

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

DIRECTION

04.100

REVISED 01/12/10
08/15/90

EFFECTIVE

04.101 THE CHIEF OF POLICE

The Chief of Police shall be responsible to the City Manager for the management, direction and control of the operations and administration of the Tyler Police Department. In the Chief's absence the Chief of Police will delegate an Assistant Chief command responsibility and authority for the Police Department. At all other times command authority will be the responsibility of the ranking officer on-duty.

04.102 SUPERVISORY RESPONSIBILITY

- A. Supervisory positions exist to define problems, and establish objectives to assist line officers and employees accomplish their goals. At least one sworn supervisor at the rank of sergeant or higher will always be on duty. All supervisors of the Department will be responsible and accountable for the performance of employees under their immediate control.
- B. All employees of the Department will obey and carry out any lawful order from any superior officer.
 - 1. There may be circumstances when an employee of lesser rank is delegated authority for a situation based on expertise. In these situations authority will be delegated by a supervisor and the order will be treated as though it came from the delegating supervisor.
 - 2. Employees will also obey and carry out orders of a superior officer relayed to them by another supervisor or an employee of equal or lesser rank.
- C. In the event an employee receives a conflicting order or directive from a superior officer the employee will advise the superior of the conflict in orders.
 - 1. It shall be the responsibility of the officer issuing the order to resolve the conflict, either with the superior officer issuing the original order or superseding the existing order.
 - 2. In cases where there is a need for expedience in carrying out the order, the employee will follow the most reasonable order/directive (usually the most recent.) Employees carrying out an order will not be responsible for disobedience when the conflict is not resolved by superior officers by altering or retracting the order.
- D. No employee will be required to obey an order that is unlawful or requires that an unlawful act be committed.
- E. On occasion, changing circumstances or new information may invalidate an order already issued. When this occurs and it is not reasonably possible to contact the issuing authority, discretion may be used. At the earliest reasonable time thereafter, the issuing authority should be contacted so that the deviation from the order can be explained.

04.103 COMMENSURATE AUTHORITY

It is the intention of the Department's organizational structure that every position within the Department is afforded the commensurate authority to effectively make decisions and carry out the particular responsibilities of the position. For a particular assignment or function, the proper authority can be delegated by the required level of supervision.

04.104 AUTHORITY/RESPONSIBILITY OF SUPERVISING EMPLOYEES

- A. All supervising employees shall direct their efforts and those of their subordinates to the efficient and effective operation of the Police Department. This will be accomplished through the active and direct supervision of subordinates.

Supervisors will assume responsibility for police matters on the basis of rank unless another officer has been specifically assigned the responsibility by a higher authority. There may be circumstances when an employee of lesser rank is delegated authority for a situation based on expertise or knowledge. Each employee shall be held accountable for the use of or failure to use delegated authority.

- B. Continuity of Supervision - Operational units with similar functions shall be grouped within the same commands. Each command shall be under the control of one commander.

Employees shall be responsible to only one supervisor at any time. Supervisors will be responsible for no more than ten subordinates at any one time. In unusual situations a supervisor may be required to supervise more than ten subordinates.

- C. When two or more employees of equal rank are confronted with a situation, the employee with functional responsibility will exercise authority over the situation, e.g., an investigator may exercise authority over a beat officer at a major crime scene. If functional authority is not present, the officer with the greater seniority will exercise authority over the situation.

04.105 STAFF MEETINGS

- A. Department Staff: The Chief of Police, Assistant Chiefs, Lieutenants, Sergeants selected by the Chief of Police, Data Management supervisor, Communication supervisors, and select investigators and/or officers will make up the Department staff and will meet weekly.

- B. Periodically, as determined by the Chief of Police, there will be a meeting of the Chief's Advisory Committee. The meeting is to discuss personnel or operational issues that have a bearing on the Department's effectiveness. Members are chosen by election of their peers. The committee includes representatives from all areas of the Department.

- C. Other employees may be invited to the staff meetings when their expertise will contribute to the topics being considered.

- D. The Chief of Police may call additional meetings when necessary and any ranking employee may meet with subordinates as necessary.

04.106 INCIDENT NOTIFICATION

- A. Immediate notification of shift commander or acting shift commander who will make other chain of command notifications as necessary.

1. Any injury to an officer requiring medical attention.
2. Any injury to a person requiring medical attention incurred during a police incident.
3. Any major crime where an investigator is called out.
4. Any case where it is readily apparent that the city could incur civil liability.
5. Anytime a sergeant deems it necessary.

- B. Leave Information for Division Commander and Shift Commander

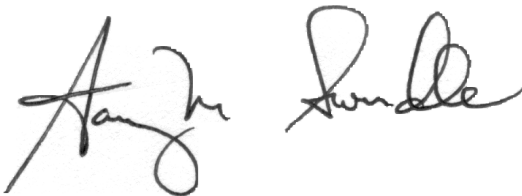
1. All of the above events that require immediate notification.
 2. All major crimes - Aggravated Robberies, Aggravated Assault, Homicides, Major Burglaries, Arrests of Significance at Sergeant's discretion.
 3. Dead Bodies where no foul play is suspected.
 4. Any case that will generate an unusual amount of interest.
 5. Any case / memo a sergeant thinks should be left.
 6. Arrest of any city employee.
- C. The FBI has concurrent jurisdiction in the following cases and the FBI is to be notified when one of these cases occurs within the jurisdiction of the City of Tyler:
1. Kidnappings.
 2. Extortions.
 3. Bank Robberies/Burglaries.
 4. Sexual Exploitation of Children through pornography.
 5. Cases with the potential for Interstate Transportation in Aid of Racketeering e.g. murder/robbery for hire when the arrangements may have necessitated crossing state lines.
 6. Murder wherein the motive is insurance proceeds.
 7. Unlawful Flight to Avoid Prosecution.
 8. Threats against federal officials.
 9. Crimes aboard aircraft.
 10. FBI warrant hits require immediate notification.
- D. To insure a timely notification of the FBI the following procedures will be followed:
1. An Investigative Division supervisor is responsible for notifying the Supervisory Resident Agent in Charge of the local FBI office when called out on any of the above listed crimes.
 2. A patrol supervisor will notify the Investigative Division Crimes Against Persons supervisor when through the course of an investigation one of the above listed crimes has occurred. The Investigative Division supervisor will make the appropriate notification to the FBI.
 3. All investigators are required to notify their immediate supervisor as soon as is possible when they discover during the course of an investigation that one of the crimes listed above may have occurred.
 4. Patrol supervisors will be responsible for making immediate notification when a FBI warrant hit is confirmed.
 5. These notifications are to be made as soon as is possible. If contact cannot be made with the Supervisory Resident Agent in Charge, then the next person on the FBI Call Out List will be called. The FBI Call Out List will be provided to the Patrol Division Commander, the Investigative Division Commander, the Investigative Divisions Crimes Against Persons supervisor, and the Patrol supervisors' office. It will be the Crimes Against Persons supervisor's responsibility to update the telephone numbers.

04.107 PERSONS ALLOWED TO RIDE IN CITY VEHICLES

- A. The following persons are allowed to ride in City vehicles after signing a release and with Division Commander approval:
1. Members of Critical Incident Situations Management.
 2. Assistant district attorneys and the District Attorney of Smith County.
 3. Law enforcement officers from other agencies.
 4. Selected instructors from Tyler Jr. College, UT - Tyler, and other colleges and universities.

5. Police Applicants who have been scheduled to ride by the Department's Recruiting Unit. as part of the application process
 6. Others as approved by the Chief of Police.
- B. Persons wishing to do a ride along must be at least 18 years of age unless an active member of the Law Enforcement Explorer Post who is at least 16 years of age with the approval of an Explorer Advisor.
- C. Upon receiving a request for a ride along the officer receiving the request must fill out a Rider Authorization Form including all the information asked for on the form. The Officer will check the Driver's License, CCH, and In-House activity on the person seeking to ride. This information should be included on the form. The form will then be forwarded through the Chain of command for approval.
- A waiver form will be filled out and signed by the rider and a police supervisor before the person is allowed to ride.
- D. The following conditions apply to persons who have been approved to ride in police vehicles under this general order:
1. Appropriate clothing will be worn. At a minimum this will include a business casual type shirt (generally one with a collar) and slacks. Jeans will be allowed if they are in good repair and clean. Shoes, boots, or tennis shoes are allowed. For female riders, dresses are allowed, but it should be suggested to the rider beforehand that pants would be more practical during the ride along.
 2. No shorts, T-Shirts or sandals will be allowed on a ride along.
 3. Clothing with any offensive writing or pictures will not be allowed.
 4. No weapons including firearms will be carried by the rider. This includes law enforcement officers from another agency unless specifically authorized beforehand by the Chief of Police or his designee.
 5. Riders will not take part in any law enforcement action and will follow the instructions of the officer they have been assigned to ride with. Officers will not allow riders to get into situations that have a likely potential of becoming dangerous (i.e, pursuits should not be conducted while a rider is in the patrol car).
 6. Body armor will be made available and the rider will be required to wear the armor.
 7. If at any time the officer assigned a rider feels that the rider is not following the listed conditions the officer will contact a sworn supervisor. If the supervisor concurs, the rider will be brought back to the police building and the supervisor will advise the rider that the ride along has been terminated after giving him or her an explanation. The supervisor will send an email to the Patrol Commander detailing the events leading to the ride along being terminated.
 8. Generally, civilian riders will be restricted to riding not more than one time within a one year period unless specifically approved by the Chief of Police or his designee.

Approved: 01/12/10

The image shows two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Angie'. The signature on the right is also in cursive and appears to be 'Sundale'.