



TYLER POLICE DEPARTMENT

GENERAL ORDER: 02.700

	RELATIONSHIPS WITH OTHER AGENCIES	
	EFFECTIVE DATE: 01-15-1991	
	REVISED DATE: 03-25-2021	
CALEA STANDARDS: 46.2.8		

02.701 POLICY

- A. It shall be the policy of the Tyler Police Department to establish and maintain a positive working relationship with other agencies. Although responsibility for the relationship between the Department and other agencies rests with the Chief, he may designate members of the Department to function as liaison with specific agencies. Liaison responsibilities shall include establishing effective channels of communication with assigned agencies.

- B. Department positions which normally maintain close contact with other agencies shall function as a liaison with agencies as indicated below:
 - 1. Other Law Enforcement Agencies – Chief of Police.
 - a. The Chief of Police will maintain liaison with other agencies through membership in professional organizations.
 - b. The Department will also participate in cooperative programs when possible; to include joint task force, criminal justice information networks, and any other meetings or seminars to develop plans dealing with matters of common concern, and the sharing of statistical and support services.

 - 2. Prosecutors – Assistant Chief / Division Commander: Investigative Division:
 - a. The Asst. Chief / Division Commander or their designee shall confer on an as needed basis with members of the Smith County Criminal District Attorney's Office. The Asst. Chief / Division Commander or their designee shall report to the Chief of Police of any problems or difficulties occurring that would adversely affect the operations of the Department.

 - 3. Judicial Agencies – Assistant Chief / Division Commander: Investigative Division.

- a. The Asst. Chief / Division Commander or their designee shall meet as needed with members of the Smith County District, Juvenile, and County Courts. The Asst. Chief / Division Commander or their designee shall report to the Chief of Police any problems or difficulties occurring that would adversely impact the operation of the Department.
4. Traffic Unit – Traffic Sergeant
- a. The Traffic Unit Sergeant will meet as needed with the Traffic Unit. The Sergeant will report to the designate Patrol Shift Lieutenant and Patrol Asst. Chief / Division Commander on any problems or difficulties occurring that would adversely affect the citizens of Tyler or the operation of the Department.
5. Fire Department and Emergency Medical Services – Assistant Chief / Division Commander: Patrol Division.
- a. The Asst. Chief / Division Commander or their designee shall meet as needed with representatives from the Fire Department and Area Emergency Medical Services. The Asst. Chief / Division Commander or their designee shall report to the Chief of Police any problems or difficulties occurring that would adversely affect the operation of the Department.
6. Adult and Juvenile Probation and Parole Agencies – Assistant Chief / Division Commander: Investigative Division.
- a. The Asst. Chief / Division Commander or their designee shall meet with representatives of the Adult and Juvenile Probation and Parole Agencies on an as needed basis. The Asst. Chief / Division Commander or their designee shall report to the Chief of Police any problems or difficulties occurring that would adversely affect the operation of the Department.
7. Adult and Juvenile Correctional Agencies – Assistant Chief / Division Commander: Investigative Division.
- a. The Asst. Chief / Division Commander or their designate will meet on an as needed basis with members of the Juvenile Attention Center, the Smith County Jail, and the Smith County Low Risk Jail. The Asst. Chief / Division Commander or their designate shall report to the Chief of Police any changes in procedures or any new programs geared toward either the juvenile or the adult prisoners that would affect the Department's policies in handling prisoners.

02.702 INTERAGENCY COORDINATION AND PLANNING

- A. In addition to providing a conduit for communication to the Department through liaison channels, the long-range potential of coordinating interagency planning would be enhanced by participation with other law enforcement planning agencies.

02.703 EVENT DECONFLICTION – [CALEA Standard: 46.2.8]

- A. The Tyler Police Department recognizes the importance of take part in the deconfliction process when engaged in certain high risk investigative activities. Failure to follow proper

deconfliction methods, when appropriate, could negatively impact officer safety and hinder the outcome of an investigation. As such, target and event deconfliction procedures for high risk investigative activities shall be followed in order to limit the City of Tyler's exposure to liability.

B. Frequently, investigative operations such as covert operations and controlled narcotic buys create opportunities or situations where employees from various agencies work in concert with one another. However, these same situations also create circumstances in which personnel from other agencies are unaware of each other's activities; resulting in investigative efforts being disrupted, or worse, personnel being unintentionally injured or killed.

1. The deconfliction process establishes a process that improves sharing of information with other law enforcement agencies. Leading to enhancing officer safety and effectiveness in investigative endeavors by alerting outside agencies of potential conflicts with other law enforcement efforts.

C. Definitions

1. **Deconfliction:** A process of notifying a central location (*Northeast Texas High Intensity Drug Trafficking Area - HIDTA*) of a planned event prior to the execution of the event. Doing so should enhance officer safety by preventing sworn personnel from inadvertently targeting another law enforcement officer or compromising another investigation.

a. As a rule, this policy will not apply nor pertain to general patrol level investigations; rather it will assist with ongoing narcotics, gang, vice-related investigations, and, when appropriate, fugitive apprehension and high profile crimes.

2. **HIDTA:** High Intensity Drug Trafficking Area of Northeast Texas. A central law enforcement repository that utilizes a secure platform to tracks both targets and events. The intent is to preventing similar conflicting events and targets from occurring between law enforcement agencies.

3. **Event (Planned Operation):** Any prearranged operation or tactical activity that requires personnel to appear or be present at a predetermined location. These undertakings may include, but are not limited to:

a. Narcotics Purchases or Sales (Buy/Walks and Buy/Busts);

b. Covert Surveillance;

c. Undercover Operations;

d. Search / Arrest Warrant Service; and

e. Fugitive Apprehension.

4. **Target:** A deconfliction entry / process utilized for specific items, such as persons, addresses, phone numbers, vehicles, and email addresses. These entries may be entered into HIDTA's secure platform where they will remain indefinitely or until such time the case investigator makes notification that the case is closed.

- a. Targets can be added to an event when necessary.

D. Procedures

1. Investigator Responsibilities

- a. As a practice of deconfliction the designated case investigator, when proper and feasible, should make contact / notification with any local jurisdiction / agency or departmental element that may be affected by their investigation.
- b. The assigned case investigator shall be responsible for submitting all appropriate events and targets to HIDTA, as well as being the primary contact person for the entry.
 - 1) The deconfliction service offered through HIDTA is available 24 hours a day, 7 days a week and a submission can be made via fax, telephone call, or email.
 - 2) Prior to an investigator submitting any deconfliction entry the investigator is required to be vetted through the regional HIDTA office.
 - 3) The case investigator shall complete as many of the fields as possible when utilizing the required HIDTA provided deconfliction form. The same shall be done if providing the information to HIDTA personnel over the telephone. At a minimum investigators must provide the following information:
 - a) Date and time of the event;
 - b) Nature of the event;
 - c) Location of the event;
 - d) Information about the suspect;
 - e) Participating agency names; and
 - f) Name and contact information of the assigned investigator.
 - 4) The assigned case investigator shall be responsible for noting all deconfliction submissions / entries in the designated case file, along with the deconfliction number.
 - a. The case investigator responsible for the original deconfliction submission may complete the HIDTA case closed / status form at the conclusion of the event.
 - 5) Should a deconfliction submission discover a potential conflict for an event, the assigned case investigator shall immediately contact the identified agency. The case investigator shall

attempt to resolve any conflict that might exist before initiating the planned operation or cancel the event.

6) All deconfliction entries shall be done prior to an event.

2. Supervisor Responsibilities

- a. The Narcotics Unit Sergeant shall maintain a list of all Department authorized HIDTA users.
 - 1) Registered agency contacts with the Northeast HIDTA / authorized system users shall consist of only the Narcotics Unit Sergeant and the Unit investigators.
 - 2) Should the Narcotics Unit Sergeant or any investigator leave the Unit it is the responsibility of the sergeant to notify HIDTA and have them removed as an authorized system users.
- b. The Narcotics Unit Sergeant shall make certain each authorized system user receives proper instruction on the submission and closer of deconfliction entries.
- c. Additionally, the Narcotics Unit Sergeant shall ensure that HIDTA, when appropriate, has been used and that any identified potential conflicts are resolved prior to the initiation of an event.

02.704 REFERRALS FOR SERVICE

- A. All members of the Tyler Police Department are reminded that they are public servants and are responsible for protecting and serving in all areas of public safety. Oftentimes, members of the Department encounter people who are in need of services from one or more of our social service agencies or other criminal justice agencies. Although their problem(s) may not be one of a criminal nature, department employees are still obligated to make every effort to determine the needs of the individual(s) and aid them in obtaining assistance.
- B. At times, the situation may require an employee to transport individuals to a social service agency or arrange for a representative from a particular agency to come to their location. In all situations, employees and other personnel of the Department shall cooperate fully with all social service agencies permissible by law and Department [General Order 03.200 – Code of Conduct](#).
- C. Adult and juvenile referrals to criminal justice and social service agencies shall be based upon specific criteria: nature of the problem, the type of help or remedy required, and the identification of an organization best suited to offer assistance.

02.705 RESPONSES OUTSIDE DEPARTMENT JURISDICTION

- A. Calls for service known to be outside the Department's jurisdiction or follow-up investigative activities that need to be conducted outside the Department's jurisdiction shall adhere to the requirements outlined below.

1. Prior to leaving the Department's jurisdiction in response to a situation that is occurring at a location known to be outside the Department's jurisdiction or to conduct an on-going follow-up investigation that requires the employee to leave the city, the employee shall receive permission from a supervisor before leaving the Department's jurisdiction. See [General Order 05.407C – Class "C" Process](#) for additional follow-up investigation information.
 2. For information regarding pursuits entering or leaving the City of Tyler jurisdictional limits see [General Order 07.211 – Pursuit Policy](#).
- B. Uncertain concurrent jurisdiction:
1. When the Department receives a call for service requiring an emergency or immediate response to a location that marks a boundary between the City of Tyler and Smith County, personnel will be dispatched to provide emergency assistance.
 2. A patrol supervisor shall be notified of the situation and will respond to the location. Upon their arrival the patrol supervisor will determine whose jurisdiction the call for service is located and who shall be responsible for completing the investigation. The supervisor will also make any required notifications if necessary.
- C. Mutual Aid Assistance
1. All request made from another jurisdiction for the assistance / use of a specialized unit such as SWAT, Negotiations or for the use of specialized equipment such as the armored vehicle (ARV) can be approved only by the Chief of Police or their designee.
 - a. If a mutual aid agreement, such as the agreement with UT Tyler or Tyler Jr. College (TJC), exists between the jurisdictions, the terms of the agreement will govern the Department's response.
 - b. If no mutual aid agreement exists between the jurisdictions, the [Texas Government Code, Chapter 418](#) or other applicable statute shall govern the Department's response to ask for assistance, or respond to a request for assistance from another jurisdiction.

02.706 REQUESTING THE DPS HELICOPTER

- A. The Department of Public Safety has a helicopter based at the Gregg County Airport. There may be times in which there may be a need to make a request to utilize the helicopter for events that include, but are not limited to searching for missing persons or fugitives or for conducting surveillance operations. The call sign for the helicopter is **DPS 128**.
- B. In emergency situations an Asst. Chief / Division Commander, the on-duty Patrol Lieutenant / Shift Commander or Acting Shift Commander can authorize a telecommunicator to contact the Tyler DPS dispatch and request the assistance of the helicopter. The authorizing employee will be responsible for briefing the responding helicopter personnel on the particulars of the assistance.

1. For pre-planned operations in which the helicopter may be beneficial, the Asst. Chief / Division Commander or event supervisor will provide DPS personnel with the details of the event in order to coordinate the deployment.
2. The chain of command is to be notified anytime the helicopter is requested.

Approved: 03-24-2021



Jimmy Toler
Chief of Police