agency supervisors and requires veri-card access. Members of the Department are prohibited from using the CRC—to include the telephones, NCIC and ACIC computers—for social or unofficial purposes. For more information regarding entry into CRC, refer to *General Order 1108.04---CRC Entry*.

12. All officers assigned to a police unit equipped with a mobile radio and/or an MDC shall maintain contact with the Central Communications Center at all times when the unit is in service. Officers shall remain ready to accept, and shall accept, any radio and/or MDC call for police service assigned by the dispatcher.

13. Should an officer of the Department who is on-duty and logged into the CAD system fail to respond to a dispatcher when called upon, the Central Communications Center shall immediately notify the on-duty supervisor.

a. Radios issued to the supervisors of the Department are configured with a special feature that enables the supervisor to send a special signal to the officer's radio that might assist in making contact with the officer.

14. **Supervisor Responsibilities**

a. Supervisors shall remain accountable for the proper use of the communications system by the personnel operating within their charge.

b. The commanding supervisor of a division, section or shift shall be responsible for notifying Central Communications of any special circumstances which may affect the standard operating procedures of dispatching calls for police service.

15. **Prisoner Transport**

a. Officers of this Agency who are involved in prisoner transports occurring outside of the City's jurisdiction shall monitor the AWINS prisoner channel. The AWINS prisoner talkgroup is located in Zone B, Position 16 on the Department's fleet radio map. This talkgroup is continuously monitored by the Arkansas Department of Corrections and solely dedicated to prisoner transports throughout the state.

b. Should an incident occur while in-transit with a prisoner outside of the City's jurisdiction, assistance can be obtained on this pre-designated talkgroup.

C. **Emergency Procedures**

1. All radios connected to the network radio system are equipped with a special button—commonly referred to as the emergency button—that automatically sends an emergency signal to the Central Communications Center. The dispatcher receiving such a notification shall immediately notify the on-duty supervisor of the emergency signal.

a. Within the notification to the on-duty supervisor, the dispatcher will transmit the officer's beat unit number, officer's name and the officer's last known location. All available units should be dispatched to the officer's last known location to assist the officer.

b. During periods of such an emergency response, all additional network radio traffic on the system's main channel shall be withheld until the emergency situation has been mitigated.

2. A Communications Supervisor shall have the authority to manage the radio resources in a manner they deem appropriate for the situation. Although not inclusive, this can include directing units to a specific talk group and limiting radio traffic during periods of emergency.

D. **Radio Failure**

1. In the event an officer's radio—either portable or mobile—malfunctions and becomes inoperable, the Communications Center shall be notified of the occurrence. The Communications Center will be responsible to notify the on-duty police supervisor of the radio failure, and depending upon the circumstances, the supervisor will be responsible to take the appropriate action by assigning a secondary portable radio or a secondary police unit.

   a. The officer whose portable radio has been deemed inoperable—or those portable radios that need repair—shall forward the radio to the Services Division who shall ensure the radio is returned to the appropriate source for repair. When forwarding the radio to the Services Division, officers are responsible to ensure an appropriate description of the problem accompanies the radio.

   b. Officers who encounter a mobile radio within their police unit that has been deemed inoperable—or those mobile radios that require repair—shall complete a unit maintenance request that documents the problem. When deemed appropriate, the Services Division will ensure the radio is returned to the appropriate source for repair.

2. The Texarkana Police Department's public safety radio system is equipped to automatically place the main communications channel on a special radio frequency when the trunking capabilities of the radio system malfunctions. When this occurs, all radios within the shared system's network will be placed within a function entitled ***"fail soft"***. The radios will continue to communicate with the Communications Center, TAPD units and TTPD units. Regardless of the talkgroup selected on the officer's radio, all radio traffic for TAPD and TTPD radios will automatically be transmitted on a single channel. As a result, radio traffic should be limited to emergency traffic only.

   a. When this occurs, officers should continue to operate in the ***"fail soft"*** mode unless directed by the communications supervisor to switch to the AWINS system. Often, the duration of ***"fail soft"*** episodes are brief, and the system will return to normal operation within a short period of time. Because of the interoperability needs and staffing within the Communications Center, it is preferred that operations continue on the ***"fail soft"*** channel unless it significantly effects the ability to provide essential police services.

   b. In the event of complete radio failure, officers of the Texarkana Police Department will immediately switch all radios to **TAPD Net**—a digital AWINS channel—which will be utilized to facilitate patrol operations.

      (1) ***TAPD Net*** is located in *Zone B*, Position 1 on all radios. *Zone B* can be found by toggling the switch positioned on top of all portable radios to position "***B***". When utilizing mobile radios, *Zone B* can be found by depressing the "***Zone Up***" button on the radio's face.

   c. Central Communications maintains the ability to monitor and communicate on ***TAPD Net***; however, during such periods, officers should remember there will be only one dispatcher monitoring the channel, so all non-essential radio traffic should be limited. While operating on ***TAPD Net***, officers will not have interoperability with Texas side officers.

E. **Interoperability with Texas Officers and Talk-Around Channels**

1. The Texarkana Police Department's public safety radio system allows officers of the Texarkana, Arkansas Police Department and officers from the Texarkana, Texas Police Department to operate on many of the same radio talk groups. In order to avoid over domination of the primary channel by mobile-to-mobile communication, officers should transition to those channels designated within the radio network's fleet map that are intended to facilitate mobile-to-mobile communications.

   a. Those incidents that involve radio traffic and circumstances isolated to Texarkana, Texas, personnel of the TAPD shall not add to this radio traffic unless such traffic is deemed positive and constructive.

   b. The interoperability shared between both Departments facilitates the instantaneous transmission of information to police units of both cities while assisting during those periods when the activity and circumstances have the possibility of extending across the state line.

   c. This section is not intended to limit the level of cooperativeness shared by both Departments. Whenever possible, members of this Department will extend assistance to all other law enforcement agencies to the greatest extent.

IV. Radio Fleet Maps

Zone A Fleet Map

	Designation	Signal	Purpose	Interoperability With Texas
1	Central	Analog	Primary dispatch channel	Yes
2	Information	Analog	Services Channel (10-28, 29) warrant checks, etc	Yes
3	Arkansas Mobile 1	Analog	Texarkana Arkansas Police (mobile-to-mobile)	Yes
4	Arkansas Mobile 2	Digital	Texarkana Arkansas Police (mobile-to-mobile)	Limited
5	Texas Mobile	Analog	Texarkana Texas Police (mobile-to-mobile)	Yes
6	TAC 1	Analog	Channel used to coordinate large scale police operations	Yes
7	TAC 2	Analog	Channel used to coordinate large scale police operations	Yes
8	TAC 3	Analog	Channel used to coordinate large scale police operations	Yes
9	Arkansas TAC 4	Digital	Channel used to coordinate large scale police operations	Limited
10	CID	Analog	Reserved for use by CID units	Yes
11	Narcotics	Analog	Reserved for use by narcotics officers / operations	Yes
12	BCSO A	Analog	Bowie County SO Primary Channel	Yes
13	BCSO B	Analog	Bowie County SO Talk Around Channel	Yes
14	MCSO	Digital	AWINS System—Miller County SO Main Channel	No
15	Arkansas Admin***	Digital	TAPD supervisor's channel All Supervisor Radios	No
16	ASP G***	Digital	ASP Troop G All Supervisor Radios	No

*****ASP G located in Zone C, Position 12 on non-supervisor radios.**
*****Zone A, Position 16 not programmed on non-supervisor radios.**

Zone B Fleet Map

	Designation	Signal	Purpose	Interoperability With Texas
1	TAPD Net	Digital	AWINS System—TAPD Police Operations	No
2	MCSO-TAPD	Digital	AWINS System—TAPD/MCSO Interface/Interoperability	No
3	Law Com G	Digital	AWINS System—Interoperability within Troop G	No
4	1TA8CALLD	Analog	Texarkana Arkansas Police (talk around)	Yes
5	2TA8TAC1D	Analog	Texarkana Arkansas Police (talk around)	Yes
6	3TA8TAC2D	Analog	Texarkana Arkansas Police (talk around)	Yes
7	4TA8TAC3D	Analog	Texarkana Arkansas Police (talk around)	Yes
8	5TA8TAC4D	Analog	Texarkana Arkansas Police (talk around)	Yes
9	3RP West	Analog	Bowie County SO West	Yes
10	Animal	Analog	Texarkana Arkansas / Texas Police --- Animal Control	Yes
11	Jail	Analog	Bi-State Justice Center Jail	Yes
12	TAPW	Analog	Texarkana Arkansas Public Works	No
13	MAC Call	Digital	AWINS System – Department of Emergency Management	No
14	SO Net 1	Digital	AWINS System – Sheriff's Departments in Arkansas	No
15	SO Net 2	Digital	AWINS System – Sheriff's Departments in Arkansas	No
16	Prisoner***	Digital	AWINS System – Statewide prisoner transport	No

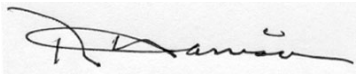
*****Zone B, Position 16 is monitored by Arkansas Department of Corrections continuously.**

Zone C Fleet Map

	Designation	Signal	Purpose	Interoperability With Texas
1	INC CEN	Analog	Incident Command, Main Channel **Default Command Post Channel**	Yes
2	INC 1 – EMS	Analog	Incident Command Channel – Reserved for EMS	Yes
3	INC 2	Analog	Incident Command Channel 2	Yes
4	INC 3	Analog	Incident Command Channel 3	Yes
5	INC 4	Analog	Incident Command Channel 4	Yes
6	INC 5	Analog	Incident Command Channel 5	Yes
7	INC 6	Analog	Incident Command Channel 6	Yes
8	INC 7	Analog	Incident Command Channel 7	Yes
9	INC 8	Analog	Incident Command Channel 8	Yes
10	Emergency	Analog	Emergency Only	Yes
11	G EMS	Digital	AWINS System – EMS Channel **All Radios in Troop G Network**	No
12	2RP East***	Analog	Communication East of Mosley Road **Supervisor Radios**	Yes
12	ASP G***	Digital	ASP Troop G **Non-Supervisor Radios**	No
13	2RP East***	Analog	Communication East of Mosley Road **Non-Supervisor Radios**	Yes
14	Not Programmed			
15	Not Programmed			
16	Not Programmed			

*****2RP East located in Zone C position 12 on supervisor radios.**
*****2RP East located in Zone C Position 13 on non-supervisor radios.**
***** ASP G located in Zone A, position 16 on supervisor radios.**
*****Zone C, Position 13 not programmed in supervisor radios.**

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Social Media		
NUMBER	1109.04	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	April 01, 2017	ISSUE DATE	February 01, 2011
Date Reviewed	January 07, 2015	REVISION DATE	March 04, 2015
APPROVED BY		(Reserved for Expansion)	

I. **Scope and Purpose**

A. The Texarkana Police Department's effectiveness is directly related to the members of the Agency and their ability to function as professionals. With the advent of the information era, computers and the information available on the World Wide Web is becoming increasingly popular every day. To that end, the Department understands many of the social media websites made popular are often utilized by the members of the Agency. The personal use of these social media websites can have a direct bearing on Departmental personnel and can adversely affect their professionalism as it applies to their official capacity. This policy addresses the utilization of such social media websites by the members of this Agency.

II. **Policy**

A. The Texarkana Police Department has an obligation to ensure the professional integrity of its employees does not fall into disrepute. It is the policy of the Texarkana Police Department to establish, manage and disseminate guidelines that further address the issues that surround the utilization of such websites by its employees. The policy shall provide information of a precautionary nature as well as establishing prohibitions on the use of social media websites by personnel of the Department. All members of the Agency will recognize and adhere to the guidelines established by this policy.

III. **Definitions**

A. **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log".

B. **Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

C. **Post:** Content an individual shares on a social media site or the act of publishing content on a site.

D. **Profile:** Information that a user provides about himself or herself on a social networking site.

E. **Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

F. **Social Networks:** Online platforms where users can create profiles, share information and socialize with others using a range of technologies.

G. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

H. **Web 2.0:** The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

I. **Wiki:** Web page(s) that can be edited collaboratively.

IV. Procedures

A. Unless protected by existing law, all Department personnel shall adhere to the following guidelines when utilizing social media.

1. Personnel employed with the Texarkana Police Department are free to express themselves as private citizens on social media sites and related networks to the degree the speech utilized during such activity does not impair the employee's working relationship with the Department for which loyalty and confidentiality is required, impede the performance of one's duties, impair or hinder the good order of discipline and harmony among coworkers or negatively affect the public's perception of the Agency.

    a. Employees of the Texarkana Police Department shall not submit or cause to be submitted any comments or postings on the Police Department's Facebook account that reflects negatively upon the Police Department.

    b. Employees shall also avoid posting comments that represent the employee's personal viewpoint, opinion or political stance. Employees shall also avoid posting comments or other material onto the Police Department's Facebook account which are in conflict with the department's mission, ideology, views or the good order of discipline.

2. As employees of a public agency, Department personnel are cautioned that speech on or off-duty communicated pursuant to their official duties—which is defined as speech that owes its existence to the employee's professional duties and responsibilities—is not protected speech under the First Amendment of the United States Constitution. Employees of the Agency are reminded that any such speech of this form may form the basis for discipline should the speech be deemed detrimental to the Department.

    a. Department personnel should always assume their speech and related activity on social media sites and related networks will reflect upon their office and this Agency.

3. Department personnel shall not pose, transmit or otherwise disseminate any information or speech to which they have access as a result of their employment with the Agency absent written permission from the Chief of Police within any social media platform other than the official Texarkana Police Department Facebook account.

    a. All postings or comments placed within the Texarkana Police Department Facebook account must conform to the requirements contained within Paragraph 1, subparagraphs a-c above as well as the requirements contained within *General Order 1102.15---Public Information and Media Relations*.

4. For issues aligned with safety and security, notwithstanding the Police Department's Facebook account, Department personnel are cautioned to avoid disclosing their employment relationship with the Agency on individual social media accounts. Employees shall not post information or speech pertaining to any other member of the Police Department without first obtaining

permission from the affected member. In accordance with this section, Department personnel are prohibited from engaging in the following conduct in conjunction with privately maintained social media accounts:

a. Displaying Department logos, uniforms or similar items on social media sites, social networking sites, Wiki pages, network sites connected to Web 2.0 or any other related web page.

b. Posting personal photographs or providing a similar means of personal recognition that may cause them to be identified as a police officer affiliated with this Agency. Officers who remain in sensitive, undercover positions, or those officers who expect to be transferred to such a position shall avoid posting any form of visual or personal identification.

c. All postings or comments placed within the Texarkana Police Department Facebook account must conform to the requirements contained within Paragraph 1, subparagraphs a-c above as well as the requirements contained within *General Order 1102.15---Public Information and Media Relations*.

5. When utilizing social media, Department personnel shall remain mindful their speech becomes integrated into and made a part of the worldwide electronic information domain; therefore, adherence to the Department's Rules of Professional of Conduct and Standards of Conduct is required during any employee's personal use of social media sites, social networking sites, Wiki pages, network sites connected to Web 2.0 or any other related web page. Of particular attention, employees of the Department are strictly prohibited from engaging in the following actions:

   a. Any speech containing obscene or sexually explicit language, images or acts, statements and any other form of speech that in anyway ridicules, maligns, disparages or otherwise expresses bias towards any race, religion or protected class of individuals.

   b. Any speech involving themselves or other Department personnel reflecting a behavior that is reasonably considered reckless or irresponsible.

6. Engaging in prohibited speech as noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel who become affected in this manner are subject to discipline up to and including termination of employment.

7. Notwithstanding the Police Department's Facebook account, Department personnel are prohibited from divulging information gained by reason of their authority or making any statements, speeches, appearances or endorsements that are reasonably considered to represent the views or positions of this Agency without receiving permission from the Chief of Police.

   a. All postings or comments placed within the Texarkana Police Department Facebook account must conform to the requirements contained within Paragraph 1, subparagraphs a-c above as well as the requirements contained within *General Order 1102.15---Public Information and Media Relations*.

8. Department personnel are reminded they may subject themselves to civil litigation when engaging in the following acts:

   a. Posting or publishing false information that harms the reputation of another person, group or organization. Such activity is often referred to defamation.

   b. Posting or publishing private facts and personal information of another person not previously revealed to the public or facts and information that serve no legitimate public concern and deemed offensive to a reasonable person unless the subject of such information has provided permission for the release of such information.

c. Utilizing the name of another, the likeness of another or personal attributes of another in the furtherance of exploitation without that person's permission.

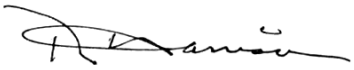
d. Publishing the creative work of another, trademarks or certain business information deemed confidential without the permission from the owner.

9. Department personnel should remain aware of the fact the privacy settings associated with all social media sites are constantly changing and personnel should never assume the information posted on such web pages is protected in any manner.

10. The Texarkana Police Department reserves the right to access any information or speech which has been posted, created, transmitted, downloaded, exchanged or discussed within a public forum at any time without prior notice.

11. Any Department employee having knowledge of any violations set forth by this policy shall notify his/her immediate supervisor of such violation as soon as possible.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**Telephone Use**		
NUMBER	**1109.05**	**EFFECTIVE DATE**	**March 29, 2011**
Scheduled Review Date	**July 01, 2016**	**ISSUE DATE**	**March 29, 2011**
Date Reviewed	**June 17, 2014**	**REVISION DATE**	
APPROVED BY		**(Reserved for Expansion)**	

I. Scope and Purpose

A. The purpose of this policy is to establish guidelines and provisions for the use of Departmental telephones and cellular phones.

II. Policy

A. It shall be the policy of the Texarkana Police Department to establish, manage and coordinate guidelines surrounding the use of Department telephones and Department issued cellular telephones. All members of the Agency shall recognize and adhere to the provisions and guidelines established within this policy.

III. Procedures

A. During hours in which they are on duty, members of the Agency shall limit all personal telephone calls to no more than a few minutes. The Department understands there are occasions when employees of the Agency will need to make or receive personal conversations; however, any such conversation should be brief and should not interfere with the Department's mission.

B. **Cellular Telephones**

1. The Department issues cellular phones to Division Commanders and those supervisors/officers who—because of a specialized assignment—require the need of a cellular phone.

2. All Department generated cellular phone bills are subject for internal review each month to ensure all of the issued phones remain within the designated call plan. All calls and additional data transfers which are determined to have occurred outside of the call plan are subject to reimbursement for any costs associated with the activity that occurred outside of the call plan.

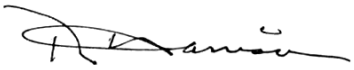
3. Unless such a call is essential to business matters of the Department, long distance phone calls should be avoided when using a Department issued cellular phone. Should a long distance call become necessary, members of the Department are encouraged make the call from a landline in non-emergency situtations.

4. Departmental phones shall be answered in a professional and timely manner. When answering the telephone, the main receptionist—or the person placed in that position—shall answer all incoming calls through the switchboard by saying "***Police Administration***".

5. All members of the Department are required to maintain a personal telephone should the Agency need to contact the member in an emergency situation or during those situations when an officer assigned to a specialized position is required to return to duty with no advanced notice.

   (a) All members of the Department shall keep the Agency informed of their current telephone numbers by reporting any change in their number through the established chain-of-command. Such notifications shall be made within twenty-four (24) hours of the change. For the purposes of this section, a Department-wide email will be sufficient for these notifications.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Tobacco Use		
NUMBER	1109.06	EFFECTIVE DATE	March 29, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	March 29, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Scope and Purpose

A. The purpose of this policy is to address the issues surrounding tobacco use by members of the Texarkana Police Department. This policy is intended to improve our image as a professional law enforcement agency while promoting a healthy lifestyle and smoke free environment for non-users of tobacco products.

II. Policy

A. It shall be the policy of the Texarkana Police Department to limit and/or restrict the use of tobacco products by the members of the Agency. This policy also applies to those officers who are engaged in extra duty assignments while the officer is in or out of uniform acting in their capacity as a police officer. All members of the Agency shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. Texarkana Arkansas City Ordinance K-447—which was passed and approved on May 3, 1993 by the Board of Directors—prohibits the use of tobacco products in all areas of the Bi-State Justice Center with the exception of a designated smoking immediately outside the doors on the southeast side of the building.

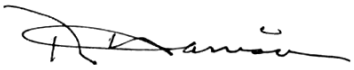
B. Employees of the Agency who were hired after February 8, 1998 are prohibited from using tobacco products at any time. As a condition of employment with the Department, new employees are required to endorse a form that prohibits their use of tobacco products either on or off-duty.

C. The Texarkana Police Department strongly discourages the use of tobacco products by its employees who were hired prior to February 8, 1998.

D. Officers of the Agency are prohibited from using tobacco products in any form while they are engaged in activities that deal directly with the public or place the officer within public view. Officers may—while on-duty—use tobacco products while they are on a break; however, when using tobacco products during their break, officers will not be in public view.

E. Officers are prohibited from carrying cigarette packages and smokeless tobacco containers/pouches within the pockets of their uniforms.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Bi-State Justice Center Garage Security and Parking		
NUMBER	1109.07	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

A. The purpose of this policy is to establish procedures and guidelines that direct employees of the Texarkana Police Department regarding employee access and parking within the basement portion of the Bi-State Justice Center.

II. Policy

A. It shall be the policy of the Texarkana Police Department to control and limit certain access by Department employees into basement area of the Bi-State Justice Building. Security of the Bi-State should remain a primary concern for every employee, and those Department employees having controlled veri-card access into the basement of the building shall ensure the security of the basement is maintained to the best if his/her ability.

B. Veri-Cards will not be used to open the machine operated garage door for the purpose of entry into the basement unless such entry includes a vehicle. Employees who enter into the basement on foot shall use the regular doorways positioned on either side of the garage doorways which can be opened utilizing an issued veri-card.

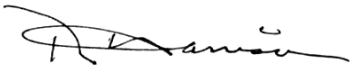
C. The Texarkana Police Department has been provided with two (2) separate parking spaces reserved for police units within the basement area. These spaces are located on the north wall near the carwash area and are denoted by signs that indicate their reservation. A limited number of basement parking permits have been assigned to the Texarkana Police Department by the Law Enforcement Advisory Committee. Staff shall designate the vehicles authorized to receive the permits with the Department. With the exception of the two (2) reserved parking spaces and in the sally port, basement parking shall be limited to those vehicles that have been issued permits.

D. Officers bringing prisoners into the jail are permitted to park their unit within the sally-port delivery area intended for the delivery of prisoners. Once the prisoner has been booked into the jail, officers should ensure their police unit is removed from the sally-port within an appropriate amount of time.

E. Officers having business within the Bi-State Justice Building may park their marked unit in spaces adjacent to the basement entry door that are reserved for patrol units that are on-duty. Only on-duty units are permitted to park within these designated spaces.

F. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	**MRAP Deployment**		
NUMBER	**1109.08**	**EFFECTIVE DATE**	**January 13, 2015**
Scheduled Review Date	**February 01, 2017**	**ISSUE DATE**	**January 13, 2015**
Date Reviewed		**REVISION DATE**	
APPROVED BY		**(Reserved for Expansion)**	

I. **Purpose**

A. This policy provides clear guidelines for the safe and effective deployment of the Texarkana Police Department's *Mine Resistant Ambush Resistant* (MRAP) vehicle.

II. **Policy**

A. It shall be the policy of the Texarkana Police Department to develop and implement a policy that provides guidelines on the manner in which the MRAP is deployed and maintained.

B. The policy will also contain guidelines that established a mandated training program for all personnel responsible for the MRAP's operational deployment. All department personnel shall recognize and adhere to the guidelines set forth within this policy.

III. **Procedures**

A. MRAP Deployment

1. The Texarkana Police Department MRAP is assigned as a tactical unit to the TAPD SWAT team to be utilized in the mitigation of tactical situations requiring its use. More specifically, the MRAP is intended to be deployed during tactical situations that require additional protective measures for police officers who have encountered or might encounter gunfire or other hazardous situations during the performance of their duties.

2. The Texarkana Police Department may also deploy the MRAP to assist the citizens of our jurisdiction during natural disaster events that require the delivery of police services or rescue measures in extreme terrain or high water events.

3. The MRAP will not be utilized as the primary unit during vehicle pursuits. The MRAP may, however, be used in a tactical manner to terminate a pursuit under exigent circumstances.

   a. All decisions to tactically deploy the MRAP as a support unit during pursuit events will be evaluated by the on-duty supervisor and based upon the guidelines contained within *General Order 1102.30---Pursuit Driving*.

4. In the event the MRAP is deployed under the tenets of mutual aid, the Texarkana Police Department will always provide personnel trained to operate the MRAP. TAPD personnel shall have the final decision regarding the safe and appropriate use of the MRAP. All requests for

deployment of the MRAP by other agencies will be managed in accordance to the guidelines contained within *General Order 1101.15---Mutual Aid*.

a. In addition to the requirements contained within *General order 1101.15---Mutual Aid*, the requesting agency must agree to remain responsible for paying for all damage to the MRAP and other TAPD equipment as a result of the MRAP's deployment during the mutual aid event.

5. The MRAP is not designed to travel long distances, and due to the MRAP's limitations on conventional roadways, the vehicle will not be driven a distance in excess of sixty (60) miles one-way without a waiver issued by the Chief of Police or his designee.

6. While the MRAP is primarily intended for deployment during SWAT operations, this policy shall not prohibit the MRAP's use by other police personnel within the agency whenever necessary. Any division commander may authorize the MRAP's use, provided the unit is deployed in accordance with the mandates provided in Section III B of this policy.

B. MRAP Operation

1. The Texarkana Police Department MRAP may only be operated by personnel within the agency having the training and requisite knowledge necessary for the unit's safe and effective operation.

2. Personnel who are assigned the responsibility of operating the MRAP shall complete an agency sponsored training session provided by trained military or civilian personnel who have extensive training in operating and maintaining MRAP units.

3. Only authorized department personnel shall drive the MRAP. All such operators shall hold a valid driver's license rated for the MRAP's vehicle classification (Class B license) and shall have completed the training as required within this policy. All personnel shall follow departmental policy during the MRAP's operation.

4. When the MRAP is used during police operations, the MRAP will, at a minimum, be operated in tandem by a qualified driver as well as a qualified Ground Guide / Observer.

a. The Ground Guide / Observer will complete the training curriculum associated with the safe operation of the MRAP prior to conducting Ground Guide / Observer duties.

b. The Ground Guide / Observer will assist the driver with navigation and observation of surroundings, and will dismount and assist the driver when practical to ensure safe movement of the vehicle.

5. Training curriculum used during this training shall be derived from the Center for Army Lessons Learned published by the Combined Arms Center located at Fort Leavenworth Kansas (*MRAP Vehicles; Tactics, Techniques, and Procedures*). All department training shall consist of classroom and practical hands-on training within the following specified topics:

a. Overview of the MRAP to include its capabilities and limitations;

b. Characteristics of the MRAP so operators will maintain detailed knowledge of the unit's size and weight;

c. Basic maintenance;

d. Safe operating speeds;

e. Effective methods for the proper maneuvering and steering of the MRAP;

f. Ground guiding techniques for the safe operation of the MRAP in areas containing diminished visibility;

g. Operation of the MRAP on slopes, grades, and hills;

h. Restricted terrain;

i. Operating the MRAP on rough or uneven terrain features;

j. Specific information relating to the MRAP's propensity for rollover;

k. Danger areas that could result in falls, smashes, or pinched extremities;

l. MRAP egress procedures during rollovers;

m. The use of seat belts; and

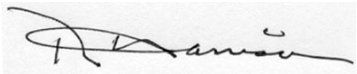
n. The risks associated with contacting high voltage power lines.

C. MRAP Maintenance and Storage

1. The MRAP will be maintained by personnel assigned to the Services Division. As such, personnel assigned to Fleet Management shall ensure the MRAP is serviced and maintained in accordance to the manufacturer's recommendations as required.

2. The MRAP shall be maintained in an operationally ready status at the Texarkana Police Department EOC.

TEXARKANA POLICE DEPARTMENT
GENERAL ORDERS MANUAL

SUBJECT	Disposal of Media		
NUMBER	1109.09	EFFECTIVE DATE	April 27, 2016
Scheduled Review Date	April 1, 2018	ISSUE DATE	April 27, 2016
Date Reviewed		REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose

A. The purpose of this policy is to outline the proper disposal of media (physical or electronic). These rules are in place to protect sensitive and classified information, employees and the Texarkana Police Department. Inappropriate disposal of sensitive media material and FBI Criminal Justice Information (CJI) and related media may put employees, the Texarkana Police Department and the FBI at risk.

II. Scope

A. This policy applies to all Texarkana Police Department employees, contractors, temporary staff, and other workers having access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by the Texarkana Police Department.

III. Policy

A. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard-copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with the following measures:

1. Physical media (print-outs and other physical media) shall be disposed of using document shredders that have been approved for such use of the Texarkana Police Department.

2. Electronic media, to include hard-drives, tape cartridge, CD's, printer ribbons, flash drives, printer and copier hard drives, shall be disposed of by employing destruction techniques that render all pieces of material completely dismantled through acts of crushing or disassembling in a manner that ensures the material has been physically destroyed so that no data can ever again be retrieved.

a. All IT systems containing sensitive media material having a nexus with the Texarkana Police Department that have been used to process, store or transmit FBI CJI and/or sensitive or classified information shall not be released from the Texarkana Police Department's control until such time as the equipment has been destroyed according to the language in the above paragraph.

B. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination.