

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

PATROL DIVISION

02.800

REVISED 10/31/12

EFFECTIVE 09/05/94

02.801 PATROL DIVISION COMMANDER

The Patrol Division commander will be directly responsible to the Chief of Police for:

1. The effective operation of the Patrol Division and the professional conduct of the personnel assigned.
2. Evaluating the performance of programs and individuals and regularly reporting to the Chief of Police.
3. Preparation and administration of applicable sections of the Police Department budget.
4. Performing duties as required as the emergency management coordinator for the Police Department, to include planning a response to critical incidents.

02.802 PATROL DIVISION COMMAND

A. The Patrol Division Shift lieutenants will be directly responsible to the Patrol Division commander for:

1. Responsibilities for all Police services during their shifts.
2. Developing and fostering community relationships.
3. Establishing goals for assigned shift, coordinating the activity of the shift and evaluating the performance of the Patrol Division sergeants assigned to them.
4. Preparing and administering applicable sections of the Police Department budget.
5. Advising oncoming supervisors of all facts and conditions relative to police business to facilitate the continuity of operations.
6. Ensuring that the goals of the Department and the Division are being achieved.
7. Overall operation of the Community Policing efforts during their assigned shifts. Including:
 - a. Scheduling of assigned personnel.
 - b. Reviewing all identified problems and responding to requests for assistance.
 - c. Serving as a resource for subordinates.
8. During a Shift Commander's tour of duty, in the absence of the Patrol Division Commander the Commander will exercise functional command of all Patrol Division activities.

B. The Patrol Division sergeants will be directly responsible to the Patrol Division Shift Commander for:

1. Responsibilities for all Police services in their assigned officers' beats or areas.
2. Developing and fostering community relationships.
3. Supervising Beat officers including conducting line inspections at irregular intervals.
4. Giving particular attention to new officers who are serving their probationary period.
5. Advising the oncoming sergeant of all the facts and conditions relative to police business to facilitate the continuity of operations once relieved of duty.
6. Ensuring that the goals of the Department are being pursued.
7. Preparing and administering applicable sections of the Police Department budget.

8. Coordinating assigned Beat officer participation in the Department's Community Policing efforts including:
 - a. Serving as a facilitator for each Beat officer to aid problem resolution. (day to day)
 - b. Assisting assigned officers in development of Employee Performance Plans.
 - c. Preparing Employee Performance Evaluations for assigned officers on a semi-annual basis.
 - d. Coordinating with the Training Unit to provide lesson plans pursuant to General Order 09.107.
 9. Coordinating with the Training Unit to ensure that subordinates receive training pertinent to their assignment and to provide for career development.
 10. Making oral and written reports to the Shift Commander on major cases and other appropriate matters.
- C. Officers assigned to beats will be directly responsible to the Patrol Division sergeant for events in their beats/areas and for:
1. Directing their efforts to carrying out the basic functions of the Police Department which include the protection of life and property, maintenance of public order, prevention of crime, response to emergency situations, arrest of violators of the law, and proper enforcement of all laws and ordinances within the officer's jurisdiction.
 2. Patrolling assigned beat/area and making inquiries and inspections oriented towards the prevention of crimes and accidents.
 3. Enforcing the laws of the State of Texas and the City of Tyler relating to criminal acts and traffic violations.
 4. Investigating all crimes and traffic accidents assigned.
 5. Participating in Neighborhood Watch Programs.
 6. Passing on all information to assigned relief, which would facilitate the continuity of operations.
 7. Participating in the Community Policing efforts. Including:
 - a. Familiarizing themselves with the boundaries of their assigned beats.
 - b. Being alert to the needs of the individuals and businesses located within assigned beats by developing and fostering relationships within the community.
 - c. Identifying and defining specific problem areas in assigned beats.
 - d. Developing effective, innovative, and creative techniques to identify and eliminate problems in a pro-active approach in their assigned beats while utilizing all available resources.
 8. The supervisor designated as the Canine Coordinator is responsible for conducting an annual evaluation of the activities of the K-9 program that includes a review of the activities, accomplishments, training, and a recommendation of whether the program should continue.
- D. Canine officers will be directly responsible to the supervisor designated as the Canine Coordinator for:
1. The handling, training, and care of the canine.
 2. Assistance to other departmental units or agencies that request assistance with the detection of drugs.
 3. Developing and fostering relationships within the community.

4. When not performing the duties of the Canine officer, the Canine officer will assume those other responsibilities as may be required of officers assigned to the Patrol Division.

02.803 FIREARMS CADRE

A. Firearms Coordinator:

The Investigative Division Supervisor assigned as the Firearms Coordinator will be directly responsible to the Investigative Services Commander for:

1. Conducting of all firearms qualification courses and conducting of familiarization and remedial firearm courses.
2. Maintenance of the firing range and equipment.
3. Maintenance and minor repairs of duty firearms.
4. Compile records of qualification/training scores for all personnel and forward to the Training Unit.
5. Prepare budget for firearms equipment and training.
6. To coordinate with the Training Unit for submission of lesson plans pursuant to General Order 09.107.

B. Firearms Instructors:

Personnel assigned as Firearms Instructors will be directly responsible to the Firearms Coordinator for:

1. Assisting in conducting the firearms qualification courses.
2. Providing individual assistance and instruction to sworn personnel as needed.
3. Assisting with all other firearms duties as assigned by the Firearms Coordinator.
4. To coordinate with the Training Unit for submission of lesson plans pursuant to General Order 09.107.

02.804 CAREER DEVELOPMENT UNIT

A. The Patrol Administrative Lieutenant will be directly responsible to the Patrol Division Commander for:

1. Overseeing the training and recruiting functions of the department.
2. Researching and ordering budgeted equipment and supplies.
3. Making video and audio recordings for use in internal and criminal investigations.
4. Assume overall responsibility for the Police Training Officer (PTO) program to include:
 - a. The contents of the PTO Program Training Material.
 - b. Making recommendations for the selection and dismissal of PTOs.
 - c. Evaluating and reporting on the achievements, problems, and status of the PTO program and the Probationary Officers.
 - d. Making recommendations on discipline and the continued employment of Probationary Officers.
5. Overseeing the background investigation process for Police Department applicant
6. Overseeing the Career Development Program for the Department.
7. Handling other administrative duties as determined by the Patrol Commander.
8. Supervision of PTO Coordinator/Training Sergeant.

- B. The PTO Coordinator/Training Sergeant will be directly responsible to the Patrol Administrative Lieutenant for the following:
1. Direct supervision of personnel assigned to the Recruiting and Training functions within the Career Development Unit.
 2. Oversight of all Department training including in-service classes.
 3. All duties listed under General Order 02.805.
- C. The Career Development Unit personnel will be directly responsible to the PTO/Coordinator Training Sergeant for:
1. Developing the training schedule for all personnel to provide career development.
 2. Developing in-service training sessions.
 3. Coordinating the training schedule for all personnel and the Citizens Police Academy.
 4. Coordinating in-service training sessions.
 5. Maintaining training records of all personnel within the Police Department.
 6. Maintaining files on lesson plans for the Department relating to roll-call training and the annual retraining of those personnel as required.
- D. Background Investigations:
- Officers assigned to the Background Investigations detail will be directly responsible to the PTO Coordinator/Training Sergeant for the thorough background investigation of Police Department Applicants.

02.805 POLICE TRAINING OFFICER UNIT

- A. PTO Coordinator/Training Sergeant:

The PTO Coordinator/Training Sergeant will be directly responsible to the Patrol Administrative Lieutenant for:

1. The contents of the PTO Program Training Material.
2. Making recommendations for the selection and dismissal of PTOs.
3. Coordinating the paperwork, equipping, scheduling, training, and evaluation of probationary officers while participating in the PTO Program.
4. Managing the Probationary Officer for the entire probationary period by periodically scheduling a PTO to ride with the Probationary Officer after the PTO Program has been completed.
5. Conducting PTO meetings and keeping a record of what took place in the form of minutes.
6. Coordinating with the Training Officer the scheduling of schools for the PTOs that will enhance the quality of the PTO Program and provide for career development. To provide for the development of lesson plans pursuant to General Order 09.107.
7. Evaluating and reporting on the achievements, problems, and status of the PTO Program and the Probationary officers to the Administrative lieutenant.
8. Maintaining the training files on all Probationary officers and ensuring that all necessary documentation is forwarded to the Training Officer.
9. Making recommendations to the Administrative Lieutenant on discipline and the continued employment of Probationary officers.
10. Preparing and administering applicable sections of the Police Department budget.
11. Maintaining liaison with the Police Academy.

B. Police Training Officers:

Police Training officers will be directly responsible to the PTO Coordinator/Training Sergeant for:

1. Making recommendations to the training of probationary officers such as Learning Activity Packages (LAPs), Problem Based Learning Exercises (PBLEs), and Neighborhood Portfolio Exercises (NPEs).
2. Helping develop the learning matrix and keeping it updated.
3. Developing lesson plans for any other assigned topic and providing instructions on that topic to a class and routing to the Training officer pursuant to General Order 09.107.
4. On-the-job training, documentation, and evaluation of probationary patrol officers during the various training phases.
5. Attending the PTO meetings and/or the Board of Evaluators meetings.

C. Probationary Officers:

Probationary officers assigned to the Police Training Officer program will be directly responsible to the Police Training Officer for:

1. Actively pursuing the study of the Texas Penal Code, Code of Criminal Procedures, Rules of Criminal Evidence, Family Code, Health and Safety Code, Alcoholic Beverage Code, Texas Motor Vehicle Laws, the City of Tyler Ordinances, the City of Tyler Personnel Policies and the Tyler Police Department Policy and Procedures Manual(s) and all directives and orders issued by proper authority.
2. Demonstrating an increasing knowledge and ability to apply the aforementioned materials in a responsible manner in actual police related situations.
3. Demonstrating the ability to apply reasonable/responsible tactics as taught in the Police Training Officer Program to ensure the highest level of officer safety.
4. A professional appearance that conforms to the Tyler Police Department General Order.
5. Professional behavior that conforms to the Tyler Police Department Code of Conduct and the Police Training Officer Program.
6. Comply with any order or directive issued by a Police Training Officer.
7. Developing and fostering community relationships.

02.806 ACCIDENT INVESTIGATORS

Officers assigned as Accident Investigators will be responsible to an assigned Shift sergeant for investigating all critical motor vehicle accidents involving fatalities, or that may result in a fatality, and all motor vehicle accidents involving any City of Tyler Vehicle as defined in General Order 19.102 B.

Approved: 10/31/12

