



TYLER POLICE DEPARTMENT

GENERAL ORDER: 05.100

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|  | GENERAL PATROL DUTIES |  |
| | EFFECTIVE DATE: 02-14-1994 | |
| | REVISED DATE: 03-11-2024 | |
| CALEA STANDARDS: 1.2.3; 41.3.3 | | |

05.101 ORGANIZATION AND ADMINISTRATION

- A. The Patrol Division has the primary responsibility for the protection of lives and property of the citizens of Tyler. All sworn employees of the Division will direct their every effort to carrying out the basic functions of the Department, which include, but are not limited to:
1. Patrol activities direct towards:
 - a. Crime prevention,
 - b. Crash prevention,
 - c. Discovery and elimination of hazards to the public welfare,
 - d. Enforcement of state traffic laws and City of Tyler ordinances,
 - e. Accident investigation,
 - f. Apprehension of violators;
 2. Crime prevention activities;
 3. Response to calls for service;
 4. Initial investigation of crimes, incidents, offenses, and conditions, including the arrest offenders;
 5. Provision of emergency services;
 6. Traffic and crowd control and direction;
 7. Regulation of certain businesses or activities as required by law;
 8. Develop relationships with citizens, community organizations, and other emergency response groups; and
 9. Report information to the appropriate division and/or unit.
- B. The Patrol Division will establish a set of written goals which are clearly defined, reasonably attainable, and measurable.
1. Goals will be reviewed and affirmed or revised at least annually and maintained in the 'Department Information' file on the shared 'W' drive.

2. All officers are encouraged to provide input through their shift supervisors in the development of goals.
 3. Goals will be presented to employees in the most effective method deemed appropriate by shift supervisors to ensure clarity of the goals and employee expectations.
- C. In order to ensure the exchange of vital information between the Patrol Division and other divisions and units, the following shall act as a guide:
1. Supervisors will maintain close coordination with their counterparts and invite them to attend shift briefings whenever there is a new procedure that could assist in the attainment of the Department goals or to clarify a policy or administrative matter.
 2. Meetings will be conducted as necessary and at a time most convenient to the majority of attending personnel. Meetings will be conducted in an open forum, unless of a confidential nature, and participation from all employees will be encouraged to ensure the effective exchange of information and facilitate discussions concerning crime trends.
 3. All Divisions will be represented and will actively participate in the development and/or review of Departmental policies and procedures.
- D. Patrol Shifts
1. In order to ensure continuous patrol coverage the following procedure shall apply:
 - a. Shift briefings will be conducted at 0600, 0800, 1000, 1500, and 2200 hours or any other time deemed necessary by a Shift Commander / Lieutenant.
 - b. The Shift Commanders / Lieutenants will determine the number of personnel at each scheduled shift briefing in order to best adjust to the changing demands of the Department.
 3. Sworn employees assigned to the Patrol Division will arrive at their designated shift briefing in uniform as specified by [General Order 06.100 – General Appearance](#).
 4. Days off for Patrol Division personnel will be assigned according to the results of the semi – annual bid process.
 5. Shift Briefings will be conducted by a Shift Commander / Lieutenant and/or Shift Sergeant at the beginning of each shift and will include, but not limited to, the following:
 - a. A review of any information concerning unusual activity, wanted persons, stolen vehicle status updates, new and developing hazards, and information from other divisions, departments and/or agencies.
 - 1) The information shall be maintained electronically via a department shared drive that is accessible to all personnel.

- b. Notification of scheduled training, special events and details.
 - c. Presentation and explanation of new policies / directives or changes to existing ones.
 - d. Evaluation of each sworn employee's readiness to assume their patrol duties.
 - e. Conducting roll-call training.
6. Prior to or upon completion of a shift briefing sworn employees shall check-out the necessary equipment from the Patrol Armory to begin their tour of duty in their assigned beats.

E. Beat and Area Assignment

- 1. Shift Commanders / Lieutenants will be responsible for allocating personnel and establishing assignments / duty hours based on a shift's number of calls for service and level of activity.
- 2. Beat and area assignments will be determined by employee seniority; however, the needs of the Department will be of primary importance; administrative moves will be made as necessary to ensure the best interests of the City of Tyler.
 - a. The bid process shall occur on a semi-annual bases, typically every June and December on a date set by the Patrol Asst. Chief / Division Commander.
 - 1) Shift change will customarily occur in July and January.
 - b. Sworn employees will be permitted to sign-up for any available slot within a beat / area on any shift based on seniority. Sworn employees who have the greater seniority will be allowed to choose first from the available slots. The Patrol Asst. Chief / Division Commander will assign a supervisor, normally a patrol sergeant, to conduct this bid process. New sworn employees will be assigned by the Police Training Officer (PTO) Coordinator to a designated training officer and will work the same hours with same days off as the training officer.
 - 1) Method for determining sworn employee seniority:
 - a) All sworn employee's seniority will be commensurate with their hire date. If two or more sworn employees are hired on the same day their seniority will be determined by the tie-breaker methods provided for by the [State of Texas Local Government Code Ch. 143 – Municipal Civil Service for Firefighters and Police Officers](#).
 - b) A sworn employee being promoted to a higher rank will begin their seniority in that rank on the date of their promotion. If two or more sworn employees are promoted on the same date their seniority will be determined by their total / combined score of the civil

service examination and assessment center. The employee with the higher score shall have the higher seniority. Situations requiring additional tie-breaker methods will utilize those provided for in the [State of Texas Local Government Code, Ch. 143 – Municipal Civil Service for Firefighters and Police Officers](#).

- c) Any sworn employee who resigns or retires and is rehired or reappointed after two (2) years retains no seniority. The sworn employee that is rehired or reappointed within the two (2) year period specified by civil service rules and completes the necessary rehiring process retains the seniority obtained prior to leaving the City of Tyler.
 - d) If a sworn employee is demoted the time spent in both the higher and lower rank shall be combined and the seniority retained / transferred to the lower rank.
 - e) Sworn employees reinstated to a higher rank will resume their seniority in that rank.
 - f) All seniority is retained, including all time away from the job, when the absence is a result of military duty.
 - g) Personnel records will be used to settle any disputes in seniority.
- c. Officers whose last performance evaluation is at an unsatisfactory level may be held on their present schedule or changed to a new schedule/shift until their performance is at an acceptable level. The Chief of Police will make the final decision on matters involving performance.
 - d. Officers transferred for administrative reasons may be allowed to participate in the next semi-annual bid.
 - e. Patrol Sergeants will bid for shift assignment by seniority and the Chief of Police will assign Lieutenants.
3. Other Shift Transfers
- a. Officers may request a transfer before the next scheduled semi-annual bid if extenuating circumstances exist. It will be submitted to the employee's supervisor by inter-office memorandum stating the reason for the requested transfer.
 - b. The request will be submitted to the Patrol Division Commander for approval.
 - c. If approved by the Commander, the transfer to another shift will take place on a date and time set by the Commander.

G. Beat Assignments

- 1. To insure adequate police protection, the city shall be divided into geographical beats. Beat assignments on the shifts will be determined by physical size of the beat as well as average number of calls for service.

2. To enable officers to become more familiar with persons, businesses, organizations, hazards, and activities within a beat and to assist in placing accountability for events occurring within a beat, beat assignments will be made for a period of six months. The exception to permanent assignment will be when personnel shortages cause deviation from the permanent beat assignment.

05.102 POLICE VEHICLES AND VEHICLE OPERATION

- A. Police vehicles are the most visible representation of the Police Department to the public. Employees shall bear in mind that the manner in which a Department vehicle is operated is a direct reflection of the organization. All employees operating a Department vehicle shall do so safely and in accordance with the traffic laws of this state.
- B. All vehicles assigned to Patrol Division Officers will be equipped to transport prisoners. The rear seat door handles will be removed or rendered inoperative, the windows will not be capable of being opened from the rear seating area, and a barrier will separate the prisoner from the officer in the front seat.
- C. All vehicles used in routine or general patrol service assigned to Patrol Division will be conspicuously marked in the following manner:
 1. The vehicle equipment number will be visible from the rear and sides.
 2. POLICE will be stated on each side and rear.
 3. A City of Tyler Police decal will be on each side.
 4. EMERGENCY 911 decals will be on both sides.
- D. All Patrol Division vehicles used in emergency operations will be equipped in the following manner:
 1. A roof mounted light bar containing red and blue lights, rear flashing hazard lights, front takedown lights and alley lights.
 2. A mobile radio unit.
 3. A public address system.
 4. Siren.
 5. Other equipment as stated in General Order 19.103.
- E. All employees will wear seat belts in any vehicles used during the performance of their responsibilities and will require passengers to do the same.
- F. Operation of Police Vehicles while responding to calls. The Tyler Police Department recognizes three levels of response to calls for service.
 1. ROUTINE - normal, non-emergency, operation of vehicle, where the officer responding to the call will abide by the provisions of the Texas Motor Vehicle Laws. Officer may make short detours while responding to these type calls (assist motorist, traffic violations, etc...). Emergency lights and siren will not be used.
 2. URGENT - immediate, non-emergency response operation of vehicle, where the officer responding to the call will abide by the provisions of the Texas Motor Vehicle Laws. Officers should not make any detours while responding unless absolutely necessary.
 3. EMERGENCY - emergency response, See General Order 07.202, Emergency Driving.

G. Special Purpose Vehicles - These include: the police motorcycles, the police bicycles, the crime scene van and auxiliary vehicles, the Mobile Command Post, the Mobile Storefront, the gun range vehicle, the accident investigation vehicle, the all terrain vehicle, the T-3 systems, the canine vehicle (see 05.511), the SWAT response vehicle (see 17.313) and the Crisis Negotiations vehicle (See 17.313).

1. Police Motorcycles - are assigned to the traffic section of the Investigative Division.

- a. The purpose of the motorcycle is for selective and routine traffic enforcement.
- b. Motorcycles shall be used in the performance of official police business only.
- c. Motorcycles may be used in any police situation that a regular patrol car could be used with the noted exceptions: prisoner transport and limited usage during a police pursuit.
- d. Only officers assigned to the traffic unit are authorized to operate police motorcycles, and then only after completion of an approved course in the operation and handling of the vehicle.
- e. The officer assigned to each motorcycle is responsible for the condition, maintenance, and the operation of the motorcycle.
- f. Required equipment for police motorcycles shall consist of the following:
 - 1) Flashing emergency lights visible from the front, rear, and sides of the motorcycle.
 - 2) Police radio.
 - 3) Siren.

2. Crime Scene Unit Vehicles:

Crime Scene Van

- a. The crime scene van contains specialized equipment and supplies and is used to process crime scenes.
- b. The van shall normally be operated by crime scene unit personnel but may be operated by others as approved by a supervisor. No special training is required to operate the van. The key to the vehicle is maintained in the crime scene unit and is to be signed out when the vehicle is in use.
- c. The crime scene unit investigators will be responsible for the maintenance of the van and the equipment assigned to the vehicle. Prior to use, the vehicle will be inspected by the crime scene investigator to insure the necessary equipment and supplies are present to conduct the required investigation, When a crime scene investigator becomes aware of any missing equipment, an equipment malfunction, or uses any supplies that are to be maintained in the vehicle, the investigator is to notify the crime scene unit supervisor for repair or replacement. The vehicle will be inspected monthly by the crime scene unit supervisor to insure the vehicle is in a state of operational readiness for any call-out.
- d. Crime scene processing equipment maintained in the van shall be:
 - 1) Police radio.
 - 2) Fire extinguisher.
 - 3) Flashing emergency lights.

- 4) Fingerprint kits.
- 5) Digital camera and off-camera flash unit.
- 6) 2,000 watt portable gasoline generator.
- 7) Portable lighting.
- 8) Vacuum cleaner for trace evidence.
- 9) Miscellaneous hand tools.
- 10) Disaster kit - disposable clothing.
- 11) Heavy duty electrical extension cords.
- 12) Crime scene barrier tape.
- 13) Evidence markers
- 14) Putrefication and gas masks.
- 15) Blood evidence collection kit.
- 16) Biohazard spills kit.
- 17) Distance measuring devices.

Crime Scene Auxiliary Vehicle

- a. The auxiliary crime scene vehicle contains specialized equipment and supplies used to process crime scenes.
- b. The vehicle shall normally be operated by crime scene unit personnel but may be operated by others as approved by a supervisor. No special training is required to operate the vehicles.
- c. The crime scene unit investigators will be responsible for the maintenance of the vehicle and the assigned equipment. Prior to use, the vehicle will be inspected by the crime scene investigator to insure the necessary equipment and supplies are present to conduct the required investigation, When a crime scene investigator becomes aware of any missing equipment, an equipment malfunction, or uses any supplies that are to be maintained in the vehicle, the investigator is to notify the crime scene unit supervisor for repair or replacement. The vehicle will be inspected monthly by the crime scene unit supervisor to insure the vehicle is in a state of operational readiness for any call-out.
- d. Crime scene processing equipment maintained in the vehicle shall be:
 - 1) Flashing emergency light(s) and radio.
 - 2) Fire extinguisher.
 - 3) Fingerprint kits.
 - 4) Digital camera and off-camera flash unit.
 - 5) Disaster kit - disposable clothing.
 - 6) Crime scene barrier tape.
 - 7) Evidence markers.
 - 8) Gas mask.
 - 9) Blood evidence collection kit.
 - 10) Biohazard spills kit.
 - 11) Distance measuring devices.

3. Mobile Command Post

- a. The Mobile Command Post is assigned to the Investigative Division. The main objective of this vehicle is to have the ability to respond to the scene of critical incidents and establish a command center.
- b. The use of the Command Post shall be as determined by the Investigative Division Commander. The following situations are examples for the use of the Mobile Command Post;

- 1) Hostage/Barricade situation.
 - 2) Large demonstrations or civil unrest.
 - 3) Extensive searches for missing persons or fugitives
 - 4) Any critical incident where the Command Post would be deemed necessary. .
- c. The Mobile Command Post shall be operated only by those personnel that have received training in the safe handling and operations of the vehicle. The Sergeant assigned to the Community Response Team will be responsible for the maintenance of the Command Post.
- d. Equipment maintained in the Command Post shall be as follows:
- 1) Microwave oven
 - 2) Fire extinguisher.
 - 3) Refrigerator
 - 4) Bottled water
 - 5) Miscellaneous hand tools.
 - 6) Laptop computer
 - 7) Crime scene barrier tape.
 - 8) Water hoses with pressure regulator.
 - 9) Dry erase marker boards
 - 10) Maps
 - 11) Bio-hazard/spill kit.
 - 12) First aid kit.
 - 13) Emergency generator
 - 14) Office Chairs

4. Mobile Storefront

- a. The Mobile Storefront is assigned to the Investigative Division. The main objective of this vehicle is to have the ability to respond to special events and locations where an extended police presence is necessary.
- b. The use of the Storefront shall be as determined by the Investigative Division Commander. The following situations are examples for the use of the Mobile Storefront;
- 1) Parades
 - 2) East Texas Fair
 - 3) Addressing neighborhood issues / Community Policing activities.
- c. The Mobile Storefront shall be operated only by those personnel that have received training in the safe handling and operations of the vehicle. The Sergeant assigned to the Community Response Team will be responsible for the maintenance of the Storefront.
- d. Equipment maintained in the Storefront shall be as follows:
- 1) Microwave oven
 - 2) Fire extinguisher.
 - 3) Refrigerator
 - 4) Bottled water
 - 5) Gasoline generator.
 - 6) 8 - folding chairs.
 - 7) Coolers

- 8) Miscellaneous hand tools.
- 9) Laptop computer
- 10) Heavy duty electrical extension cords.
- 11) Crime scene barrier tape.
- 12) Water hoses with pressure regulator.
- 13) Dry erase marker boards
- 14) Maps
- 15) Bio-hazard/spill kit.
- 16) First aid kit.
- 17) Emergency generator
- 18) 2 Fluorescent outdoor lamps

5. Police Bicycles

- a. The Police bicycle is assigned to the Investigative Division. The Police bicycle will be used only by officers assigned to the Bicycle Unit, and then only after completion of an approved course in the operation and handling of the bicycle. The Police bicycle may be used in directed Police activities such as drug enforcement, burglary prevention, or Community Policing efforts where the mobility of the bicycles may be advantageous to the resolution of a problem. The bicycle may also be used for crowd control activities associated with special events. Police bicycles will not be used to block traffic in a roadway, such as in the case of a major accident scene.
- b. The purpose of the Police Bicycle is for selective patrol or supplementing normal Patrol Division functions. The bicycle will normally be used for patrol duties unless otherwise approved by the appropriate Division Commander for other Police related functions.
- c. The officers assigned to the Bicycle Unit are responsible for the condition, care, and maintenance of the bicycles within the Unit.
- d. The required equipment for the Police Bicycle shall consist of the following:
 - 1) A front beam headlight visible for at least 500 feet to the front during the nighttime.
 - 2) A rear lamp emitting a red light visible from a distance of 500 feet to the rear during the nighttime.

6. Utility Vehicles

The Tyler Police Department has utility vehicles assigned to it for maintenance and upkeep of the Gun Range Facilities and the downtown station. The utility vehicle assigned to the firearms range is only to be used by the Tyler Police Department's certified firearms instructors or by the range maintenance personnel with the approval of the Firearms Coordinator. The utility vehicle assigned to the downtown station is only to be operated by personnel in building and fleet maintenance. No special training is required to operate these vehicles other than basic instructions provided by current personnel. These vehicles are not equipped with any special equipment. The Fleet Coordinator is responsible for the maintenance of these vehicles.

7. Accident Investigation Vehicle.

- a. The accident investigators utilize a special purpose vehicle when called upon to conduct investigations that require special investigative measurement equipment.
- b. The vehicle is stored in the PD parking area and the keys for the vehicle are kept in the armory and are to be signed out of the inventory when needed. There is no special training required to operate the vehicle and any supervisor or accident investigator may request the use of the vehicle.
- c. The supervisor assigned to supervise the accident investigators is responsible for the maintenance of the vehicle and the equipment assigned to the vehicle. Prior to use, the vehicle will be inspected by the accident investigator to insure the necessary equipment and supplies are present to conduct the investigation required, When an accident investigator becomes aware of any missing equipment, an equipment malfunction, or uses any supplies that are to be maintained in the vehicle, the investigator is to notify the AI supervisor for repair or replacement. The vehicle will be inspected monthly by the AI supervisor to insure the vehicle is in a state of operational readiness for any call-out.
- d. The accident investigation vehicle will be equipped with the following equipment:
 - 1) A SOKKIA electronic surveying station or equivalent.
 - 2) 2 Tri-pods, 2 monopoles, and surveying prism.
 - 3) A data collector for the SOKKIA total station or equivalent.
 - 4) An electronic accelerometer such as the VC 2000 or its equivalent.
 - 5) An electronic crash data retrieval system and laptop.
 - 6) Battery chargers and associated recharging equipment for electronic equipment.
 - 7) 20 Traffic cones and crime scene tape.
 - 8) 2 Portable light stands.
 - 9) Portable generator and extension cords.
 - 10) Spray paint, chalk, grease pencils, 2-100 ft. measuring tapes, and measuring wheel.

8. Police T-3 Mobility Platform

- a. The Tyler Police Department maintains an electric mobility platform system for the purpose of conducting operations in environments where patrol vehicles cannot operate in a safe and normal manner.
- b. The use of the T-3 shall be determined by the Investigative Division Commander. The following situations are examples for the use of the T-3.
 - 1) Patrolling the downtown area or during events where large crowds prohibit the safe operation of a patrol car such as the East Texas Fair.
 - 2) Other assignments as designated by Chief of Police.
- c. The T-3 will be operated only by those personnel that have been trained in the safe handling and operations of the system. A supervisor assigned

to Community Response will conduct a written inspection of the systems at least once each 3 months. The Fleet Services Coordinator will be notified of any problem with the T-3 and the Coordinator will be responsible for maintaining the system. The T-3 is not equipped with any special equipment other than the standard authorized emergency lights and siren equipment.

9. Special Police Emergency Armored Response Vehicle

- a. The Tyler Police Department maintains an Armored Vehicle for the purpose of conducting emergency situations such as rescues involving hostile gunfire or responding to armed confrontations that are occurring in the city or in another jurisdiction when approved by the Chief of Police or Chief's designate.
- b. The use of the Armored Vehicle shall be determined by the Chief of Police or the Chief's designate. The following situations are examples for the use of the Armored Vehicle.
 - 1) Rescue operations for injured persons or those pinned down by hostile gunfire or for searches involving armed fugitives.
 - 2) As a deterrent to, or in response to, a potentially hostile riot or crowd of people.
 - 3) To overcome or defeat a hardened location such as a fortified drug dealing operation.
 - 4) Responding to a request for emergency assistance of a similar event from another agency or jurisdiction.
 - 5) Any potentially dangerous assignment as designated by Chief of Police.
- c. The Armored Vehicle will be operated only by those personnel that have been trained in the safe handling and operations of the vehicle. The SWAT commander is responsible for assigning a monthly inspection of the vehicle to ensure that a state of operational readiness is maintained. The Fleet Services Coordinator will be responsible for the regular maintenance schedule of the Armored Vehicle. The vehicle is equipped with a two-way communication radio, authorized emergency lights and siren equipment. No other specialized equipment is specifically assigned to the vehicle.

10. Golf Cart

- a. The Tyler Police Department maintains a golf cart used for special events where supervisors need to cover large amounts of distance on a regular basis. There is no special training for the use of the golf cart. This vehicle is not equipped with any specialized equipment.

11. Patrol Boat

- a. The Tyler Police Department maintains a marked Patrol Boat for the purpose of conducting marine law enforcement/patrol activities and search and rescue operations on Lake Tyler. The Patrol Boat shall only be utilized for official law enforcement purposes and operated by Department personnel who have completed the required training outlined in subsection (c) below.

- b. Personnel assigned to the Department's Priority Response Team shall be authorized, upon successful completion of the required training, to operate the Patrol Boat. The Patrol Boat should only be operated during weather conditions that allow for safe operation of the vehicle. Weather conditions shall be evaluated prior to embarking on marine law enforcement/patrol operations and continuously monitored while underway. The Patrol Boat shall not be operated during severe weather conditions unless lifesaving and/or rescue operations are necessary. Examples of severe weather conditions include, but are not limited to:
 - 1) Lighting
 - 2) High Winds
- c. No employee shall be permitted to operate the Patrol Boat without successfully completing the Department required training. Prior to operating the vessel, personnel, shall, at minimum, complete the training noted below.
 - 1) Boater Education Course
 - 2) TPWD Marine Safety Enforcement Officer Course
 - 3) Tyler Police Department Boat Operations Course
- d. The Priority Response Team (PRT) Sergeant shall be responsible for the condition and maintenance of the Patrol Boat and Boathouse. The PRT Sergeant shall make certain a monthly inspection of the vessel and Boathouse is completed and maintained to ensure their operational readiness. The inspection shall also include a list of equipment maintained on/near the boat and kept in working order. Equipment maintained on/near the Patrol Boat include:
 - 1) Inflatable Life Vests
 - 2) Throw Ring
 - 3) Tow Rope
 - 4) Three (3) Fire Extinguishers
 - 5) Emergency Lighting/Siren
 - 6) Sonar Equipment
 - 7) Police Radio
 - 8) Binoculars
 - 10) Medical Kit
 - 11) Grab Pole

05.103 CALLS FOR SERVICE

- A. It is the policy of this Department for officers of the Patrol Division to respond to calls for service and conduct preliminary investigations, which shall include but not be limited to:
1. Security of the scene to include listing and reporting names of all persons entering the scene.
 2. Summoning medical assistance and the administering of first aid as required to prevent further injury or loss of life.
 3. Effecting the arrest of suspects.
 4. Observing all conditions, events and remarks.
 5. Locating and identifying witnesses.
 6. Maintaining the crime scene and protecting evidence.
 7. Interviewing the complainant and witnesses.
 8. Interrogating the suspects following legal guidelines.
 9. Arranging for the collection of evidence.
 10. Requesting additional expertise as needed.
 11. Submitting all reports accurately and timely.
- B. It shall be the responsibility of Patrol Supervisors to oversee the operations and activities of Patrol Division personnel.
1. An officer shall request the Communications Unit contact a supervisor when responding to a complaint of a serious nature including but not limited to the following:
 - a. Investigation of a death.
 - b. Major investigation where further professional help or technical assistance is required.
 - c. Incidents that may be a threat to public safety.
 - d. Incidents where public or media interest require the presence of a Supervisor.
 - e. Complaints against Department personnel or Department actions.
 - f. Major traffic accidents involving a fatality or possible fatality.
 - g. Accidents involving City of Tyler Vehicles.
 - h. Upon a citizen's request for a Supervisor.
 - i. Any incident where it will be necessary to close or re-route traffic on a major street.
 2. Upon notification, the supervisor may go to the scene to either assist the reporting officer or assume command.
 3. In cases where a supervisor responds either by phone or in person, the Supervisor shall be responsible for obtaining further technical assistance or making further notifications to Command and/or Investigative Staff.
- C. Telephone Reporting-PSO
1. In order to improve the use of patrol time there are some calls, which do not require the dispatch of an officer and can be handled by receiving the information by telephone or by mail. The Tyler Police Department Public Service Officers will be responsible for the following categories of calls:
 - a. Criminal Mischief

- b. Harassment
 - c. Theft
 - d. Forgery/ Credit Card Abuse
 - e. Additional Information
 - f. Found Property (walk-in)
 - g. Lost Property
 - h. Auto Burglaries
 - i. Criminal Trespass
 - j. Gas drive-offs
2. Communications will ask the caller the following questions and if any response is yes an officer will be dispatched.
- a. Are the suspects still in the immediate area?
 - b. Is there physical evidence at the scene?
3. Gas Drive-Offs
- a. The cashier on duty when the theft occurred shall complete the Fuel Theft report form provided by the Community Response Officers. The report and a copy of the receipt showing the amount of loss will be mailed or delivered to the Police Department or to the Police Substations.
 - b. Sergeants making assignments will assign these cases to PSO personnel, who will take and enter the reports into the computer. Incomplete forms will be returned to the store for additional information. Once all required information has been presented a case number will be attached to the offense report
 - c. Any suspect information received within a few minutes of the theft will be broadcasted to on-duty officers. Any officer making an arrest will complete the investigation and submit all required reports instead of the case being assigned to PSO personnel.

05.104 FOLLOW-UP INVESTIGATIONS

The assigned officer and the officer's supervisor should exercise sound judgment when conducting follow-up investigations with due consideration given to pending calls for service and available staffing.

- 1. Patrol Division officers will conduct follow-up investigations on all class C misdemeanor cases when the suspect lives inside the corporate city limits of Tyler.
- 2. Officers may be designated by a supervisor to conduct follow-up investigations on any crime.

05.105 FIELD INTERVIEWS

- A. All officers of the Tyler Police Department should realize the importance of informal or routine contact with citizens. Contacts with citizens can be made at any time or location. Not all contacts are such that require written documentation, however, when a conversation ensues between an officer and a member of the public, the officer should bear in mind that any individual might possess information vital to an ongoing investigation, prevention of a crime, or information that needs to be documented for further reference.

- B. Contacts with the public may turn into an interview and at any moment possibly result in an interrogation. Officers should bear this in mind and be cognizant for words, phrases or mannerisms that would lead to the gathering of information.
- C. Any time an officer believes the information, or circumstances surrounding the contact may be useful to other officers and divisions the officer shall complete a field interview card (FIC), gathering all possible information and describing what it was that led the officer to make the contact.

05.106 USE OF INFORMANTS

The use of informants is important to the satisfactory completion of many investigations. Officers from the Patrol Division may make use of informants with supervisory approval during their investigation. Officers will follow procedures established by General Order 17.200 to provide for a controlled system, to avoid abuse, and to minimize adverse impact.

05.107 NOTIFICATIONS AND MESSAGE DELIVERY

During the course of duty, it may be necessary to notify persons or other agencies of situations that the officer has encountered. The following are the most common and these guidelines should be followed:

1. Notification of Justice of Peace during death investigations. Once a death has been verified the Justice of the Peace shall be called in all cases where a physician is not in attendance, or the doctor is not willing to sign a death certificate. A Supervisor shall request that the Justice of the Peace be contacted. The telecommunicator shall make the contact and advise the officer of the anticipated time of arrival of the Justice of the Peace. Officers shall remain at the scene and protect it until they speak with the Justice of the Peace. The body will not be released until authorized by the Justice of the Peace.
2. The City Public Works Department or the State Highway Department shall be contacted when roadway conditions exist that would present a danger to the public or interfere with the orderly flow of traffic.
3. Public utility companies will be contacted to restore service or disconnect service as the case may require. The telecommunicator will make contact with the appropriate utility involved and notify the officer of the estimated response time.
4. Should an event require notification of the media, officers will follow guidelines established in Tyler Police Department General Orders 14.100.
5. In the event of a death or injury and a request is received to notify the next-of-kin, the Communications Operator will provide the information to the officer assigned to make the notification. Officers should assist in obtaining additional information, arranging for transportation, or contacting other family members or clergy. When possible, officers will make the notification in person.
6. Whenever practical, officers should request a Chaplain to accompany them and seek the Chaplain's assistance in the delivery of death notices. When the deceased is a member of the general public, the Police Chaplain should deliver the message and provide temporary services at the scene; such services could include the contact of other family members, religious representatives, or the resolution of immediate family needs. The Chaplain is not to become involved in counseling or provisions of other extended service, including performing the funeral services for that family.

5.108 MISSING PERSONS, RUNAWAYS, AND OTHER SEARCH AND RESCUE SITUATIONS

- A. In the course of duty a police officer may respond to a call for service regarding a missing person, runaway, or other type of search and rescue situation.

1. A report will be completed on all persons who become missing in, or who were last seen inside the City of Tyler and the reporting person need not reside in the City to make a report. The missing person information should be entered into the TCIC/NCIC/local missing person database provided that all requirements are met. If the officer believes that the criteria for entry are not met, the officer should notify a supervisor. The supervisor should review the case and make the final decision on entry. All missing person reports will be routed to the supervisor of the Crimes Against Persons Unit for immediate assignment. All missing person cases, whether entered into TCIC or not, will be flowed to the Crimes Against Persons Unit by Data Management personnel immediately upon the receipt of the report as well as by the supervisor approving the report electronically. In cases of reports needing correction by the original officer, a copy of the uncorrected report will be sent by Data Management personnel to the Crimes Against Persons Unit. This will prevent any delay in the investigation of missing persons. Once the report is corrected it will then also be flowed to Crimes Against Persons Unit.
2. Other law enforcement agencies may report these types of situations by the use of mail, teletype, email, or telephone. The reporting agency, reporting officer, and the agency telephone number shall be recorded for reporting purposes.
3. No arbitrary waiting period will be imposed before taking the report.
4. When a parent or guardian wishes to report an unemancipated 17 year old as a runaway, the report is to be taken as a missing child. A Telecommunicator will enter the information on the subject into TCIC and NCIC immediately. When the missing 17 year old is located, the officer is obligated to take the child into custody and deliver or arrange delivery of the child to a person entitled to possess the child. If the person entitled to possess the child is not immediately available, the officer shall deliver the child to the Department of Protective and Regulatory Service (Texas CCP 63.009 g).
5. It is the arresting officer's responsibility to notify Communications to remove the child or any located missing person from TCIC and NCIC.
6. Missing persons between the ages of 18-21 will be entered into the NCIC and TCIC computers as a missing person. Individuals over 21 can be entered at the officer's discretion provided they conform to NCIC/TCIC standards (Suzanne's Law). When contacting individuals 18 and over that have been reported missing, the officer will evaluate the missing person's mental and physical situation to ensure that the person is not in danger. If the individual is deemed to be in no danger, officers will notify dispatch to remove them from the computer and notify the reporting party of their status. If the missing person is in an apparent harmful situation, efforts will be taken to assist the missing person.

B. An immediate and continuing investigation shall begin when the missing person is:

1. 13 years of age or younger and the time is between 2300 hours and 0700; or
2. Under 10 years of age and at any time; or
3. An adult more than 70 years age; or
4. Missing person's mental or physical condition poses a danger to themselves or others; or
5. A potential victim of foul play, sexual exploitation, or is in a dangerous environment.

C. Exceptions may exist where a continued investigation is not warranted. An on-duty supervisor shall make the final determination if the investigation is to continue. These exceptions include but are not limited to:

1. Where the child is 13 years of age or younger and is mature beyond the child's chronological age and is a frequent runaway; or
 2. Where an adult is more than 70 years of age and is mentally and physically capable of managing their affairs.
- D. When a continuing investigation is required the officer assigned the call shall notify an on-duty supervisor, request additional officers for assistance, broadcast a description as soon as possible, and complete the first responder checklist below:
1. Interview the parent/guardian
 - a. Determine the circumstances of the disappearance;
 - b. When and where the subject was last seen;
 - c. Who saw the subject last;
 - d. What do they think happened to the subject;
 - e. Verify the custody status of the subject;
 - f. Obtain photographs.
 2. Identify everyone at the scene
 - a. Note information they may have about the missing person and disappearance;
 - b. What do they think happened?
 3. Search the scene/residence
 - a. Obtain consent to search from the parent/guardian;
 - b. Treat as a crime scene;
 - c. Protect against loss of essential evidence;
 - d. Check outbuildings and vehicles.
 4. Question other family members
 - a. What do they think?
 - b. Gather names of subject's close friends/other relatives;
 - c. When did they last see subject?
 5. Prepare incident report and other notifications
 - a. Enter information into TCIC/NCIC Missing Persons file (notify Communications);
 - b. Complete all preliminary reports and case related paperwork;
 - c. Alert immediate supervisor for call-out of Crimes Against Persons Investigator.
- E. A determination will be made on the case classification, which will effect the continued investigation. The Crimes Against Persons investigator will be responsible for conducting any follow-up investigations involving abductions and critical missing persons. The Youth Crimes investigator will be responsible for any follow-up investigations involving runaway juveniles. The follow-up investigation may include but not be limited to re-contacting the reporting person(s) and witnesses periodically throughout the investigation, planning and conducting searches, collecting physical evidence, and utilizing the TCIC/NCIC computer network to disseminate and collect information.

1. Case classifications are as follows:
 - a. NON-FAMILY ABDUCTIONS
 - b. FAMILY ABDUCTIONS
 - c. RUNAWAY
 - d. UNKNOWN MISSING--Treated as Non-family Abduction.

F. In response to these various types of missing persons, the Tyler Police Department has a number of levels of public notification: the Amber Alert, Silver Alert, Abduction Central Alert, A Child is Missing Alert, and a Local Critical Missing Alert. These alerts are listed in a descending order of justification to utilize them. Once a supervisor determines the highest alert warranted, the decision may be made to use the highest alert as well as any lesser alert, if there is one. A supervisor may authorize Communications personnel to post alert information on the NIXLE, TWITTER, or other public network website if the posting might be beneficial.

1. Amber Alert

- a. The purpose of the Amber Plan is to provide a rapid and coordinated response throughout Northeast Texas in the event of child abduction. Notifying the DPS results in a notice being issued over the Texas Broadcasters' Emergency Alert System to television and radio stations within a 200-mile radius of the abduction. DPS also notifies the Texas Department of Transportation to flash messages on state highway signs in the appropriate area warning motorists to watch for the suspect's vehicle. The National Weather Service and the Missing Person Clearinghouse are also notified. The alert also goes to local law enforcement agencies across the state as well as the FBI.
- b. When an officer has initial information that could result in the issuance of an Amber Alert, a supervisor will be notified immediately and will respond to the scene. It will be the supervisor's duty to determine if the criteria are present for an Amber Alert.
- c. The plan calls for the Tyler Police Department to activate an Amber Alert when all five of the following criteria are met:

- 1.

- a. Is this child **17 years** of age or younger, whose whereabouts are unknown, and whose disappearance law enforcement has determined to be unwilling which poses a credible threat to the child's safety and health; and
 - (i) If abducted by a parent or legal guardian, was the abduction in the course of an attempted murder or murder?

OR

- b. Is this child **13 years** of age or younger, who was taken (willingly or unwillingly) without permission

from the care and custody of a parent or legal guardian by:

- (i) someone unrelated and more than three years older,
- or
- (ii) another parent or legal guardian who attempted or committed murder at the time of the abduction?

- 2. Is this child in immediate danger of sexual assault, death or serious bodily injury?
- 3. Has a preliminary investigation verified the abduction and eliminated alternative explanations for the child's disappearance?
- 4. Is sufficient information available to disseminate to the public to help locate the child, a suspect, or the vehicle used in the abduction?

- d. If any of the items in c. 1-4 is not true then the Amber Alert should NOT be sent.
- e. If all four items in c. 1-4 are true, the supervisor will notify Communications personnel of victim, suspect, and/or vehicle information and give the order to issue an Amber Alert.
- f. Telecommunications personnel will immediately issue an Amber Alert as provided for in the State's Amber Alert protocol located in the red Amber Alert manual.
- g. A copy of this manual is to be kept in the Patrol Armory, the Substation, and in the Communications Unit at all times where it is readily accessible to all personnel. This manual delineates the following procedures to be followed in issuing the Amber Alert:

- 1). Communications will complete the Department of Public Safety AMBER ALERT REQUEST FORM, and fax it to the State Operations Center (SOC), Texas Division of Emergency management at (512) 424-2281 or (512) 451-2291.

Email available photographs of the missing child and suspect to the SOC at soc@dps.texas.gov

Contact the SCO at (512) 424-2208 or (512) 424-2277 to ensure the AMBER Alert Request was received.

Ensure appropriate entries are made within the Texas Crime Information Center and notional Crime Information Center (TCIC/NCIC).

Inform the SOC of any updates, to include when the child or suspect is located.

AMBER Alerts issued by the State Network have a maximum activation period of 24-hours. All requests for extension must be accomplished on or before the last 23-hour reminder from the SOC.

- 2). Beyond missing is no longer being used. The flyer is to be created on the DPS web site.
- 3). The Telecommunicator will copy the confirmation number given after the alert is sent, and give it to the Telecommunicator supervisor, or senior Telecommunicator on duty as well as to the Investigator working the case.
- 4). Once a photograph is available the photograph should be saved in the 'Amber' file on the "W" drive. It will then be added to The DPS Amber Alert .
 - a) Instructions for acquiring, editing, and saving a photograph are located in the red 'Amber Alert' notebook. The Patrol Supervisor, or a person designated by the Patrol Supervisor, will enter the photograph into the 'Amber' file, on the "W" drive, and will edit as necessary, according to the instructions.

2. Abduction Central Alert

- a. The purpose of the Abduction Central Alert is to provide a rapid and coordinated response in the event of child abduction that does not meet one or more of the criteria for an Amber Alert, or for a critically missing adult.
- b. Sending an Abduction Central Alert results in a notice being issued to law enforcement, all media (TV, Radios, and Newspapers) in a 100-mile radius of Tyler. Additionally, Tyler Pounds Field Regional Airport, and the City of Tyler Bus Station are notified as well.
- c. This alert should not be used for runaways or missing persons when there is not at least reasonable suspicion to suggest there is foul play, or there is an overriding reason for finding the person.
- d. An officer who has a case that meets the criteria for this alert will notify a supervisor, who will respond to the scene. It is the supervisor's responsibility to authorize the Communications Unit to issue this alert.
- e. When notified to activate the Abduction Central Alert the Communications Unit will access the 'Abduction Central Alert' program on computer station DIS5, and fill in the necessary information as relayed from the Patrol personnel at the scene in accordance with the State's Amber Alert protocol located in the red Amber Alert manual. This information should at a minimum include the missing person's information, any other person(s) involved information, and/or vehicle information as well as any other information that may assist in locating the person.
- f. The telecommunicator will copy the confirmation number given after the alert is sent, and give it to the telecommunicator supervisor, or senior telecommunicator on duty as well as to the investigator working the case.
- g. A picture will be entered into the program as soon as it is available.

- Entry of the information should not be delayed while waiting for a picture.
- h. Once a photograph is available it should be saved in the 'Amber' file on the "W" drive. It may then be added to an amended Abduction Central Alert and sent again.
 - 1). Instructions for acquiring, editing, and saving a photograph for Abduction Central Alert is located in the red 'Amber Alert' notebook. The Patrol supervisor, or a person designated by the Patrol Supervisor, will enter the photograph into the 'Amber' file, on the "W" drive, and will edit as necessary, according to the instructions provided for this program.

3. Local Critical Missing Alert

- a. The purpose of the Local Critical Missing Alert is to provide a rapid and coordinated response in the event of a critically missing person that with reasonable certainty has not left the City Limits of Tyler, e.g., Alzheimer's patient who has wandered away from a nursing home, or a young child who has wandered into the woods. These examples are not exhaustive, and the supervisor may come across other situations where this option is warranted.
- b. Sending a Local Critical Missing Alert results in notification to the television stations, the Tyler Morning Telegraph, and all local radio stations.
- c. An officer who has a case meeting the criteria for this alert will notify a supervisor, who will respond to the scene. It is the supervisor's responsibility to authorize the Communications Unit to issue this alert.
- d. A Patrol supervisor will be required to go to the All Sergeants folder on the W drive. Go to the Critical Missing Alert folder, and then to the Critical Missing.doc to complete the information.
- e. The Patrol supervisor will then take the completed document to the fax machine in Crimes Against Persons, insert the document, push the group dial button, push the number 1, then send. The supervisor should wait for the confirmation sheet to insure the document was effectively sent.
- f. Once a photograph is obtained it may be e-mailed to all news media sources via the News Media Release group set up for press releases.

4. A Child is Missing Alert

- a. The purpose of the "A Child is Missing" Alert is to provide a rapid and coordinated response in the event of missing child or a critically missing adult.
- b. When an officer has initial information that could result in the issuance of an "A Child is Missing" Alert, a supervisor will be notified immediately and will respond to the scene. It will be the supervisor's responsibility to determine if the criteria are present for an "A Child is Missing" Alert. The "A Child is Missing" alert can be utilized for the following situations:
 - 1) Critical missing individuals as defined by General Order 5.108 (B).
 - 2) The missing child is 17 years of age or younger and is a first time runaway.

- 3) The missing child is 17 years of age or younger and is a habitual runaway, if foul play is suspected.
 - 4) Unconscious person without identifications– Child or Elderly.
 - 5) Finding a parent or guardian of a found child/elderly person that is in protective custody.
- c. Sending an “A Child is Missing” Alert results in a neighborhood calling program to the area surrounding the location of a lost child or critically missing adult. A recorded message gives a telephone number for citizens to call the police directly with information about the missing person.
 - d. Authorization will be obtained from an Assistant Chief or the Chief of Police prior to activation of the “A Child is Missing” Alert. When a decision is made to activate the Alert, a supervisor will immediately contact “A Child is Missing” at 1-888-875-ACIM or page the operator at 1-954-492-4778. The supervisor will provide the “A Child is Missing” Network with a telephone number, generally communications, for the public to contact the department with information about the missing person.
 - e. Information received from a citizen will be relayed to the supervisor/investigator responsible for the investigation. After evaluation of the information, the supervisor/detective/officer will take the appropriate action.
 - f. If a sighting of a missing person is confirmed, the supervisor should consider re-contacting the “A Child is Missing” and providing the updated location and re-activating the alert. This is particularly important if the location is in a different zip code.
 - g. If the missing person is found the supervisor/investigator/officer will contact the “A Child is Missing” Network to advise them that the person has been located. There is no need to cancel this alert since it only runs once each time it is activated. The alert area covers a ¼ to ½ mile radius from the address used for initiation.

5. Silver Alert Network

- a. The Silver Alert Network is a statewide system to be used for missing senior citizens. The following five criteria must be met in order for the Silver Alert Network to be activated by the Texas Department of Public Safety:
 1. Is the missing person 65 years of age or older?
 2. Is the senior citizen’s domicile in Texas?
 3. Does the senior citizen have a diagnosed impaired mental condition, and does the senior citizen’s disappearance pose a credible threat to the senior citizen’s health and safety?
 4. Is the Silver Alert request within 72 hours of the senior citizens disappearance?
 5. Is there sufficient information available to disseminate to the public that could assist in locating the senior citizen?
- b. In order for a police officer to answer yes to item 3 above, the officer or investigator shall require the family or legal guardian of the missing senior citizen to provide documentation from a medical or mental health professional of the senior citizen’s impaired mental condition.

- c. Highway signs will be activated only if accurate vehicle information is available and it is confirmed that the senior citizen was driving the vehicle at the time of the disappearance.
- d. Do not request activation of the Silver Alert Network if the answer is “no” to any of the above listed criteria. The Texas Department of Public Safety will verify circumstances of each request to ensure all criteria have been met.
- e. Silver Alert activations are valid for a period of 24 hours. Requesting law enforcement agencies will be contacted after 12 hours, 18 hours, and 23 hours. If the law enforcement agency decides to extend the 24 hour duration, that request must be made prior to the initial 23rd hour reminder from the state operations center.
- f. Requests to activate the Silver Alert Network must be faxed to the Texas State Operations Center, Governor’s Division of Emergency Management using the Silver Alert request form at www.txdps.state.tx.us/dem.

5. Endangered Missing Persons Alert

- a. The Endangered Missing Persons Alert is a statewide or partial state alert system to be used for assisting law enforcement in the recovery of missing persons with an Intellectual Disability. A requesting law enforcement agency must meet **all** listed criteria in order to activate the State Endangered Missing Persons Alert Network.
 1. Has the missing person been diagnosed with an Intellectual Disability (Diagnosis could refer to what was previously described as Mental Retardation) and/or a Pervasive Developmental Disorder, including Asperger’s Disorder, Autistic Disorder, Autism Spectrum Disorder, Childhood Disintegrative Disorder, Rett’s disorder or a Pervasive Developmental Disorder (Not otherwise specified)?
 2. If the missing person has been diagnosed with an Intellectual Disability, law enforcement shall require a written diagnosis from a physician or psychologist licensed to practice within Texas, or certified by the Texas Department of Aging and Disability Services and/or Texas Department of State Health Services. Written diagnosis could indicate the physician or psychologist was certified by the former Texas Department of Mental Health and Mental Retardation.
 3. Is it confirmed that an investigation has taken place, verifying that a reasonable explanation for the missing person’s disappearance has been ruled out and that the disappearance poses a credible threat to the health and safety of the missing person?
 4. Is the Endangered Missing Person Alert request being made within **72 hours** the missing person’s disappearance?
 5. Is there sufficient information available to disseminate to the public that could assist in locating the missing person? (Highway signs will be activated only if accurate vehicle information is available AND it is confirmed that the missing person was in the vehicle at the time of the disappearance).

- b. Ensure that the Endangered Missing Persons Alert Request Form was received by the State Operations Center.
 - c. Ensure appropriate entries are made within the Texas Crime Information Center and National Crime Information Center (TCIC/NCIC).
 - d. Inform the State Operation Center of any updates, to include when the missing person is located.
 - e. Endangered Missing Persons Alerts issued by the State Network have a maximum activation period of 24-hours. All requests for extension must be accomplished on or before the last 23-hour reminder from the State Operation Center.
- G. While a continuing investigation is being conducted, the details will be reported by each officer in a supplemental report. Reporting shall continue until the missing person is located or the search is terminated. The last report shall clearly indicate the means by which the search was terminated.
- H. Ordinarily, searches will continue until the person is located. When the determination is made under section C above that a continuing search will not be conducted or the search will be discontinued, it will be the responsibility of the senior on-duty supervisor to reach the decision that there is no practical reason to continue. The decision to discontinue the search shall be based on information learned and/or the absence of some indication of harm or criminal act against the victim. Once the search is concluded the decision to end the search should be disseminated to all law enforcement, state agencies, and media outlets, using the same means by which they were originally notified this method does not include A Child is Missing Alert, at least in the same way, i.e., telephone.

If a State Amber Alert, Silver Alert, or Abduction Central Alert was sent out, a follow up should be sent indicating the conclusion, successful or other wise, following the instructions in the red 'Amber Alert' notebook.

- I. Should a search require more personnel than is available, the senior supervisor may attempt to notify off-duty personnel to respond for assistance. The senior supervisor on duty may request assistance from the Tyler Fire Department and in the cases of extended searches, request cooperation of the news media.
- 1. A release should be faxed to the media for critically missing children and adults. A News Release form is available in the "All Sgts" file on the "W" drive. The 'Critical Missing' form is generally for missing adults with physical or mental disabilities that indicate an inability to care for themselves, or for children who are missing under circumstances not indicating abduction. It is not intended for runaways and custody abductions. All identifiers of the child and suspect/suspect vehicle should be included.
 - 2. If a photograph is available of the missing person it may be scanned or photographed with the digital camera, both available through the Crime Scene Unit, and sent to the television stations and newspaper via e-mail. It may also be imported to the release for fax and e-mail release. The photograph is not required for the faxed releases if it is e-mailed directly to the visual media.
 - 3. A phone call to each of these media outlets should be made as soon as practical to ensure that the fax or e-mail has been received.

4. Media may be called to the scene of abduction or missing person to use their cameras to copy the photograph at the scene. The photograph can also be taken to a copy center and copies distributed to the various media outlets via police officers.
- J. Should an officer contact a person who is lost, an attempt shall be made to determine if a missing persons report has been filed on the person. If no information is available, the officer or the supervisor notified of the incident shall contact the Department of Human Services for placement until the person's identity can be established. If the person can be returned home, the officer making the contact shall notify a supervisor of the contact and disposition.
 - K. In the event that the person is an obvious danger to him/herself or others, an on-duty senior supervisor shall be notified and a Police Officer's Warrant for emergency mental commitment may be required. Whenever practical, the person shall be restrained with the leather restraining devices. In the event the person is struggling to a degree that leather restraints are not possible, the person may be handcuffed or further restrained for the safety of all involved. When necessary, transport may be accomplished by notifying an ambulance. If an ambulance is not needed, the person may be transported in a marked police vehicle equipped for transporting prisoners. The officer shall remain with the person until relieved by hospital staff or the case is brought to conclusion.
 - L. Communications Unit personnel will complete the necessary departmental missing person/runaway form and providing the missing persons/runaway criteria in the TCIC/NCIC guideline manual is met, the Communications Unit personnel will enter into the TCIC/NCIC computer a description for dissemination.
 1. In the event that the missing person/runaway meets the PSR definition of "critical", the telecommunicator receiving the call will complete the necessary card and forward it to the telecommunicator on the Investigations channel for immediate entry.
 2. If the missing person/runaway does not meet the PSR definition of "critical", the telecommunicator receiving the call will complete the necessary card and forward it to the telecommunicator on the Investigations channel to be held until the reporting officer advises whether entry into the system is warranted.
 3. Adult missing persons are to be entered into the HOTS file system in CAD records provided that they do not meet the criteria for entry into TCIC/NCIC. The reporting officer is to provide the information necessary for the Communications unit to enter the missing person into the HOTS system. The information that is entered includes, but is not limited to:
 - a. The TPD case number
 - b. The assigned HOTS number.
 - c. All known personal descriptors.
 - d. Any known vehicle information.
 - e. Any distinguishing characteristics or special circumstances.
 - f. All information pertaining to the entry into HOTS/NCIC/TCIC will be documented by the telecommunicator in the call notes for the incident.
 - M. Should the reporting officer clear the call on an N-code, the missing person card may be destroyed. However, if the call is cleared on a long form or F-card the completed missing person card must be forwarded to Crimes Against Persons (for missing adults) or Youth Crimes (for missing/runaway juveniles) regardless if the subject was entered or not.

- N. If the investigating officer learns that a missing person wears a 'Project Lifesaver' radio telemetry locator device, a supervisor will be notified. The supervisor will ensure that an employee trained to operate the locator equipment is called to the scene to conduct a search.
1. If there are no trained personnel on duty, a supervisor may contact the Sheriff's Office to see if they have someone on duty that could use their equipment to assist in a search. If the Sheriff's office is not able to provide assistance, an employee that has received the training may be called out to conduct a search.
 2. Only personnel that have received training in the use of the locator equipment are permitted to operate the equipment.
 3. The locator equipment will be stored in the Patrol Armory.
 4. The batteries that provide the power source for the locator equipment are maintained in the Community Response Team office.
 5. The Community Response Team Sergeant or designate is responsible for the maintenance of the equipment.
 6. The CRT Sergeant will be responsible for an inspection of the equipment each month to ensure that the equipment is operational. A written log noting the status of the equipment will be maintained by the CRT Sergeant.
 7. If the equipment is lost, damaged, or inoperable for any reason, the CRT Sergeant is to be notified via e-mail or written memo.

05.109 ASSISTANCE TO ADULT PROBATION

The Police Department shall attempt to assist the Adult Probation Department regarding those probationers that have been placed on home electronic monitoring as ordered by a Judge. Should a representative of Adult Probation contact Communications regarding a call for assistance in checking on a probationer, the following steps shall be taken:

1. Communications will make a CAD entry for "Assist other Agency" and dispatch an officer to the probationer's residence for the purpose of determining whether the probationer is at home. The call shall be handled as a Priority 2 call.
2. The officer will attempt to verify if the probationer is at home. The probationer shall be issued an Identification card by Adult Probation and will have an electronic monitoring bracelet around the ankle.
3. Should the probationer be at home, the officer shall code the call "N-7" and advise communications personnel that the probationer is at home. The communications personnel shall note in CAD the probationer was at home.
4. Should the probationer not be at home, the officer shall "N-7" the call and advise communications that the probationer was not at home. The communications personnel shall note in CAD that the probationer was not at home and communications shall broadcast the available information regarding the probationer so that other officers may attempt to locate the probationer.
5. Should the probationer be located away from home, no arrest can be made unless the arrest is for some other violation. The officer shall complete a Field Information Card (FIC). If an arrest is made the Sheriff's Department shall notify Adult Probation that the probationer has been arrested.
6. Should the probationer be stopped for a traffic violation and no arrest is made for the violation, the officer shall complete an FIC in addition to any citations.
7. Adult Probation shall contact the Police Department on the next day to learn of the disposition of the call for assistance. Communications personnel shall search the Cleared Call file to determine the disposition. If the probationer was at home then no additional action will be taken. If the probationer was not at home, the representative of

Adult Probation will be transferred to the Data Management Supervisor and a manual search of the FIC file will be completed.

05.110 LOBBY WALK-IN CALLS FOR SERVICE ASSIGNMENT

- A. Call assignment will be as follows:
1. If the call meets the criteria within the PSR guidelines allowing a PSO to take the call, then the PSO assigned to the lobby will take the report.
 2. If a PSO is not assigned to the lobby, Communications will notify a Patrol supervisor. The supervisor will then make the necessary arrangements to have the call for service worked in accordance with the following guidelines.
 3. Any officer working modified transitional assignments (light duty) that is assigned to the Sergeant's office or lobby will be required to work the call for service. The first priority in assigning an officer to modified transitional duty in the Patrol Division will be to ensure that the officer is able to work the calls for service that originate in the lobby.
 4. If no officer is working the lobby or modified transitional duty, the walk-in calls will be referred to any P.S.O. Care should be taken to ensure that the call is one the PSR guidelines allow P.S.O. personnel to work.
 5. If a P.S.O. is not available then the call will be assigned to any C.R.O. that may be present in the building.
 6. If a C.R.O. is not available then any officer present in the building will be assigned the call.
 7. When none of the above personnel are available an officer will be called in from the street and assigned the call.
 8. A supervisor has the authority to make direct assignments when required.
- B. There may be occasions where complainants have a need for the officer to go into the field to follow up on a case. Some examples might be runaways, where the location of the child is known, or some dispute where the complainant is requesting an officer go with them to resolve the issue. In these cases it will be still be necessary for officers to be called in to handle the call for service.

05.111 PAWN TICKET COLLECTION

- A. Public Service Officers will be responsible for collecting the pawn tickets on a weekly schedule from pawn shops not participating in LeadsOnline program.
- B. All pawn tickets should be placed in a basket in the Data Management intake area.
- C. All pawn tickets should be secured in chronological order.

05.112 ASSISTING THE FIRE DEPARTMENT

Whenever the Fire Department responds to any situation occurring outside the city limits of Tyler, and requests assistance from the Police Department for any reason, a patrol unit will be dispatched and will respond to the scene. The officer will assess the situation, determine needs, and request any additional assistance/equipment required to aid in resolving the situation.

05.113 USE OF PUSHBUMPERS

Push Bumpers/Bumper guards may be used to push stalled or damaged vehicles from the roadway within the following limitations:

A. General Considerations:

Safety is the primary concern in utilizing the push bumper. The employee must consider the immediate conditions such as weather, lighting, traffic volume, or any other potentially hazardous situation in determining whether the push bumper can be utilized.

1. Confirm that your recording equipment is turned on and working before approaching the citizen. Inquire as to nature of the problem and inform the citizen of the options available to them to get the vehicle out of the road such as towing by a wrecker service or use of the push bumper. Due to the potential for injury and liability involved, employees are not to physically push a disabled vehicle or steer the vehicle while others push the vehicle by any means.
2. Should the citizen request that the employee use the push bumper to push the vehicle from the roadway, ensure the person has the authority to authorize the push, the vehicle is insured, the driver is properly licensed to operate the vehicle, and the driver is at least 18 years of age. If these conditions are not met a wrecker service is to be called.
3. Make certain the citizen understands that the Police Department is not liable for any damage that occurs to the pushed vehicle. If the employee's recording equipment is not working, the citizen must sign the waiver that indicates the Police Department is not liable for damages to the pushed vehicle. Should consent be refused, then inform the citizen the vehicle must be towed at personal expense.
4. Explain the potential hazard or danger of using the push bumper. Make certain the citizen understands the vehicle will likely be hard to steer as a result of not having power steering and that the vehicle will be hard to stop due to the likely loss of power brakes. The employee is to inform the operator that the emergency brake may have to be used to stop the vehicle. Have the citizen indicate they understand and that they are capable of steering and stopping the vehicle under these conditions.
5. If the employee believes the vehicle cannot be safely pushed from the roadway, the citizen cannot operate the vehicle safely, or the citizen indicates they are not certain, a wrecker service will be called.
6. If the disabled vehicle is less than 5 years old, it should not be pushed unless it is an emergency situation and a supervisor approves such action..
7. Prior to making a push, the employee is to inspect the path of the push and make certain the citizen understands the route to be steered. The employee will explain to the citizen that other vehicles may drive into the path of the push and the citizen must be prepared to stop. In addition, the employee is to inspect the area of the disabled vehicle where the push bumper will contact. Disabled vehicles that have a thin plastic "onionskin" material over a metal bumper frame that is susceptible to damage to the finish should not be pushed. The employee will inform the citizen that the use of a wrecker is the best option.
8. In those instances where it is immediately necessary to move the vehicle and waiting for a wrecker would present an immediate hazard, and the party refuses to consent, the officer may, with supervisory permission, utilize the push bumper to move the vehicle to a safe location.
9. Anytime the push bumper is used an FCR report is required to document the event. The recording of the event is to be saved to the W drive under the assigned case number or the signed waiver will be attached to the report submitted to Data Management.
10. A supervisor will be called to the scene when the use of the push bumper results in the damage to property. A report will be completed documenting the investigation of the incident.

B. Stalled Vehicles

1. Stalled vehicles may be pushed when the vehicle is a hazard, and must be moved to prevent the occurrence of an accident.
2. Stalled vehicles should be pushed no further than is necessary to clear the roadway. The driver of a stalled vehicle may be carried to a nearby service area.
3. Officers should avoid pushing vehicles over rough terrain or in any manner that may result in damage to the police vehicle or the vehicle being pushed.
4. Stalled vehicle maximum push speed should not exceed fifteen (15) miles per hour.

C. Damaged Vehicles

1. The push bumpers/bumper guards shall be used as an aid to the officer as well as a convenience to the public, but they are not meant to replace a wrecker and should not be used as such.
2. Damaged vehicles should only be pushed when the vehicle is a hazard, and must be removed from the roadway to prevent additional damage or possible injury.

05.114 PORTABLE BREATH TEST DEVICE

A. FUNCTION:

Use of Portable Breath Test instruments is intended to assist officers by supplying them with another tool for determining intoxication. The Portable Breath Test instruments are not meant to take the place of properly administered Standardized Field Sobriety Tests or Intoxilyzer Tests. When possible, administration of the Portable Breath Test instruments should follow the administration of Standardized Field Sobriety Tests.

B. INSTRUMENT USAGE:

1. Instrument Check Out:

Individual Portable Breath Test instruments are to be stored in the patrol armory. Officers wishing to check out a Portable Breath Test instrument will do so from a supervisor authorized to distribute equipment from the armory. The Portable Breath Test instrument will be checked back into the armory before the officer's tour of duty ends.

2. Preliminary Observation:

The officer should determine through observation or investigation that the subject has not had anything to eat or drink in the 20 minutes prior to administration of the Portable Breath Test instrument. The subject should not be allowed to drink even a glass of water, because it may make the reading from the instrument inaccurate.

When an officer is administering a Portable Breath Test, they should have another officer present for back up. The officer administering the test will ensure that no radio transmission is currently being used in the immediate vicinity of the test as this could cause an inaccurate reading.

3. Administration of Test:

The officer will administer the Portable Breath Test only in accordance with the manufacturer's Operator Manual. Officers will only use a new sterile mouthpiece when administering a Portable Breath Test. After the test, the used mouthpiece will be disposed of by placing it in any garbage receptacle.

C. MAINTENANCE:

The Traffic Sergeant will be appointed by the Chief of Police to maintain the Portable Breath Test instruments. The Traffic Sergeant will check the instruments for proper calibration in accordance with the manufacturer's instructions. The Traffic Sergeant will calibrate the instruments, if necessary, in accordance with the manufacturer's instructions. The Traffic Sergeant will keep a log recording the date, time, instrument number, and any maintenance performed.

05.115 BLUE ALERT PROGRAM

- A. The State of Texas through the Governor's Division of Emergency Management (GDEM) has developed a state-wide notification system known as the Blue Alert Program to aid in the apprehension of offenders who kill or seriously injure a law enforcement officer. When the Blue Alert is issued, the offender's vehicle information will be displayed across the state via messages to the media and on TXDOT dynamic message signs for a period of 24 hours.
- B. To activate the Blue Alert system **ALL** of the following criteria must be met:
1. An officer of the Tyler Police Department must have been killed or seriously injured by an offender.
 2. The offender must pose a serious risk or threat to the public and other law enforcement personnel.
 3. A detailed description of the offender's vehicle, license plate or partial license plate must be available for broadcast to the public.
 4. The agency must submit a Blue Alert recommendation to GDEM.
 5. The Chief of Police or designee must authorize the activation of the Blue Alert.
- C. Once all the above criteria have been met, the assigned investigator will complete the Blue Alert Request Form. The request form can be obtained on the DPS website located at www.txdps.state.tx.us. The request form is then to be faxed to GDEM at 512-424-2281 or 512-524-2208.
1. If a photograph of the suspect vehicle is available, the investigator will e-mail a copy to GDEM at soc@txdps.state.tx.us.
 2. The investigator shall contact the GDEM at 512-424-2208 or 512-424-2277 to ensure that the request form and the e-mail (where applicable) were received. The investigator must be available to discuss the request with a representative of GDEM.
- D. Should the offender be arrested, the vehicle is located or if an extension of the activation period is needed, the investigator shall contact GDEM at the above listed number(s) to cancel or extend the alert information.

Approved:

A handwritten signature in cursive script, appearing to read "Jimmy Toler". The signature is written in black ink on a white background.

Jimmy Toler
Chief of Police