

BELL COUNTY SHERIFF'S DEPARTMENT

GENERAL ORDERS



VOLUME I EMPLOYEE RELATIONSHIPS

VOLUME II LAW ENFORCEMENT OPERATIONS

VOLUME III CORRECTIONAL OPERATIONS

BELL COUNTY SHERIFF'S DEPARTMENT POLICY AND PROCEDURE MANUAL

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MISSION STATEMENT

The mission of the Sheriff's Department is to enforce laws, protect life and property, to provide safe, secure and humane incarcerations of inmates and to otherwise serve the citizens of Bell County.

GOALS

- A. Establish the needs for Sheriff's Department; determine the cost of providing those needs, and request needed funds.
- B. Plan and utilize available resources to maximize short and long range effectiveness in working toward other goals.
- C. Provide desirable and challenging employment opportunities to attract, retain, motivate, and develop personnel necessary to fulfill planned work activities.
- D. Comply with all legal requirements and manage divisions to prevent unnecessary exposure to legal actions and allegations of impropriety against the Sheriff's Department or its personnel.
- E. Encourage professionalism among Sheriff's Department personnel in their performance and strive for a positive relationship between the Sheriff's Department and the community.
- F. Protect persons in the county from intentional or accidental harm to themselves and damage or loss of property.
- G. Enforce laws and take post crimes action to identify and arrest suspected offenders and to contribute to the ends of justice.
- H. Protect the legal rights of all persons.
- I. Provide safe, secure and humane housing for persons legally placed in the custody of the Sheriff's Department.
- J. Respond to all reasonable needs for assistance as such needs are either requested or observed.
- K. Cooperate with other criminal justice agencies toward accomplishment of mutual objectives.
- L. Encourage the development of good citizenship, especially among youth.

The mission and goals for the Sheriff's Department is to inform personnel of the big picture in which they function. Thus, the direction of efforts is conveyed to those who become familiar with these broadly stated objectives.

ETHICS

The philosophy of the chief administrator underlines any attempt to provide for the general direction of an organization. Knowledge of this philosophy may be more helpful to personnel in making appropriate decisions and taking appropriate action than any other type of written or oral instruction. The statement which follows was written with the law enforcement officer in mind. However, its principles can be applied to all personnel regardless of assignment. The statement expresses the philosophy of the Sheriff.

BELL COUNTY SHERIFF's DEPARTMENT CODE OF ETHICS

As a Bell COUNTY SHERIFF's OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against intimidation or oppression, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendship to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police services. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession.....law enforcement.

WRITTEN DIRECTIVES

In the process of working toward the Sheriff's Department missions and goals, a number of activities and situations occur repeatedly. Examples include booking prisoners, making arrests and using physical force. The outcome or result of these recurring activities can be beneficial or detrimental to the success of the Sheriff's Department in achieving its goals. Whenever the likelihood of detrimental results is anticipated, a written directive is considered as a possible measure for directing personnel performance toward beneficial rather than detrimental results. Written directives are also considered when it appears that such directives would contribute to improved work quality or quantity or an improved working environment for personnel.

As noted earlier, different types of directives are used to provide the direction needed and also to provide the discretion personnel need to adjust to peculiar situations. The types of directives used repeatedly in the manual are discussed below.

POLICIES

Policies identify the desired result, outcome or purpose of an activity or situation. They tell Awhat@ should be accomplished whenever the specified activity or situation is encountered. If the reason for a particular result is not obvious, the policy should inform affected persons Awhat@ is desired and also Awhy@ that result is preferred.

PROCEDURES

Procedures tell Ahow@ a policy should be accomplished. The procedures, which accompany a policy, tell how the desired result should be accomplished under normal circumstances. It is recognized that some unanticipated cases may occur where the prescribed procedures will not effectively and efficiently accomplish the desired result. For this reason, the good judgment of personnel is essential and personnel are advised of their discretion to use alternative means to accomplish the specified policy when required. Personnel should have a reasonable explanation for resorting to procedures other than those specified and such actions should be in harmony with goals of the Sheriff's Department and should not conflict with the accomplishment of other policies.

RULES

Rules are the most restrictive of directives and are written to closely regulate personnel behavior and performance and to give special emphasis to certain things the administration would have personnel do or not do. Rules identify things which must be done or must not be done and thereby permit no discretion on the part of the persons governed by them.

PREFACE

The preceding pages have informed the reader of the purpose of the Manual; which in summary, is to provide for the direction of personnel toward accomplishment of the missions and goals of the Sheriff's Office in a way which permits discretion where needed by personnel. The contents which follow utilize policies, procedures and rules in fulfillment of this purpose.

The various directives are organized into chapters according to subject matter and the reader may be aided in locating particular material by referring to the Table of Contents at the beginning of the Manual.

The reader is encouraged to become familiar with the distinctiveness between policies, procedures and rules in order to properly apply them.

Department members are encouraged to alert the administration when a specific part of the manual is outdated or inapplicable due to changing circumstances. Such sections will be examined and appropriate changes made.

If any rule, regulations, policy, procedure, section, item, or phrase is found to be illegal, incorrect, or inapplicable, such finding shall not affect the validity of the remaining portion of the manual.

This manual is a companion to BELL COUNTY EMPLOYEE HANDBOOK. When a conflict or contradiction exists legal statutes or the most restrictive policy shall prevail.

MANUAL ORGANIZATION

Contained in this manual are Policies and Procedures of the Bell County Sheriff's Department. This manual deals with the specifics of operating this agency both administratively and operationally.

This manual is composed in a standardized format, is cataloged by subject matter and has a Table of Contents. It is divided into three volumes.

Volume I Employee Relations (ER)

Volume II Law Enforcement Operations (LE)

Volume III Correctional Operations (CR)

Each volume contains Department Directives (General Orders), rules, and/or policies and procedures that are relevant to Department operations.

The form header advises the type of subject, the volume, section and number, issue date, revision date, and issuing authority. The order assigned a document within this manual does not indicate any ranking or order of importance.

BELL COUNTY SHERIFF'S DEPARTMENT RULES

WORK TOWARDS GOALS AND POLICIES

Officers shall make all reasonable efforts to contribute to the accomplishment of the goals and policies of the Bell County Sheriff's Department.

COMPLY WITH LAWS

Officers shall obey all federal, state and local laws.

POLITICAL ACTIVITY

Officers are encouraged to register and vote for the person or party of their choice. Engaging in political activity is encouraged providing that the activity is conducted during off duty hours.

While engaged in political activities, employees are prohibited from wearing a Sheriff's Department uniform or any identification or insignia which would identify them as a department employee. The general public is usually unaware of individual employee hours of employment and might assume that an employee was on duty while wearing a uniform or other insignia.

ALCOHOL USE

No officer who is off duty will consume intoxicating beverages or other intoxicants if the consumption of these intoxicants is likely to impair their performance when reporting for duty. The officer is responsible for ensuring that any consumption of intoxicants which occur off duty will not render the employee under the influence or impaired at the time he or she reports for regular duty. Any officer who has been summoned for extra duty will report any consumption of alcoholic beverages or other intoxicants to his or her supervisor at the time they are summoned. The officer's supervisor will determine if the officer is fit for duty and is capable of safely driving to work. Officers who are Aon-call@ are considered Aon-duty@ and refrain from alcohol consumption.

INDEBTEDNESS

An officer will not incur any financial obligation which they know or should know they cannot meet. An officer will pay their just debts when due except as unforeseeable medical expenses or personal disasters prevents such payment and the officer had made a good faith effort to settle all accounts.

RECOMMENDATIONS

Officers will not, directly or indirectly, recommend the employment of any person as attorney, counsel or bondsman to any prisoner or suspect.

INTERFERENCE WITH CASES

Arrest and Prosecution - An officer will not interfere with any arrest or prosecution brought by other members of the Sheriff's Department or by any other agency or person.

Investigations - An officer, without consent, will not interfere with cases assigned to other personnel for investigation. An officer will not undertake any investigation or other police action that is not considered part of their regular police duties unless they must act immediately. If they do take such action, the officer must make a written supplement on the cases and notify the appropriate supervisor.

Operations - An officer will not interfere with the operation of any division, section or unit.

ABUSE OF POSITION

Use of Official Identification or Position - An officer will not use their official position, identification card or badge for personal or financial gain or privilege except in the performance of duty. An officer will not lend their identification card or badge to another person or permit it to be photographed or reproduced.

Use of Name, Photograph or Title - An officer will not permit or authorize the use of his or her name, photograph or official title which identifies them as a member of the Sheriff's Department for testimonials or advertisements of any commodity or commercial enterprise or for any personal reason without approval of the Sheriff.

PUBLIC STATEMENTS

Without approval from the Sheriff (or unless it is part of their duty), officers will not portray themselves (in public or in any of the media) as an official representative of the Sheriff's Department.

CRITICISM

An officer will not publicly criticize or ridicule the Sheriff's Department, its policies or its members.

PROHIBITED ESTABLISHMENTS

An officer will not frequent, visit or enter a house of prostitution, gambling house or establishment where federal or state laws are violated, except in fulfillment of job duties or as directed by a superior.

TELEPHONE REQUIRED

Officers will have a telephone in operating condition and will immediately report any change of

telephone number or address to their supervisor.

REQUEST FOR IDENTIFICATION

Officers will politely furnish their name and employee number to any person requesting such information except when instructed otherwise by proper authority.

UNBECOMING CONDUCT

Officers will conduct themselves (both on and off duty) in a manner which reflects most favorable on the Sheriff's Office. Unbecoming conduct includes behavior which discredits the Sheriff's Department or other members.

USE OF SICK LEAVE

An officer will not feign or falsely report an illness or injury. Supervisors may make inquiry as to the reason for illness or injury reports and may require officers to bring a doctor's verification for any reported illness or injury.

FRATERNIZING WITH INMATES

Every officer will establish and maintain only professional relationships with inmates and arrestees. Off duty or on duty social and romantic connections are strictly prohibited except for prior existing relationships which will be immediately brought to the attention of superior officers.

BELL COUNTY SHERIFF'S DEPARTMENT

GENERAL ORDERS



Volume I Employee Relationships

	SUBJECT: Organizational Relationships	VOLUME: I SECTION: A NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires that personnel in the various organizational positions perform and interact in a way which best contribute to the goals of the Sheriff's Department.

ORGANIZATIONAL STRUCTURE

An organizational chart is contained in this manual. It presents the normal and occasional authority and accountability relationships among the positions in the Sheriff's Department

AUTHORITY

Authority is the legitimate power which is given to the Sheriff to manage personnel and other resources. The Sheriff delegate's authority to other personnel as he believes will best serve the goals of the Sheriff's Department.

ACCOUNTABILITY

Persons receiving authority over another person or receiving authority to carry out job duties are accountable to the Sheriff either directly or indirectly or by special instructions from the Sheriff or his designee.

RESPONSIBILITY

Personnel of the Sheriff's Department accept responsibility for performing their duties as directed by their supervisor. Additionally, personnel are guided in their performance by the goals and objectives of the office and specifically by the policies, procedures and rules contained in this manual.

VERBAL DIRECTIVES

Personnel promptly obey lawful verbal instructions and orders of a superior officer.

CONFLICTING ORDERS

An employee who is given a lawful order that conflicts with a previous order respectfully brings attention to such conflict. After making such conflict known to the superior giving the order, the order is obeyed if the supervisor giving it does not alter or retract the order. Employees

receiving such conflicting orders may then inform their immediate supervisor or the superior giving the initial order.

LIMITED DURATION DIRECTIVES

Certain written directives are required to inform personnel concerning matters which are normally of limited duration. Such directives specify the personnel affected and the applicable time period involved.

Personnel comply with written directives.

MEMORANDUMS

Written memorandums are occasionally necessary to accomplish direction of personnel in the performance of special or unusual duties. Personnel comply with all memorandums originating from the Sheriff or his designee.

PERSONNEL ORDERS

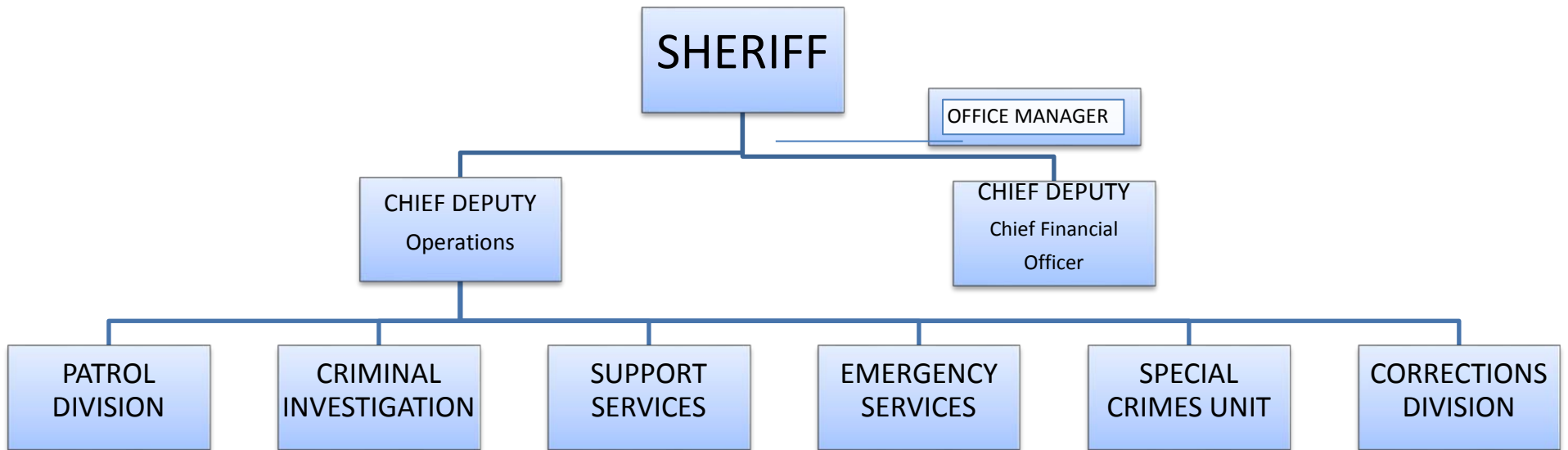
Personnel orders are used to inform personnel of changes in status or movement of personnel.

POSTED NOTICES

Posted notices are used where the concerned activity occurs at a given location(s).

POSTING PROCEDURES

Memorandums, personnel orders and other notices are posted on 8.5 X 11 stationery. The headings of these postings depict the personnel affected, the subject matter and the date of the posting.



	SUBJECT: Personnel Selection	VOLUME: I SECTION: B NUMBER: 1
ISSUE DATE: January 1, 2014		REVISION DATE:
TYPE: General Orders		AUTHORITY: Sheriff Eddy Lange

The Bell County Sheriff's Department routinely processes employment applications in order to fill staff positions. Proper personnel selections should provide a fair system which allows the most qualified applicant to become part of the office. It is the expressed desire of this administration that no applicants are discriminated against for reason of race, color, creed, national origin, sex, religion, age, disability or veteran's status.

ADVERTISING POSITIONS AVAILABLE

Notice of vacancies may be posted in several ways. Affected division commanders may advertise in any or all media that are available to include local newspapers, the Internet and posting with the county human resource department.

APPLICATION PROCESS

The following varied procedures are followed to facilitate the orderly and fair processing of each application.

Applications are processed by the sheriff's department's training/HR section. This process includes but is not limited to:

Written Examination

Background Investigations

Oral Interviews

Document Collection

Pre-employment Testing*

*Applicants are only required to complete physical and psychological testing after receiving a conditional offer of employment. Applicants who are given a conditional offer of employment are instructed to report for further testing at the expense of Bell County.

EMPLOYMENT EXCEPTIONS

The Sheriff reserves the right to appoint any person he deems suitable and may waive any portion of the job requirements or application process.

The Sheriff also reserves the right to reject any person submitted for employment based upon any grounds deemed reasonable.

APPLICATION LONGEVITY

Due to the sensitive nature and importance of current applicant information, applications remain valid for a period of six (6) months. Applicants whose applications have expired may reapply by methods described in this section.

MINIMUM JOB QUALIFICATIONS / JOB DESCRIPTIONS

Generally, the Sheriff's Department consists of licensed peace officers, licensed correctional officers and civilian support staff. The job descriptions and minimum qualifications for each position within the Sheriff's Department are available through the county human resource department.

	SUBJECT: Reporting for Employment	VOLUME: I SECTION: B NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The Sheriff's Department complies with the legal provisions and rules governing the appointment of peace officers and correctional officers. The Sheriff's Department also complies with the rules and regulations of the Texas Commission on Law Enforcement (TCOLE) regarding the appointment and employment of peace officers and correctional officers.

APPLICATION AND DOCUMENTATION

The Sheriff's Designee has a current copy of the TCOLE rules and regulations and reviews applicant documentation to ensure that minimum standards for licensing have been verified.

The Sheriff's Designee completes the TCOLE license application for those required to be licensed and assures that all necessary supporting documentation has been filed.

REPORTING TERMINATIONS

The Sheriff's Designee promptly completes and files the TCOLE Form F-5 when any licensed person is terminated.

If applicable, the Sheriff's Designee promptly completes and files a TCOLE Form E-1 if the employment termination is the result of a criminal charge.

	SUBJECT: Assignment Areas and Promotions	VOLUME: I SECTION: B NUMBER: 3
ISSUE DATE: January 1, 2013	REVISION DATE: September 17, 2013	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires that personnel be assigned in a manner which will best accomplish necessary work and will provide the training on the job that is required to develop needed knowledge and skills and will reasonably accommodate the needs of personnel.

RESPONSIBILITY FOR ASSIGNMENTS

The Sheriff makes or designates others to be responsible for making assignments of personnel.

ASSIGNMENT AREAS

There are six (6) major assignment areas (divisions): Patrol, Criminal Investigations, Support Services, Emergency Services, Special Crimes Unit and Corrections.

The following minimal functions are included in Patrol:

- Rural Patrol
- Traffic Enforcement
- Accident Investigation
- Special Lake Patrols
- Criminal Interdiction
- K-9

The following are included in Criminal Investigations:

- Offense Investigation
- Juvenile Law Enforcement
- Evidence Processing
- Auto Theft
- Property Room

The following are included in Support Services:

- Civil Process
- Warrant Process
- Animal Control

The following are included in Emergency Services:

Emergency Responses
Communications
Fleet Management
Reserve Officers
Training/HR
Media Information (PIO)

The following are included in Special Crimes:

Sex Offender Registration/Compliance
Sex Crime Investigation
Human Trafficking
Polygraphs
Public Education

The following are included in Corrections:

Jail Security
Booking
Classification
Transportation
Inmate Services
Court Security

REASSIGNMENT

Inter-divisional reassignments are made by mutual consent of the Division Commanders involved and when these assignments are recognized to be beneficial to the mission of the Sheriff's Department. Reassigning to a different division is made if all qualifications for the new position are met or reasonable waivers are accepted by the appropriate authority.

EMPLOYEE REQUESTED TRANSFERS

New employees are screened carefully and particular attention is paid during oral interviews to be certain that applicants are truly interested in the position for which they are applying. Employee retention in the initial assignment area reduces interdepartmental turnover, training, confusion and overall improves efficiency. Employees desiring to transfer to another division will meet the following criteria:

1. The employee is able to demonstrate, in a positive manner, circumstances and facts that convince his or her immediate supervisor that the previously agreed upon initial placement should be changed.

2. The employee must have successfully completed a minimum of a three (3) month probationary period with favorable recommendation from an immediate supervisor.
3. The employee must have transfer approval from the affected Division Commander.

PROMOTIONS

Qualified employees are encouraged to seek promotion as they become aware of their existence.

Promotional positions are posted in various locations throughout the Sheriff's Department. Employees who qualify for these promotions may submit a written request for consideration to the affected division commander. Upon written recommendation of an oral board, an applicant may be promoted by the division commander with verbal approval from the Sheriff.

Overall employee qualifications are the primary criteria in selecting employees for promotion. Longevity is used when necessary to choose from employees who otherwise have equal qualifications.

The Sheriff reserves the right to exercise his executive authority to appoint anyone within or outside of the office if he deems said appointment to be within the best interest of the Sheriff's Department.

Positions of Lieutenant and above are filled by persons chosen at the discretion of the Sheriff and hold their positions at his pleasure.

	SUBJECT: Performance Reports	VOLUME: I SECTION: B NUMBER: 4
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Personnel performance is evaluated and directed in order to develop their abilities for the mutual benefit of the organizations and its personnel.

EVALUATIONS

Personnel receive written evaluations during employment with the Bell County Sheriff's Department. All personnel shall be evaluated on an annual basis. Evaluations are normally completed in January of each year and reflect the performance of the employee's previous work year.

New personnel are evaluated at the end of a probationary period of three (3) months of employment. If the rating supervisor believes that the employee's job performance does not meet minimum standards, the probationary period may be extended for an additional three (3) month period. However, three (3) month extensions (total probationary period) may not exceed twelve months.

DISCUSSION OF EVALUATIONS

A portion of the performance report form requires the acknowledgment of receipt and discussion between the rating supervisor and the person rated. This discussion is conducted with the purpose of this section in mind and all reasonable efforts are made by both parties to ensure that those purposes are accomplished.

REVIEW

After performance reports are completed, the rating supervisor promptly forwards them to the rater's immediate supervisor. The receiving supervisor reviews the reports to determine their completeness and accuracy as meeting the purpose of this section. Deficiencies or suspected deficiencies are discussed with the rating supervisor in order to better meet the purposes of this section in the reports concerned and in future ratings.

APPEALS

A rated person who disagrees with a performance report may appeal directly to the rating supervisor. Disagreements are discussed first between the rating supervisor and his or her immediate supervisor and then the rated person is consulted. If agreement cannot be reached, further appeal is made through the chain of command.

DISPOSTION

Following a review or terminal report, all report forms are returned to the Chief Deputy by the ranking supervisor. Performance reports are then made a part of the person's personnel file.

	SUBJECT: Personnel Files and Documents	VOLUME: I SECTION: B NUMBER: 5
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The sheriff's designee maintains a personnel file folder for each member of the sheriff's department. These files contain pertinent information concerning the employment relationship between the employee and the sheriff's department.

PERSONNEL FILE SECURITY

The sheriff's designee exercises diligence in maintaining the security of personnel files and limits the release or review of the files or any information contained in the file. Any information contained in a personnel file is only released if the release is consistent with Chapter 522 of the Texas Government Code.

DISPOSITION OF INACTIVE FILES

Upon termination of employment, personnel files are transferred to the records department for proper storage and future disposition.

	SUBJECT: Employment References	VOLUME: I SECTION: B NUMBER: 6
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

EMPLOYMENT REFERENCES

Requests for information concerning employees and previous employees frequently occur. The majority of these requests are for the purpose of background investigations from prospective employers and employment verifications from prospective credit grantors.

In addition to performance and credit information, employees are often solicited to provide personal reference information about a present or former co-worker.

Requests that concern dates of employment, past performance, or credit is referred to the Chief Deputy.

IMMUNITY FROM LIABILITY

Chapter 103 of the Texas Labor Code provides employers with immunity from civil liability from disclosure of reference information.

	SUBJECT: Corrective Measures	VOLUME: I SECTION: B NUMBER: 7
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

CORRECTIVE MEASURES (DISCIPLINE)

The administration desires to encourage progress toward the accomplishment of goals and policy purposes and to encourage compliance with rules. Disciplinary actions are sometimes necessary to correct actions or omissions which are inconsistent with the goals, policies and rules. Hereinafter, such actions or omissions are referred to as violations.

The procedures related to this policy are provided to guide supervisors in their determination of violations and in their selection of disciplinary action or recommended actions which are effective but of no greater severity than necessary to deter repeated incidents and which will maintain integrity and community respect.

COMPLAINTS AGAINST PEACE OFFICERS/COUNTY JAILERS

Any complaint of misconduct, against any peace officer or county jailer, must be in writing and signed by the complaining party (Texas Government Code 614.002). This includes all complaints whether from citizens, coworkers or superiors.

A copy of the signed complaint is given to the peace officer or county jailer within a reasonable time after the complaint is filed.

No disciplinary action may be taken against a peace officer or county jailer unless the complaint is investigated and there is evidence that proved misconduct.

Complaint forms are available from the Sheriff's Administration Building or through the Sheriff's Department web site.

DETERMINATION OF VIOLATIONS

Violations include any action or inaction which affects morale or which unnecessarily inhibits the accomplishment of, or progress toward, the accomplishment of a goal or policy purpose or which violates a rule. The determination of a violation is usually made by a person's immediate supervisor. Prior to making such determination, the supervisor is careful to consider all reasonably attainable information and avoid letting personal feelings (positive or negative) about

the subordinate interfere with the judgment. It is the responsibility of any supervisor to take immediate action when any violation comes to his or her attention.

SUSPECTED CRIMINAL ACTS

When an employee is suspected of having committed a criminal act, the supervisor who first becomes aware of the act immediately notifies the Sheriff or his designated substitute and is governed by the substitute's instructions. The legal right of any suspected employee is insured as any other criminal suspect.

ALTERNATIVE DISCIPLINARY ACTIONS

Alternative disciplinary actions include:

1. Counseling or training
2. Oral reprimand
3. Written reprimand
4. Relief from duty with pay (pending other recommendation)
5. Suspension without pay for a specific period of time
6. Dismissal
7. Criminal charge
8. Any combination of the above

Once a supervisor has determined that a subordinate is responsible for a violation and recommends action other than training, counseling, or an oral reprimand, the supervisor must investigate and report the violation and recommendation to the Sheriff or his designee in writing on an Employee Complaint Disposition Form.

REVIEW OF RECOMMENDED ACTION

The Sheriff reviews all recommendations that result in a written reprimand or more serious action and approves what disciplinary action, if any, to take.

EMERGENCY ACTIONS

A supervisor relieves a subordinate from duty when the supervisor believes that person's continued presence is dangerous to the subordinate or others or that the subordinate's presence constitutes interference with the effective operation of the agency, i.e., someone is intoxicated while on duty. Extreme care is exercised in making this decision and the supervisor taking such action immediately notifies their immediate supervisor.

APPEALS

Appeal procedures are addressed in Section I-B-8 of this manual and Section 3.01 of the Bell County Employee Handbook.



BELL COUNTY SHERIFF'S DEPARTMENT
COMPLAINT OF EMPLOYEE ACTION
 (Chapter 614 Texas Government Code)

Date: _____

My name is: _____, I am _____ years of age, I live at _____

Address	City	State	Zip Code
---------	------	-------	----------

Home number: _____ Work number: _____ Cell number: _____

Date of Incident: _____ Time of Incident: _____

Employee Name: _____

Complaint/Allegation: _____

Please use the following space to describe the incident being specific as possible.

Details: (Additional documents or reports may be attached) _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

This statement is a true and accurate account of what occurred and I understand that I could face criminal charges for knowingly making a false report. I understand that I will be informed of the results of this investigation and I am _____ am not _____ willing to testify in any internal and/or criminal hearing on this matter.

Signature of Complainant

Employee Acknowledgment

This complaint will be investigated as soon as possible. If you wish to provide information which may mitigate or explain your actions, you must do so within three working days after the date you receive a copy of this complaint notice. Once the investigation is complete, all of the information available will be considered. If the complaint is substantiated, you will be notified of any disciplinary action recommended by your supervisor.

Employee Signature Acknowledging Receipt

**BELL COUNTY SHERIFF's DEPARTMENT
REPORT OF EMPLOYEE ACTION**

DATE: _____

EMPLOYEE NAME: _____ DIVISION: _____

ACTION TAKEN:

REASON FOR ACTION TAKEN:

☐ Oral Counseling

☐ Insubordination

Favorable

☐ Unreported absence

Adverse

☐ Unexcused absenteeism / tardiness

☐ Written Reprimand ☐ Criminal Law Violation

☐ Suspension

☐ Damage / Theft of County Property

☐ Dismissal

☐ Use of Force Violation

☐ Other: _____ ☐ Other Policy Violation (Specify): _____

REMARKS: Details for why action is taken. Additional documents or reports may be attached.

Employee Signature

Date

Supervisors Signature

Date

Approval:

Division Commander

Date

Sheriff or Designee

Date

	SUBJECT: Grievances	VOLUME: I SECTION: B NUMBER: 8
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

GRIEVANCES

It is the policy of the Sheriff=s Department that grievances are dealt with directly, quickly and fairly. It is recognized that occasions or events occur when an employee believes, rightly or wrongly, that a condition of employment or decision affecting them is unjust or inequitable. It is important to employee morale and the maintenance of teamwork that these complaints are resolved.

SUPERVISORY RESOLUTION

Employees are encouraged to approach their immediate supervisor with complaints regarding work-related conditions. Generally, most grievances can be settled by a frank discussion of the facts. The supervisor responds to the problem as soon as practical. If the supervisor is personally involved, the employee should choose to take the grievance to the next higher authority.

APPEAL BEYOND IMMEDIATE SUPERVISOR

If the grievance is not satisfactorily resolved under the procedure described above, or is the grievance involves the complaining party=s supervisor, the employee presents the grievance directly to the next highest authority as soon as practical. Superiors receiving such grievances use all reasonable information available to evaluate the problem and inform the complaining party of their decision regarding a resolution within ten (10) working days.

Grievances unsatisfactorily resolved at the next level may continue through the chain of command to the Sheriff.

GRIEVANCE OF CERTAIN EMPLOYMENT DECISIONS

Employee grievances pertaining to demotion, terminations, improper dismissal, transfers or suspensions are filed according to instructions outlined in Section 215 of the Bell County Employee Handbook.

	SUBJECT: Awards	VOLUME: I SECTION: B NUMBER: 9
ISSUE DATE: January 1, 2014	REVISION DATE: August 1, 2015	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

AWARDS

The purpose of this policy is to provide for special recognition and commendation for meritorious performance.

AWARDS COMMITTEE OPERATION

The Awards Committee, composed of members and a chairperson appointed by the Sheriff receive and evaluate recommendations for awards. The Chairperson calls meetings as required and the Chairperson and a majority of the committee members are present to review and evaluate recommendations. Nominations are made by the affected supervisor of the person to be recommended. Awards are recommended if the committee determines that the standard of this section have been met. Recommendations for awards are submitted to the Sheriff for final approval and, if approved, are presented as the Sheriff determines to be appropriate.

STANDARDS FOR AWARDS AND RANKING

MEDAL OF HONOR - to be presented for heroism far above and beyond the call of duty performed at extreme risk of life.

MEDAL OF VALOR - to be presented for exceptional bravery performed at imminent risk of life.

MERITORIOUS CONDUCT BAR - to be presented for exceptionally meritorious conduct and courage involving a great risk or an act of such nature as to bring honor and recognition to the person and/or the department.

PURPLE HEART - to be presented to an officer who receives injury under honorable circumstances in the line of duty directly due to the actions of a suspect.

POLICE COMMENDATION - to be presented for excellence in job performance.

- A. To an individual for outstanding performance of duties under unusual, complicated or hazardous conditions.

- B. To an individual for outstanding contribution to the community in general and to an individual in cases where service has contributed to a high degree to the success of a difficult project or job.
- C. To an individual for outstanding and superior performance of any assignment over a period of one (1) year. This award will be presented only to persons whose performance of duties was clearly exceptional, placing them in an outstanding position above others of equal rank.
- D. To any individual for outstanding heroic or meritorious deeds performed in the line of duty.

LIFE SAVING BAR - to be presented to an employee or citizen for the saving of a human life.

EDUCATIONAL ACHIEVEMENT - to be presented for receiving advanced degrees from an accredited college or university. Only one award is worn representing the highest degree held (Doctorate, Master, Bachelor, Associate).

INSTRUCTOR CERTIFICATION - to be presented for obtaining an Instructors Certification from the Texas Commission on Law Enforcement (TCOLE).

MASTER PEACE OFFICER / MASTER JAILER - to be presented for obtaining a Master Peace Officer or Master Jailer Certification from TCOLE.

ADVANCED PEACE OFFICER / ADVANCED JAILER - to be presented for obtaining an Advanced Peace Officer or Advanced Jailer Certification from TCOLE.

INTERMEDIATE PEACE OFFICER / INTERMEDIATE JAILER - to be presented for obtaining an Intermediate Peace Officer or Intermediate Jailer Certification from TCOLE.

PHYSICAL FITNESS - to be presented for meeting minimum standards in an annual physical fitness assessment.

LONGEVITY - to be presented for years of service at intervals of five (5) years. Only one Longevity award is worn. Therefore, individuals receiving increased number badges replace their existing badge. In addition to a tenure pin, bars may be worn on the left sleeve of the dress uniform. One bar represents four (4) years of service and start from a point one inch above the cuff and two inches from the outside crease.

THE MEMORIAL CROSS - is not considered in the ranking files of other departmental awards. This award is presented to the family of an officer who lost their life in the performance of duty under honorable conditions.

DESIGNATIONS

Sheriff's Department personnel are sometimes selected to perform special tasks which require specialized training, certification and a field of expertise. These areas of special skills are classified as designations and a badge may be worn for that designation. Following is a list of authorized designations which do not have any particular ranking order.

FIELD TRAINING OFFICER (FTO) - to be presented to peace officers who have completed a prescribed course of study and are considered knowledgeable to train new employees in their field.

FIELD TRAINING OFFICER (SGT) - to be presented to peace officers who have completed a prescribed course of study and are considered knowledgeable to train new employees and hold the rank of Sergeant.

CORRECTIONAL TRAINING OFFICER (CTO) - to be presented to correctional officers who have completed a prescribed course of study and are considered knowledgeable to train new employees in their field.

SWAT TEAM - to be presented to members selected to be primary members of a response team that will respond to special emergency and life threatening situations.

CELL MANAGEMENT TEAM - to be presented to members selected to be primary members of a response team that will respond to hostile situation in the detention areas.

LIFE SAFETY - to be presented to individuals who have achieved proficiency as an Emergency Medical Technician or higher. This designation will signify the person's ability to respond to medical emergencies.

MENTAL HEALTH OFFICER - to be presented to individuals who have completed a prescribed course of study and have received certification from TCOLE.

HONOR GUARD - to be presented to individuals who have been selected as members of the Sheriff's Department Honor Guard.

K-9 - to be presented to individuals who have been selected as members of the canine unit and have received certification from the National Narcotic Detection Dog Association or other related organization.

BIKE CERTIFICATION - to be presented to individuals who have completed a prescribed course in bike patrol and who have received certification from the International Police Mountain Bike Association.

NEGOTIATOR - to be presented to individuals who receive crisis negotiation certification through the Texas Association of Hostage Negotiators.

INTOXILYZER OPERATOR - to be presented to individuals who have completed a prescribed breath test operator's course and have received certification from the Texas Department of Public Safety.

FIREARM INSTRUCTOR - to be presented to individuals who have completed a prescribed firearms instructor's course that is accepted by TCOLE.

MARINE SAFETY CERTIFICATION - to be presented to individuals who have completed an approved Marine Operations Course through the US Army Corps of Engineers or Texas Parks and Wildlife.

CRIME SCENE INVESTIGATOR - to be presented to individuals who have received specialized training in crime scene processing and have demonstrated proficiency in processing crime scenes.

FBI NA - to be presented to individuals who have graduated from the FBI National Academy.

SHERIFF'S AWARD – to be presented to individuals who have received the annual Sheriff's Award. Multiple recipients may display numbered pins.

LETTERS OF APPRECIATION - CERTIFICATES

From time to time, employees and citizens demonstrate recognizable achievements that warrant special considerations. For this reason, a person is presented with letters and/or certificates for their achievements. An example would be exceptional job performance during a particular assignment.

DISPLAY OF AWARDS AND DESIGNATIONS

Only awards presented by the Sheriff and pursuant to this section are worn by personnel on their uniforms. Awards and designations are displayed in their respective order over the right shirt pocket.

	SUBJECT: In-Service Training	VOLUME: I SECTION: B NUMBER: 10
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires to comply with all mandated training requirements as well as afford the opportunity to its personnel to further individual goals and levels of interest.

REQUESTS FOR TRAINING

Requests for training are submitted to the Training/HR section through the requesting person's immediate supervisor. All training requests are submitted on an approved form with as much information attached, i.e., description, location, estimated cost.

TRAINING COORDINATOR RESPONSIBILITIES

The Sheriff designates a member of the Sheriff's Department as the Training Coordinator. The Training Coordinator is responsible for the maintenance of available training courses and for the maintenance of individual employee training records.

Upon receipt of an approved training request, the Training Coordinator secures enrollment for the employee or returns a denied request to the requesting person's immediate supervisor.

Training requests are denied for various factors that include:

Lack of appropriate funding,

Non vacancy in the requested course,

Conflicting scheduling with other goals, and,

Lack of TCOLE accreditation.

TRAINING CREDIT

Upon completion of training, a copy of the certificate of completion received by the participant is provided to the Training Coordinator for documentation into the employee training files.

	SUBJECT: Expenditures	VOLUME: I SECTION: B NUMBER: 11
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

On occasion, personnel are required to travel away from Bell County for various duty related reasons. This travel may include prisoner transportation; follow up criminal investigations and in service training. Personnel are expected to be cognizant of their fiscal responsibility when using public funds for these activities. In addition, personnel may make purchases of goods and commodities for departmental use.

AUTHORIZED EXPENDITURES

Employees are allowed to charge or be reimbursed for reasonable meals and lodging expenses. When a private vehicle is used for out-of-county public reasons, mileage will be reimbursed at a rate established by the Commissioners Court. (Refer to Section 8 of the Bell County Employee Handbook).

Employees, with approval of the Chief Financial Officer, are permitted to purchase items for use of the department and are allowed to charge or be reimbursed for the purchase.

ACCOUNTING & REIMBURSEMENT

Employees are required to maintain all receipts accumulated as the result of out of county travel. These receipts are to be delivered to the Chief Financial Officer for further disposition.

Credit card receipts from county issued credit cards are maintained by the Chief Financial Officer until reconciled for payment.

Receipts for reimbursement for authorized expenses are attached to an expense statement. The expense statement and receipts are filed with the Chief Financial Officer for personal reimbursement.

PERSONAL EXPENDITURES

Bell County will not pay for or reimburse employees for those items that are not incidental to travel or departmental use. This includes such items as alcohol and personal entertainment. Employees under no circumstances will charge alcohol on an authorized county credit card.

	SUBJECT: Attendance	VOLUME: I SECTION: B NUMBER: 12
ISSUE DATE: June 1, 2015		REVISION DATE:
TYPE: General Orders		AUTHORITY: Sheriff Eddy Lange

The administration expects good and regular attendance from all employees. This means being at work on time each day, able and ready to work. While the administration recognizes justifiable causes for absence or tardiness and follows a policy of granting reasonable requests for excused time off, employment may be jeopardized by chronic absenteeism or excessive tardiness.

GENERAL

Supervisors have the main responsibility for controlling absenteeism. Absenteeism is any absence from work, whether excused or unexcused. Control over absenteeism can be maintained by reviewing each employee's absentee or tardiness record monthly to determine whether it is excessive. When an employee's total hours of absence exceeds ten percent of the total scheduled hours in any thirteen week period, or an employee's tardiness or leaving a shift early exceeds two in any one month period, the supervisor finds the nature and extent of corrective action needed. Percent absent is defined as hours missed divided by hours scheduled. The Bell County Human Resources Department may be consulted for advice in these cases.

EXCUSED ABSENCE

Permission to be off work is requested in advance whenever possible. If prior notice is not possible, the employee contacts their immediate supervisor and explains the reason for the absence not later than the first hour of the first shift missed. When a supervisor grants permission for time off or change in the work hours in advance, the time is not counted as a tardy or leave early, however, the absence is counted in computing the percent absent.

A supervisor may grant an excused absence for any of the following reasons:

- Personal illness or injury
- Pregnancy
- Illness or death in the immediate family
- Participating in legal proceedings as a subpoenaed witness or juror

- Annual reserve military training or other call to active military status
- Essential personal business that requires absence from work
- Similar special conditions that are of mutual advantage to the employee and the department

UNEXCUSED ABSENCE

Unexcused absences (including tardiness and leaving early) are those for which the supervisor has not been properly notified of those involving a reason which may not be listed under the category for excused absences.

An employee is considered tardy if he or she is not at his or her work station ready and able to start work as expected at the beginning of the assigned work shift. Any employee who leaves before the end of the assigned work shift is counted as leaving early, which is recorded the same way as tardiness on the attendance record.

LEAVE OF ABSENCE

In some cases, a Leave of Absence may be considered due to the circumstance of the absence. The following is considered for a Leave of Absence to insure we act in accordance with the Family Medical Leave Act (FMLA) which typically involves an absence of three or more scheduled days:

A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. The “continuing treatment” test for a serious health condition under the regulations may be met through (A) a period of incapacity or more than three consecutive, full calendar days plus treatment by a health care provider twice, or once with a continuing regimen of treatment, (B) any period of incapacity related to pregnancy or for prenatal care, (C) any period of incapacity or treatment for a chronic serious health condition, (D) a period of incapacity for permanent or long-term conditions for which treatment may not be effective, or (E) any period of incapacity to receive multiple treatments (including recovery from those treatments) for restorative surgery, or for a condition which would likely result in an incapacity of more than three consecutive, full calendar days absent medical treatment.

The regulations specify that if an employee asserts a serious health condition under the requirement of a “period of incapacity of more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition,” the employee’s first treatment visit (or only visit, if coupled with a regimen of continuing treatment) must take place within seven days of the first day of incapacity. Additionally, if an employee asserts that the condition involves “treatment two or more times,” the two visits to a health care provider must occur within thirty days of the first day of incapacity. Finally, the regulations define “periodic visits” for treatment of a chronic serious health condition as at least twice a year.

Any consideration for a Leave of Absence or an absence that qualifies under the FMLA is discussed with the Human Resource Department.

GUIDELINES

Recurrent unexcused absences are not acceptable and an employee may be terminated without steps of progressive discipline for:

- Unexcused and/or unauthorized absences of four or more workdays in any twelve-month period or three or more workdays during a four-week period, or;
- Failure to report to work on the first workday after the expiration of an excused absence or approved leave of absence.

Supervisors review each employee's absenteeism record on a thirteen week average and each employee's tardiness record every month to determine whether absence or tardiness is excessive.

The progressive steps of corrective action available to the supervisor are:

- Oral warning
- Written warning
- Probation or suspension
- Termination

An Unsatisfactory Performance Notice if given within the first ninety days of New-Hire employment for continued attendance issues may result in termination.

	SUBJECT: Preparation for Duty	VOLUME: I SECTION: C NUMBER: 1
ISSUE DATE: January 1, 2014		REVISION DATE:
TYPE: General Orders		AUTHORITY: Sheriff Eddy Lange

It is the policy of the Sheriff's Department that personnel beginning a tour of duty be available on time, be aware of circumstances concerning the current and previous shift's activities and be otherwise prepared to effectively perform their job.

REPORTING FOR DUTY

Personnel report for duty at the time and place specified by their supervisor.

INFORMATION REVIEW

Information about matters of occurrences which affect the performance of oncoming personnel is passed on in a variety of ways. Supervisors, when possible, arrange transmission of this information personally, in writing or through other means.

Examples of such information for patrol personnel are reports of recent crimes in the county or surrounding area; situations requiring special care or observations; traffic hazards, et cetera.

Examples pertaining to corrections personnel include problems with inmates such as fights or medical difficulties; problems with facility such as damages jeopardizing security, water leaks, inoperative equipment, et cetera.

All personnel depend on this type of information and Division commanders use additional written or oral instructions to ensure that complete and accurate information transfers occur.

OTHER PREPARATIONS

Oncoming personnel are to be ready for duty and have all equipment and materials which might aid in the performance of their duties. This includes but is not limited to:

Grooming and dress in accordance with this section and its procedures, authorized weapons required for duty, offense report forms, ticket books and other necessary forms, Other equipment and materials, specified by a supervisor.

	SUBJECT: Interaction Among Departmental Personnel	VOLUME: I SECTION: C NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

This policy and its procedures provide guidelines for interaction among personnel intended to facilitate the professional image of the Sheriff's Department.

DISSEMINATION OF INFORMATION

Personnel willingly share relevant information with other personnel whenever such information is requested. Personnel also voluntarily share relevant information with other personnel whenever they perceive that persons need that information.

Persons giving and receiving information are aware of the sensitive nature of some information, e.g., an informant's identity, a pending surprise law enforcement action, et cetera and consider the adverse consequences associated with the unnecessary disclosure of such information. A decision to share information would be based on consideration of the possible positive and negative consequences. The appropriateness of the decision depends upon the person making it in accordance with the purposes expressed in this section.

COURTESY AND RESPECT FOR OTHERS

Personnel show courtesy and respect for other members by carefully controlling their comments which indicate dislike or disapproval of another person. Such comments are only made in a manner which is likely to result in an improvement of the person or the conduct involved.

	SUBJECT: Interaction with the Public	VOLUME: I SECTION: C NUMBER: 3
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

In order to maintain community support and a constructive working relationship with the public, personnel are guided by this policy and procedures in their interaction with citizens. The maintenance of a good relationship with the public develops public appreciation and enables the members of this agency to perform their jobs more effectively and efficiently.

COURTESY TO THE PUBLIC

Personnel treat those they encounter with respect and courtesy to the extent that they are able to do so and perform their duties as prescribed by relevant legal provisions and other policies.

Certain arrest and control situations require actions by personnel which are authoritative and which might be perceived as discourteous. Personnel, in such situations, accomplish the arrest, control or other necessary action with as much courtesy and respect as possible without unreasonably endangering themselves or others.

REQUESTS FOR ASSISTANCE

Personnel treat all requests for service in a serious manner. Although some requests seem trivial, the individuals making such requests feel they have a need for assistance. Personnel ask if they can be of assistance by careful attention to the person's explanation of the problem.

Personnel render service whenever practical and make appropriate referrals for persons who require service from other organizations, agencies or individuals. When doubt exists as to the practicality of a requested service, personnel consult with their supervisor or other knowledgeable person for assistance.

	SUBJECT: General Inter-Agency Relationships	VOLUME: I SECTION: C NUMBER: 4
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires to cooperate in every way possible with other criminal justice agencies for the mutual benefit of those involved in the criminal justice system.

The administration recognizes time and budgetary restraints which inhibit the complete availability of the resources in providing such assistance but intends to lend every reasonable aid as need is recognized or as the assistance is requested.

DELIVERY OF MESSAGES

Due to the rural nature of the county, the Sheriff's Department is often contacted with a request to deliver messages. Messages that are of an emergency status are deemed appropriate to deliver and all necessary steps are taken to do so.

Emergency messages are defined as messages that notify the next of kin or guardian of a death or serious accident or illness. In the case of serious illness or accident, these messages are often vital to the extent that medical personnel are awaiting authorization for some action by the family member to be notified.

Other less important messages may be delivered as workload permits.

REQUEST FOR WARRANT SERVICES ASSISTANCE

Outside agencies often request assistance in the service of warrants. The warrant section, a part of the Support Services Division, is where all incoming warrants are referred. From that section, appropriate assignments are made.

In the event a person wanted by another agency is located by that agency and found to be in the county and will likely abscond, personnel are assigned to execute the warrant as soon as practical.

	SUBJECT: Public and Protected Information	VOLUME: I SECTION: C NUMBER: 5
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires to provide reasonable access to information which the public is legally entitled to receive in accordance with the Texas Public Information Act.

The administration desires to restrict access to that information which is embraced under exception of the Texas Public Information Act. Access to such information is restricted in order to protect persons from an unwarranted invasion of personal privacy.

RELEASE OF INFORMATION / DOCUMENTS

Citizens who request information in the form of documents, CD's, DVD's or other tangible media are instructed to make their request to the records section located at the Sheriff's Department.

RELEASE OF INFORMATION / MEDIA

At a crime scene or other remote location where personnel are requested to immediately provide information, the ranking person in charge of the scene will notify the Public Information Officer (PIO) who will make contact with the requestor. The PIO is also responsible to provide a press release regarding the activities of the Sheriff's Department.

ARCHIVED RECORD SECURITY

Inactive records are delivered to the custodian of records for storage and security. When removal of archived records is necessary, a notice is filed in place of the document taken indicating the following:

Document taken;

Person taking document; and,

Purpose and date of removal.

An appropriate form is available from the records section for use by all personnel when requesting or retrieving any document.

RELEASE OF CRIMINAL HISTORY

Persons who request local criminal histories are referred to the records section. The record's section insures that the requestor is either the person who is the subject of the record or someone who has legal authority to obtain the local criminal history. Usually, a second party requestor is a potential employer, an agency contracted by potential employer or a local housing authority.

Local criminal histories that appear in a chronological form are exempt from release under open records law.

Sheriff's Department personnel are not permitted to publically release criminal history information obtained through NCIC/TCIC for other than criminal justice purposes.

	SUBJECT: Citizens Inquiries	VOLUME: I SECTION: C NUMBER: 6
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Citizen contacts with Sheriff's Department personnel by telephone and in person can help or harm community opinion. In such contacts it is desired that prompt and reasonable assistance be given and that a favorable opinion of the agency is maintained.

GREETING AND COLLECTING INFORMATION

Citizens who contact the Sheriff's Department may be transferred to various sections by an automated system. Personnel who answer incoming telephone calls identify themselves and their section or appropriate work area.

Personnel who encounter citizens who have a need for information or other services politely ask if they may be of assistance. Many people who request law enforcement services will give only minimal information. Personnel receiving such requests ask for additional information when required to determine the nature of the need and the type of assistance requested.

REFERRALS

When someone requests services which the Sheriff's Department does not normally provide or is unable to provide, the person receiving the request makes a referral to another public service agency which is able to provide the needed service. If available, personnel provide the phone number or address of the agency to which the person is referred. When doubt exists as to an acceptable service, a supervisor or other qualified person is consulted for advice.

	SUBJECT: Crime Victims Assistance	VOLUME: I SECTION: C NUMBER: 7
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The provisions of the Texas Crime Victims Compensation Act, (TCVCA) Chapter 56 of the Texas Code of Criminal Procedure and the Texas Constitution, govern several aspects of law enforcement responsibility to crime victims. It is the goal of the Sheriff's Department to aid all crime victims and comply with applicable laws regarding crime victims.

CRIME VICTIMS COORDINATOR

The Sheriff designates personnel to serve as primary and secondary coordinators and they serve in that capacity until removed. The secondary coordinator is responsible for all duties of the primary coordinator when the latter is unavailable.

RESPONSIBILITIES OF COORDINATORS

The Crime Victims Coordinator performs the following activities:

Gives notice of the TCVCA in person or by mail to all victims of violent crimes or their dependents as soon as possible.

Orders and maintains all forms necessary from the Attorney General of Texas.

Orders and maintains victim's brochures developed by this agency.

Responds to inquiries of interested persons concerning procedures for filing a claim under the TCVCA or any other inquiry for victim's assistance.

Provides TCVCA application forms to interested persons.

RESPONSIBILITY OF OTHER PERSONNEL

All personnel respond to citizens' questions about crime victim's assistance by supplying the requested information and/or referring them to the coordinator. In order to facilitate a standard and appropriate response to general questions posed by citizens, the coordinator prepares and maintains an information brochure to be supplied to victims of crime or family violence.

	SUBJECT: Secondary Employment	VOLUME: I SECTION: C NUMBER: 8
ISSUE DATE: January 1, 2013	REVISION DATE: October 7, 2013	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

POLICY

Personnel are allowed to participate in employment outside of regular duty hours. The purpose of this section is to provide direction of acceptable off duty employment. Due to the emergency nature of law enforcement there is a need to ensure that officers report for work in a good physical and mental condition.

DEFINITIONS

EXTRA DUTY EMPLOYMENT is employment that is conditioned on the actual or potential use of law enforcement powers as a licensed peace officer.

OFF DUTY EMPLOYMENT is employment of a non police nature where law enforcement powers are not a condition of employment.

OVERTIME is employment that requires an employee to remain on duty beyond their regular shift, or requires an employee to work a mission essential assignment and no other personnel are available.

PROHIBITED TYPES OF SECONDARY EMPLOYMENT

All who participate in secondary employment must maintain the highest regard for the professionalism and dignity of the Sheriff's Department. Personnel shall avoid secondary employment that poses a potential conflict of interest or threatens the status of this agency. Some types of prohibited secondary employment are process server, bill collector, or at a business that derives a majority of their income for the sale of alcoholic beverages.

SUPERVISOR APPROVAL

Personnel who desire secondary employment must obtain prior written approval from their immediate supervisor. Before approval is granted, the supervisor ensures that the type of employment requested is during non duty hours, is not considered prohibited as referenced in this section, and is not in violation of Chapter 39 of the Texas Penal Code.

WAGES/FEES, USE OF COUNTY VEHICLES/PROPERTY

In most events, compensation received from secondary employment is collected directly by the employee performing the service. Employees are encouraged to become familiar with the Internal Revenue Codes that may affect secondary employment income.

Personnel are permitted to utilize a county assigned vehicle during extra duty assignments. If the vehicle is utilized for the assignment, Bell County is compensated at a rate that is established by the department. If the vehicle is parked at the work site as a static display and is not utilized to perform the work, compensation is not required.

Personnel are permitted to wear approved departmental uniforms and may utilize accompanying equipment.

LAW ENFORCEMENT CONTRACTS

The Bell County Commissioners Court, through the Sheriff's Department, has authority to contract law enforcement services. Personnel assigned to such contract services are paid through the payroll department of the Bell County Auditor's Office at a rate agreed in the terms of the contract. Personnel who desire to participate in this type of program must obtain prior written approval as described in this section.

LIMITATION ON HOURS WORKED

While it is sometimes advantageous for the Sheriff's Department to allow personnel to work SECONDARY EMPLOYMENT, it is also necessary to limit the number of hours worked within a 24 hour period of a seven day week.

Licensed personnel are limited to working a total of 16 hours in a 24 hour period and no more than 72 hours in a seven day period. Officers may work a total of 8 hours in addition to their normal work schedule. Officers may work a total of 16 hours on their scheduled days off.

There are times when certain assignments may exceed their allotted schedule. In these cases, or for unusual events, exceptions of the hour's limitations can be allowed with supervisory approval. These hour limits do not apply to mandatory overtime, however, extended overtime hours are recorded as part of the weekly total.

The goal of this work hour limitation policy is to insure that personnel have sufficient rest between shifts to be able to present themselves refreshed and fit for duty both mentally and physically.

REPORTING REQUIRMENTS

Secondary employment is recorded using forms provided by and approved by the department.

Prior to performing extra duty, employees must receive written approval from their supervisor by filing an *APPLICATION FOR EXTRA EMPLOYMENT*. Once complete and signed by the employee and supervisor, the form is filed with the Sheriff's administrative office. A separate form is required for each off duty assignment unless the assignment is a reoccurring event such as lake patrol, Expo Center, highway construction, etc.

A seven day week as described in this chapter is from Sunday to Saturday. No later than close of business on the following Monday, employees file an *EXTRA DUTY TIME SHEET* with their supervisor. Once approved by the supervisor this form is filed with the Sheriff's administrative office.

MUST BE IN GOOD STANDING

Extra duty employment is a right that may be revoked at any time. Violations of the provisions of this chapter may result in the loss of this privilege or other disciplinary action that may be deemed necessary.

	SUBJECT: Operations of County Owned Vehicles	VOLUME: I SECTION: C NUMBER: 9
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Personnel operate county-owned vehicles in a safe, courteous and legal manner. The use of county-owned vehicles contributes to better serve the community without unnecessary exposure to liability or accusation of impropriety. Such operation and use is desired to protect lives and property, to encourage citizens to drive in a similar manner and to maintain the respect and support of the community.

Additionally, it is desired that personnel authorized to drive county-owned vehicles be responsible for reasonable care and protection of the vehicle.

GENERAL OPERATION

Personnel operating county-owned vehicles comply with all applicable laws and drive defensively. They are especially cautious when hazardous conditions exist, such as inclement weather and they encourage courtesy of other motorists by demonstrating courtesy in their driving.

County-owned vehicles are not taken outside the county unless a supervisor approves such travel or if it is necessary to perform duties.

Personnel with county-assigned (take home) vehicles are not permitted to take their vehicle home if they reside outside of Bell County (effects those employed after 01/01/2013).

County-owned vehicles are not to be used for personal business or transporting persons for anything other than county business. This includes family members.

Smoking is not permitted in a county owned vehicle.

INSPECTION OF VEHICLE

Personnel assigned to drive vehicles are responsible for inspecting it prior to operation. These inspections should be conducted at the beginning of each shift and are concerned with damage,

the operational condition of the vehicles, its equipment and the presence of any unnecessary articles left in the vehicle. Any damage to the vehicle is reported immediately.

Personnel ensure that all needed equipment is in their vehicle. This includes, but is not limited to, flashlights, flares, first aid kit, fire extinguisher, maps, crime scene tape, crime scene kits, et cetera.

Personnel inspect the prisoner's area of the vehicle to ensure that there is no contraband present or any item that may cause harm by subsequent arrested persons. This area should be inspected each time a prisoner is transported.

Vehicles are maintained as clean as possible and free of trash. Supervisors may periodically inspect vehicles without prior notice.

SECURING VEHICLE

Personnel operating county-owned vehicles exercise care when leaving the vehicle unattended. Windows are closed and doors are locked to prevent weather damage to the interior and to discourage theft of the vehicle contents.

VOLUNTEER RIDERS

Citizens desiring to ride with an on-duty officer are allowed to do so if operational conditions permit as determined by the supervisor on duty. Such riders are at least eighteen years of age and are groomed and dressed in a manner non detrimental to the image of the Sheriff's Department. After the supervisor's approval, the rider signs a waiver of liability which is then filed. Such waivers must be signed and filed each time a citizen rides.

TRANSPORTATION OF PERSONS OTHER THAN PRISONERS

Occasionally, personnel wish to or are asked to transport persons not employed by the Sheriff's Department. As a public service, such transportation is conducted if deemed appropriate. Examples of such transportation include, but are not limited to, the following:

Stranded motorists

Emergency transportation

Accident victims

Lost children

Disabled persons

In cases of injured persons, an ambulance with medically trained attendants is the preferred means of transportation in that movement can sometimes worsen the injury.

Personnel considering transportation of non employees carefully weigh the advantages and disadvantages associated with providing the service consistent with this section. If uncertainty exists, the advice of the supervisor is sought.

When such transportation involves juveniles or female passengers, vehicle mileage, time and location are reported by radio.

	SUBJECT: Grooming and Dress	VOLUME: I SECTION: C NUMBER: 10
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

It is obvious that people often react positively or negatively to the appearance of others. This reaction is pronounced when the persons observed are in positions of authority. The need for positive community reaction justifies establishment of dress and grooming standards for personnel of the Sheriff's Department. Additional concerns of the administration are that grooming and dress contributes to:

- Effective and efficient performance of duties
- Safety of personnel
- Visual recognition of personnel with authority
- Respect, trust and support of civilians

It is further recognized that the preference of personnel regarding grooming and dress differ and the administration intends that reasonable differences are permitted.

GENERAL

Variations in grooming and dress guidelines are required to accomplish the diverse purpose expressed in this section and to adapt different assignments within the Sheriff's Department. For example, the attire for a court appearance by an officer would likely differ from that of an officer making an interstate prisoner transport or district.

However, there is a need for general direction regarding groom and dress. Thus, personnel follow grooming and dress practices which conform to those of the county business community. Personnel of the Sheriff's Department are more restricted in some ways such as facial hair and hair length due to safety considerations and sensitivity to the community's expectations.

FACIAL HAIR

Males are to keep their face clean-shaven with the exception of a modest mustache and/or goatee. Mustaches and goatees will be kept neatly trimmed, tapered and tidy. An exception to this rule would be those considered undercover in which normal groom and dress rules do not apply.

JEWELRY

Personnel are permitted to wear earrings while on duty that are screw-on, clip-on, or post type in gold, silver, white pearl, or diamond. The earrings will not exceed 1/4 inch in diameter and they must be unadorned and spherical. When worn, the earring will fit snugly against the ear, worn only as a matched pair and only one earring per ear lobe.

Employees while on duty are not permitted to attach, affix, or display articles, jewelry, or ornamentation through the external skin, tongue, lips, inside the mouth and other surfaces of the body that are visible. An exception would those considered undercover.

DIVISION STANDARDS

Commanders of the six general assignment areas set particular grooming and dress requirements for their personnel within the limits of this section and which are designed to contribute to the accomplishment of the purposes expressed in this section.

UNIFORMED PERSONNEL

Uniforms are supplied by the Sheriff's Department and only official uniforms are worn. This includes all modified uniforms such as those worn by members of special teams such as K-9, Special Response Team, et cetera.

Uniforms are kept in good condition as well as all accompanying gear and insignia.

	SUBJECT: Gifts and Gratuities	VOLUME: I SECTION: C NUMBER: 11
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Some persons desire to express their appreciation for personnel by giving nominal gifts or services. Unfortunately, other persons desire to unethically or illegally influence personnel by providing favors. It is the intent of this directive to guide personnel in their conduct regarding the receipt of gifts and to permit the practice for its noble purposes and to control it to prevent abuse.

Personnel in no way solicit gifts or services and always be prepared to pay for anything of service which they authorize to order.

Personnel never accept gifts which interfere with their impartial expertise of authority or which causes favoritism in their performance of services.

Personnel are sensitive to the public's impression of special treatment to law enforcement officers and conduct themselves in a manner which does not cause adverse public opinion.

NOMINAL GIFTS

Personnel are frequently offered free coffee, discounted meals and other nominal gifts and services. Personnel accept these gifts as is consistent with this section.

Personnel do not spend greater amounts of their on-duty time at a particular establishment or render other special service on behalf of persons who offer or provide gifts.

Personnel should refuse any gifts which they suspect conflict with the purposes expressed in this section and shall promptly report the offer to their supervisor.

Supervisors receiving reports of inappropriate gifts or gift offers review them in light of this section and refer to the chain of command if potential problems seem evident.

PROHIBITED GIFTS

Gifts from certain individuals or entities, because of their relationship to the Sheriff's Department or to the individual involved, are prohibited. Included in the prohibition are gifts from attorneys, bondsmen and private investigators. Personnel who believe a particular case warrants exception to this prohibition request prior approval from the Sheriff.

	SUBJECT: Social Media	VOLUME: I SECTION: C NUMBER: 12
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Purpose

Social media and Web 2.0 refers to internet based technology communication tools that facilitate an environment for immediacy, interactivity, user participation and information sharing in multiple ways. Social media tools help citizens interact with their local government in the individual's preferred method and time schedule. A social networking presence has become a popular tool for vibrant and transparent communication and reaches those that do not consume traditional media as frequently as other segments of the population. Social media applications may include, but are not limited to Facebook, Twitter, YouTube, Nixle, MySpace, Flickr, Foursquare and blogs.

The Bell County Sheriff's Department (BCSD) may consider utilizing social media outlets to share information about BCSD and its programs and services. Social media outlets can reach a broader audience and further enhance communication with citizens and stakeholder organizations in support of BCSD's goals and objectives.

Social Media Guidelines

Social Media Platforms, when used by the Bell County Sheriff's Department, or its employees, must meet one of the following purposes:

1. To provide County residents, business and visitors with information about BCSD events, activities and other important issues.
2. To inform people from outside the Bell County community about the many positive qualities of Bell County, Texas.

All divisions are encouraged to share information with the Public Information Officer (PIO), or designee, for inclusion in the BCSD's social media applications.

Comment Posting Regulation

BCSD intends to promote effective communication and maintain a respectful dialogue. In that spirit, the rules for posting comments on any official Bell County Sheriff's Department digital media or social networking site will maintain a productive and open forum for community discussion. Our administrators/moderators use these rules to ensure that posted comments are

constructive and suitable for all readers, while respecting a range of opinions and points of view. Whenever possible, moderation of posts should take place within 24 hours of posting. Posted comments or attachments must comply with the following rules;

- Comments must be civil and may not contain slanderous, libelous, malicious, offensive, threatening, profane or insulting language.
- References to the personality of individuals or personal attacks will not be permitted.
- Advertising or promotional announcements are not permitted, except for events, services and/or activities directly sponsored or promoted by the Bell County Sheriff's Department.
- Comments must be within the scope of the topic under discussion.
- Comments cannot include personally identifiable information, such as an address, phone number, social security number or other sensitive information.
- Comments cannot represent a person other than the one posting the comment.
- Comments containing links to other web sites or pages must be relevant to the topic. Inappropriate links in posts will result in the post being removed from public view.
- Comments may not promote the passage or defeat of a political measure or the election of any candidate for office, or, conversely, the defeat of a candidate for office.
- Participants are responsible for what they post. Comments must not violate any law, confidentiality or copyright. Doing so may result in criminal prosecution.

Posts may not be edited. Any post that violates the above regulations should be documented for records retention and then deleted from public view. The comment maker should then be notified that he or she has violated the policy, specifying any and all regulations that were violated.

All Bell County Sheriff's Department employees should understand the perception of their BCSD association in online social networks. If an employee identifies himself/herself as a BCSD employee or has a public facing position for which their BCSD association is known to the general public, they must ensure that their profile and related content (even if it is personal and not an official nature) is consistent with how they wish to present themselves as a BCSD professional, appropriate with the public trust associated with their position, and conforming to existing standards that already exist in the Bell County Sheriff's Department policies.

Employees should refrain from posting information about Bell County using their personal Social Media accounts. Any person identified as an employee of the Bell County Sheriff's Department on a publicly accessible site is expected to maintain a positive online image that is consistent with departmental goals and objectives. Employees may be subject to disciplinary action for internet postings that are inconsistent with the interest of the Bell County Sheriff's Department or demonstrate disloyalty to the goals and objectives of the department.

Ownership

All social media communications messages, images, podcasts and videos that are composed, sent, or received within the Bell County Sheriff's Department network are the property of the department and subject to the Open Records Act.

Privacy and Security

Bell County Sheriff's Department has the right to monitor employee's social media use on county equipment and will exercise its right as necessary. Users do not and should have no expectation of privacy.

Violations of this policy will be reviewed on a case-by-case basis and can result in disciplinary action up to and including termination. All social media resources are subject to all state and federal laws and rules which may apply to such. In addition, violations of this policy or misuse of the Social Media Policy which are of a criminal nature may be referred for criminal prosecution.

BELL COUNTY SHERIFF'S DEPARTMENT

GENERAL ORDERS



Volume II Law Enforcement Operations

	SUBJECT: Pursuit Driving	VOLUME: II SECTION: A NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Vehicular pursuits present dangerous situations that may affect the lives of pursuing officers, suspects and the public. It is the desire of this administration that vehicular pursuits are initiated only to protect lives and apprehend violent suspects.

Pursuit driving does not relieve an officer from the duty to drive with due regard for the safety of all persons and does not provide immunity from negligence.

The purpose of this policy is to provide direction for officers engaged in pursuits and other emergency driving.

DEFINITIONS

Authorized Emergency Vehicle: A vehicle of this agency equipped with emergency equipment as designated by state law to include an audible siren and emergency lights.

Vehicular Pursuit: An active attempt by a peace officer in an authorized emergency vehicle to apprehend fleeing suspects who actively attempt to avoid apprehension through evasive tactics.

Primary Vehicle: The authorized emergency vehicle that initiates a pursuit or any secondary vehicle that assumes control of the pursuit.

Secondary Vehicle: Any authorized emergency vehicle that becomes involved as a backup to the primary vehicle and follows the primary vehicle at a safe distance.

DECISION TO INITIATE PURSUIT

The decision to initiate a vehicular pursuit is based on:

- The officers actual or constructive knowledge that a serious violation of the law has or is about to occur,
- The officer concludes that immediate danger to the public exists if the suspect remains at large,

- The suspect exhibits intention to avoid apprehension by refusing to stop when properly directed to do so.

OFFICERS RESPONSIBILITY

Only authorized emergency vehicles are involved in vehicular pursuits. Pursuing officers activate emergency equipment and notify the communications center of the following:

- Unit number followed by the statement A in pursuit, @
- The location and direction of travel and speed of the vehicle,
- A description of the fleeing vehicle to include license number and the description and number of occupants,
- The reason(s) supporting the decision to pursue.

The number of police vehicles is limited to two marked units who may be involved in the immediate pursuit. Other police vehicles are support vehicles and are not involved in the actual pursuit.

Support vehicles operate with emergency equipment when necessary to maintain support positions and to warn other drivers.

Caravanning of police vehicles behind the pursuit is prohibited.

Officers do not participate in pursuits when their vehicle is occupied by prisoners, suspects, complainants or witnesses.

Officers are prohibited from using their vehicles for the following:

- Ramming the suspect's vehicle,
- To overtake, drive next to or force suspect vehicles off the roadway,
- Blocking the entire roadway,
- Boxing in or surrounding the suspect vehicle however, police vehicles may be used to box in a stationary, unaware suspect in order to avoid a pursuit.

In the event of a collision with the suspect's vehicle, the pursuing officer will immediately summon medical assistance for any injured party.

In the event of a collision involving any third-party vehicles or persons, supporting vehicles will stop and render assistance and call for medical assistance if needed.

SUPERVISORS RESPONSIBILITY

Supervisors assert control by monitoring the pursuit and taking the necessary action to insure compliance with these policies.

Supervisors make immediate determination of the offense for which the fleeing suspect is being pursued and decide whether or not the pursuit is warranted.

Supervisors order the termination of a pursuit if, in their judgment, the necessity of apprehension is outweighed by the level of danger.

TERMINATION OF PURSUIT

Officers engaged in or in supporting the pursuit may terminate the pursuit at any time. Pursuits are immediately terminated under the following conditions:

- A supervisor orders the pursuit terminated.
- When the danger created by the pursuit outweighs the necessity for immediate apprehension.
- If the suspect's identity has been determined and immediate apprehension is not necessary to protect the public.
- When officers lose visual contact with the suspect for an extended period of time.
- When weather or road conditions substantially increase the danger.

INTER-AGENCY PURSUITS

Pursuing officers will notify the communications center when a pursuit enters the city limits of a local community or crosses into a neighboring county.

	SUBJECT: Tire Deflation Devices	VOLUME: II SECTION: A NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Order	AUTHORITY: Sheriff Eddy Lange	

When it becomes apparent that a violator refuses to voluntarily end a pursuit, the use of tire deflation devices may be implemented providing the following exists:

- The officers using the tire deflation device are properly trained.
- The site selected is in areas away from schools or other areas of concentrated populations.
- That emergency vehicles equipped with overhead lights be used to indicate the funnel area of the spike and that overhead lights are clearly visible to on coming pursuit vehicles and the violator.

The use of tire deflation devices shall not be used in stopping the following vehicle types:

- Motorcycles.
- Mopeds.
- Any other two wheeled vehicles.

The use of tire deflation devices shall not be used in stopping the following vehicles, except under circumstances where, if not used, the threat to public safety is likely to be greater:

- Vehicles transporting hazardous materials.
- Passenger buses transporting passengers.
- School buses transporting students.
- Vehicles that would pose an unusual hazard to innocent persons.

	SUBJECT: Responding to other Emergencies	VOLUME: II SECTION: A NUMBER: 3
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Prompt responses to emergencies are necessary to minimize injuries and property loss and also increase the likelihood of apprehending criminals. Of equal importance is the safety of personnel and others while traveling to deliver the needed services.

Emergencies as used in this manual and related procedure include, but are not limited to:

- Traffic accidents which are reported as having injuries or other dangerous conditions which are likely to worsen.
- Felons who are reported to be present at a scene or at some other specific location and are about to flee.
- The commission of a serious crime is reported to be imminent.
- Other circumstances where lives are in danger.

Officers use emergency lights and audible siren to proceed contrary to traffic laws only when they can proceed safely.

TERMINATION OF AN EMERGENCY

The officer determines when to discontinue an emergency response unless advised to discontinue by supervisor.

Emergency responses are discontinued when available information indicates that the circumstances which gave rise to the emergency response have ended or sufficient assistance has been provided.

EMERGENCY ESCORT FOR PRIVATE VEHICLES

From time to time officers are requested to escort privately owned vehicles to local hospitals and other destinations. It is the desire of this administration to provide this service only in extreme emergency cases and only when the use of an ambulance or other health care vehicle is impractical or unavailable.

INITIATION OF EMERGENCY ESCORT

The initiating officer determines the severity of the illness or injury prior to beginning the escort. If, in the officer's opinion, the conditions do not warrant an escort, the officer advise the driver of the quickest route to their destination and politely cautions the driver to obey all traffic regulations.

If the officer determines that an emergency escort is justified, they instruct the driver to follow at a safe distance and use extreme caution.

Officers notify the communications center prior to beginning an escort.

TERMINATING AN EMERGENCY ESCORT

If the operator of a private vehicle is unable to comply with the officer's requests and instructions, the emergency escort is terminated and the communications center is notified.

	SUBJECT: Traffic Enforcement	VOLUME: II SECTION: B NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

It is the policy of this department that traffic law enforcement functions are performed in a professional and courteous manner with emphasis placed on enforcement that contributes to accident prevention and education to the public about proper driving procedures.

OBJECTIVES

The objectives of an effective traffic enforcement program are to take proper and appropriate enforcement action and to favorably alter the violator's future driving habits.

ENFORCEMENT ACTIONS

Written Warnings may be issued to a violator whenever minor traffic violations are committed and it would be in the best interest to inform or remind the violator of the consequences of the violation. Officers are given the discretion to issue a warning when this may be a more effective type of enforcement.

Traffic Citations may be issued to a violator who jeopardizes the safe and efficient flow of vehicular and/or pedestrian traffic. This includes hazardous moving violations or operating unsafe and improperly equipped vehicles.

Instant Arrest may be made against violators who have committed a felony; or where punishment is greater than a fine only.

SEVEN-STEP APPROACH

Officers are encouraged to use the seven-step approach when conducting a traffic stop. The steps are used in the following order:

1. Greeting and identification
2. Statement of violation
3. Identification of driver and check of conditions of violator and vehicle
4. Statement of action to be taken
5. Take action stated
6. Explain what violator must do
7. Leave

	SUBJECT: Traffic Accident Investigation	VOLUME: II SECTION: B NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Traffic Accident Investigation in rural areas of the county has historically been the responsibility of the Texas Department of Public Safety. Members of the Bell County Sheriff's Department have and may continue to respond to accidents to assist with traffic control and provide aid. On occasion, officers with the Bell County Sheriff's Department may investigate minor accidents in the absence of state officers.

The purpose of this policy is to establish guidelines for responding and reporting traffic crash reports and taking enforcement action when necessary.

RESPONDING TO AN ACCIDENT

Officers receiving a call to an accident respond using all necessary safety precautions as defined in Section II-A-3 of this manual.

ACCIDENT REPORTS

Accident investigation reports are filed using a standard Texas Department of Transportation Form CR-3 that is available within the RMS database (currently Ileads).

ENFORCEMENT ACTION

Officers are encouraged to take positive enforcement action whenever their traffic accident investigation activities produce probable cause to believe that a violation of law has occurred.

The final decision on enforcement action is at the discretion of the officer.

	SUBJECT: Driving While Intoxicated	VOLUME: II SECTION: B NUMBER: 3
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The identification of persons suspected of driving while intoxicated is an important component of the patrol function. Training will be provided to officers involved in patrol functions to develop skills in detecting and recognizing those persons who are under the influence of alcohol and/or drugs. The purpose of this policy is to establish guidelines for the enforcement of impaired driving laws with the view to protect the public.

ENFORCEMENT PROCEDURES

Observation

Officers shall be alert for suspect DWI offenders and must carefully document the behavior of a suspected DWI from the beginning. Once a suspected violator is stopped, officers should note the suspect's appearance, responses to stimuli, speech, admissions of drinking, or drug ingestion.

Sobriety tests

Officers should, when possible, administer a field sobriety test using the most commonly administered tests.

- a. Gaze nystagmus (if certified).
- b. Walk and turn.
- c. One-leg stand.
- d. Reciting of alphabet.
- e. 10 count.
- f. Nose find.

Arrest

Once the decision to arrest has been made, the arresting officers informs the suspect that a motor vehicle operator in this state gives implied consent to have a sample of his blood or breath taken for a chemical test to determine the alcoholic content of his or her blood or the presence of drugs if such person is arrested for DWI.

The officer informs the arrestee that either a breath or blood sample is needed, when available, but not both unless the officer suspects the presence of drugs.

If the arrestee refuses the available test, he or she is advised that a refusal of the test constitutes grounds for the revocation of their driver's license.

Breath/Blood Test

Chemical analysis of a person's breath may be performed by anyone possessing a valid license issued by the Department of Public Safety's Division of Forensic Science.

A sample of a person's blood may be obtained by a physician, registered professional nurse, graduate laboratory technician, or other technician designated by order of the court who will withdraw blood for the purposes of determining its alcoholic and/or drug content.

The arresting officer will witness the taking of the blood sample and will take possession of the vial and log it as evidence.

Both breath and/or blood test should be available at central booking.

Accident Investigation

If a DWI suspect has been involved in a traffic accident, officers should also identify any witnesses who saw the suspect operating a motor vehicle.

	SUBJECT: Racial Based Profiling	VOLUME: II SECTION: B NUMBER: 4
ISSUE DATE: January 1, 2014	REVISION DATE: January 1, 2018	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The purpose of this policy is to reaffirm the Bell County Sheriff's Department's commitment to unbiased law enforcement in all its encounters between an officer and any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of Sheriff's Department policy and the law.

POLICY & PROCEDURES

It is the policy of this department to provide law enforcement service in a pro-active manner and to aggressively investigate suspected violations of law. Officers shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity, or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in this policy.

Officers shall conduct themselves in a dignified and respectful manner at all times when dealing with the public. Two of the fundamental rights guaranteed by both the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures must be respected. Racial profiling is an unacceptable patrol tactic and will not be condoned.

DEFINITIONS

Racial Profiling - A law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.

The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as a part of an actual description of a specific suspect

for whom a deputy is searching. Detaining an individual and conducting an inquiry into that person's activity simply because of that individual's race, ethnicity or national origin is racial profiling. Examples of racial profiling include but are not limited to the following:

1. Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver's race, ethnicity or national origin.
2. Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.
3. Detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or a specific place.

The Sheriff's Department can derive at two principles from the adoption of this definition of racial profiling:

1. Officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search, while officers may use race in conjunction with other known factors of the suspect.
2. Officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search. Racial profiling is not relevant as it pertains to witnesses, complainants or other citizen contacts.

Race or Ethnicity – Means the following categories: Black, Asian/Pacific Islander, White, Hispanic/Latino and Alaska Native/American Indian.

Traffic Stop - A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic.

COMPLAINT INVESTIGATION

The Sheriff's Department will accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic or national origin profiling. No person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.

Any employee who receives an allegation of racial profiling, including the officer who initiated the stop, shall record the person's name, address and telephone number and forward the complaint to the Office of the Sheriff.

At the direction of the Sheriff, a complaint shall be investigated in a thorough and timely manner. All complaints will be acknowledged in writing to the initiator who will receive disposition regarding said complaint within a reasonable period of time. The investigation shall be reduced to writing and any reviewer's comments or conclusions shall be filed with the Sheriff. When applicable, findings and/or suggestions for disciplinary action, retraining, or changes in policy shall be filed with the Sheriff.

If a racial profiling complaint is sustained against an officer, it will result in appropriate corrective and/or disciplinary action up to and including termination.

If there is a video and/or audio recording of the events upon which a complaint of racial profiling is based, upon commencement of an investigation by this department into the complaint the department shall promptly provide a copy of the recording to that officer.

PUBLIC EDUCATION

This department will inform the public of its policy against racial profiling and the complaint process. Methods that may be utilized to inform the public are the news media, radio, service or civic presentations and/or the Internet.

DATA COLLECTION AND REPORTING

A peace officer is required to collect information relating to traffic stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

1. the race or ethnicity of the individual detained;
2. whether a search was conducted and, if so, whether the individual detained consented to the search;
3. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
4. whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;
5. the location of the stop; and
6. the reason for the stop.

A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall record and report the following information relating to the stop, including:

1. the person's gender;

2. the person's race or ethnicity, as stated by the person or, if the person does not state a race or ethnicity, as determined by the officer to the best of the officer's ability;
3. the initial reason for the stop;
4. whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
5. whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
6. the reason for the search, including whether:
 - (a) any contraband or other evidence was in plain view;
 - (b) any probable cause or reasonable suspicion existed to perform the search; or;
 - (c) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle.
7. whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
8. the street address or approximate location of the stop;
9. whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and
10. whether the officer used physical force that resulted in bodily injury, as that is defined by Section 1.07, Penal Code, during the stop.

No later than March 1st of each year, a report shall be compiled and submitted to the Texas Commission on Law Enforcement and the Bell County Commissioners Court that includes information collected under this section.

COMPILATION AND ANALYSIS

This department shall analyze the information contained in these individual reports and not later than March 1st of each year compile an annual report to be submitted to the Texas Commission on Law Enforcement and the Bell County Commissioners Court. This report will include:

1. A comparative analysis of the information contained in the individual reports in order to:

(a) Determine the prevalence of racial profiling by officers; and,

(b) Examine the disposition of traffic and pedestrian stops made by officers including searches resulting from stops.

2. Information relating to each complaint filed with this department alleging racial profiling.

This report will not include identifying information about an officer who makes a stop or about an individual who is stopped or arrested by an officer.

USE OF VIDEO AND AUDIO EQUIPMENT

Motor vehicles that are regularly used by the sheriff's department to make traffic stops are equipped with a video camera and transmitter-activated equipment; each traffic stop made by an officer of this department that is capable of being recorded by video and/or audio, shall be recorded. In addition, officer record stops with body worn cameras if issued to that officer. The use of any mobile video/audio devices is consistent with General Order II-I-13.

The sheriff's department shall retain the video and/or audio of each traffic stop for at least ninety (90) days after the date of the stop. If a complaint is filed with this Office alleging that an officer has engaged in racial profiling with respect to a traffic or pedestrian stop, the department shall retain the video and/or audio of the stop until final disposition of the complaint.

Supervisors will ensure that officers of this department are recording their traffic stops. Supervisors conduct periodic reviews of video for evaluation and training purposes.

	SUBJECT: Strategic Traffic Enforcement Program (STEP)	VOLUME: II SECTION: B NUMBER: 5
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

It is the desire of the Bell County Sheriff's Department to enforce criminal and traffic laws with the goal of keeping the citizens of Bell County safe from harm. A comprehensive STEP program will aid in achieving that goal.

OBJECTIVE

The objective of an effective STEP program is to reduce traffic related fatalities and injuries by proactive traffic enforcement within our jurisdiction.

STEP PROJECT DIRECTOR

The Chief Deputy or his designee will serve as the STEP project director and will be responsible scheduling overtime for the purpose of STEP activities.

STEP PARTICIPANTS

All licensed peace officers are eligible to participate in the STEP program providing they have approval of their immediate supervisor and are not on administrative leave or light duty.

Eligible participants must have an acceptable level of in-service training with emphasis on traffic enforcement and procedures for enforcing Driving While Intoxicated and Driving under the Influence statutes.

STEP hours are included in calculating the maximum number or authorized extra duty hours as defined in General Order I-C-8. STEP hours are overtime hours and are on a volunteer basis.

SUPERVISION

Officers participating in the STEP program are assigned a specific mission independent from a standard patrol shift; however, the on duty patrol shift supervisor will have direct supervision over the participant.

DOCUMENTATION

STEP participants will complete a daily activity sheet for time spent working a STEP shift which will normally be six hours. Activity sheets are filed with the Chief Deputy or his designee who is the approving authority for that activity. The activity sheet will be utilized to determine if the department is meeting its performance measures and target goals.

A standard overtime form is filed with the Sheriff's Office Manager for payroll purposes and is approved by the participants immediate supervisor the same as all other time sheet reports.

	SUBJECT: Reports	VOLUME: II SECTION: C NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders		AUTHORITY: Sheriff Eddy Lange

The effectiveness of the Sheriff's Department in accomplishing its mission is dependent upon the quality and quantity of information contained in reports, supplements and corresponding documentation. It is policy that these reports are completed as soon as possible and forwarded upon completion. It is essential that reports are clear, legible, complete and accurate.

PROMPTNESS

Reports and supporting documentation should be filed before the officer is excused from duty.

CONTENTS

A complete report attempts to answer the questions of who, what, when, where, why and how based on known information. Feelings, opinions and conclusions are labeled as such and are not included in the report. The bulk of all reports are limited to factual information with the sources of information being clearly designated. The instructions on the form are used and followed.

REVIEW/APPROVAL

Reports are reviewed for adequacy by the supervisor or designee as soon as practical. Any inadequacies are reported to the officer making the report as soon as possible so the officer may improve or complete the report and so that the officer may improve report writing skills.

Current Records Management Software (RMS) requires that all reports filed in RMS complete three levels of approval. Level one will be the officer filing the report, level two is the supervisor of the officer filing the report and level three is the commander of the Criminal Investigation Division or the commander of the Special Crimes Unit. It is important that all three levels of approval are complete as soon as practical for follow-up action if needed and for accurate and timely statistical reporting.

SOFTWARE

It is the goal of the Bell County Sheriff's Department that all reports and forms are completed using current computer programs and applications. Officers will receive training on any additions or changes to applicable software.

	SUBJECT: Handling Property	VOLUME: II SECTION: D NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

HANDLING PROPERTY

The administration desires that property brought into the Sheriff's Department be safeguarded and properly disposed of as soon as practical.

FOUND PROPERTY

Found property routinely turned into the Sheriff's Department may in fact be evidence connected to a crime not yet discovered or reported. Therefore, it is essential that all found property is properly handled to insure its future evidentiary value.

In the event an officer is contacted by a citizen or otherwise directed to abandoned or found property, an incident report and property inventory report must be completed. The report must include information about the citizen who found the property, the exact location of the property and its contents. Sufficient information about the location of the found property is needed to allow an investigator to return to the scene and search for additional evidence if necessary.

All found property should be handled in such a manner as to preserve evidence such as fingerprints, blood or other forensic evidence which may be contained on or in the property. Found property should be tagged and bagged just as if it were retrieved from a crime scene.

All found property must be turned in to the evidence room before or immediately after an officer's tour of duty.

Abandoned/recovered property is released after proof of ownership by documents or by the owner stating sufficient information about property that other persons would not know.

DISPOSAL

All property, including evidence not returned to the owner, is disposed of as set out in the Code of Criminal Procedure, by Court Order and by procedures established by this administration.

	SUBJECT: Handling Evidence	VOLUME: II SECTION: D NUMBER: 2
ISSUE DATE: January 1. 2014		REVISION DATE:
TYPE: General Orders		AUTHORITY: Sheriff Eddy Lange

HANDLING EVIDENCE

The administration desires that evidence be handled in a manner that ensures admissibility in court, minimizes damage or loss of value, be protected from being lost, stolen or contaminated and promptly and appropriately disposed of.

MARKING AND DISPOSITION OF EVIDENCE

Officers seizing evidence mark it or apply an evidence tag with their initials, date and time seized. The markings are made as small as possible in a discreet place in a manner which permanently identifies the evidence.

All evidence must be turned in to the property room before or immediately after an officer's tour of duty.

PERISHABLE EVIDENCE

Evidence such as blood and other body fluids need to be refrigerated. Officers submit evidence for placement in the property room refrigerator.

	SUBJECT: Confiscation of Weapons	VOLUME: II SECTION: D NUMBER: 3
ISSUE DATE: January 1, 2013	REVISION DATE: September 1, 2013	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Officers occasionally encounter situations which involve or potentially involve the use of firearms by someone with mental illness. To prevent injury or death to a person that may be inflicted by themselves or others, the administration desires that officers appropriately use the authority given to them by the Texas Code of Criminal Procedure in the confiscation of firearms. In addition to complying with the provisions of the Code, officers confiscating firearms employ such tact and courtesy as is safe and reasonable.

DEFINITIONS

Person means a person taken into custody under Section 573.001 of the Health and Safety Code.

Department means the Bell County Sheriff's Department.

Code means Article 18.191 of the Code of Criminal Procedure.

OFFICER MAY SEIZE FIREARM

An officer, who takes a person into custody for mental illness, may immediately seize any firearm found in possession of the person. After seizing the officer shall comply with the requirements of the Code of Criminal Procedure.

WRITTEN RECEIPT REQUIRED

An officer who seizes a firearm shall immediately provide the person a written copy of the receipt for the firearm and a written notice of the procedure for the return of the firearm.

PROCEDURE FOR DISPOSITION OF SEIZED FIREARM

The department shall as soon as possible, but not later than 15 days, provide written notice of the procedure for the return of the firearm to the last known address of the person's closest immediate family member as identified by the person or reasonably identifiable by the department. The notice will be sent certified mail, return receipt requested and must state the date by which a request for the return of the firearm must be submitted.

The department shall, not later than 30 days after the seizure, contact the court having jurisdiction to order a commitment, and request the disposition of the case. Not later than 30 days after the date of the request, the court clerk shall advise the department whether the person taken into custody was released or ordered to receive mental health services.

PERSONS NOT COMMITED

No later than 30 days after the clerk informs the department that the person was released, the department shall;

Conduct a check of the state and national criminal history records to verify whether the person may lawfully possess a firearm; and

Provide written notice to the person by certified mail that the firearm may be returned to the person upon verification that the person may lawfully possess the firearm.

PERSONS COMMITED

No later than 30 days after the clerk informs the department that the person was ordered to receive inpatient mental health services, the department shall provide written notice to the person by certified mail that;

The person is prohibited from owning, possessing, or purchasing a firearm and he may petition the court that entered the commitment order for relief from the firearm disability; and

May dispose of the firearm by releasing the firearm to a designee, if the department conducts a check and verifies that the designee may lawfully possess a firearm; and

The person provides to the department a copy of a notarized statement releasing the firearm to the designee; and

The designee provides the department an affidavit confirming that they;

1. Will not allow access to the firearm by the person who was taken into custody at any time during which the person may not lawfully possess a firearm.
2. Acknowledge the responsibility of the designee and no other person to verify whether the person has reestablished the person's eligibility to lawfully possess a firearm, or releases the firearm for disposition as described below.

PROPERTY INTEREST OF OTHERS

If a firearm subject to disposition is wholly or partly owned by a person other than the person taken into custody, the department shall release the firearm to the person claiming right or interest after;

The person provides an affidavit that confirms that they wholly or partly own the firearm, will not allow access to the firearm by the person taken into custody and any time during which that person may not lawfully possess a firearm and acknowledges the responsibility of the person and no other person to verify whether the person taken into custody has reestablished eligibility to lawfully possess a firearm. The department will conduct a check to verify the person claiming right to or interest in the firearm may lawfully possess a firearm.

SALE OF UNCLAIMED FIREARM

If a person to whom written notice as provided under this section or another lawful owner of a firearm does not submit a written request to the department before the 121st day after the date the department provided written notice required by the code, the department may sell the firearm to a licensed firearm dealer. The proceeds from the sale shall be given to the owner of the seized firearm, less the cost of administering the sale. An unclaimed firearm seized under this section may not be destroyed or forfeited to the state.

	SUBJECT: Vehicle Impoundment	VOLUME: II SECTION: D NUMBER: 4
ISSUE DATE: January 1, 2014	REVISION DATE: April 1, 2018	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Officers sometimes assume responsibility for vehicles because of the abandonment of the vehicle; the custodian of the vehicle is placed under arrest or for some other reasons the custodian is unable to adequately protect the vehicle. This policy expresses the administration's desire to provide for the legal impoundment of vehicles, to achieve law enforcement goals and to afford protection for impounded vehicles and their contents at minimal costs to owners. All such actions are to be accomplished in accordance with applicable law.

ARREST SITUATIONS

When a person is arrested while exercising control over a vehicle, the arresting officer takes action to move the vehicle to a protected place if:

The vehicle is in a location where it would normally not be left unattended overnight; or,

The vehicle is where it is likely to be damaged; or,

The vehicle is where the custodian believes the vehicle cannot be safely left.

If in doubt as to the need or appropriate means of moving the vehicle, the officer contacts the supervisor for advice.

An officer may have the custodian of the vehicle release the vehicle to another person of his choosing. This option is used only if the custodian's permission is granted and the selected driver is one who can legally drive the vehicle away.

If towing is required, the officer asks the dispatcher to call a tow truck from the rotation list.

VEHICLES IMPOUNDED AS EVIDENCE

Sometimes vehicles require impoundment so they can be processed for the purpose of obtaining evidence in a criminal investigation. When impounding a vehicle needed as evidence, the person authorizing the impoundment requests a tow truck from the rotation list. The tow truck driver is

instructed to tow the vehicle to a designated impound area for storage and further instructed to bill the Sheriff's Department for associated fees. Any vehicle obtained in this manner is processed as soon as possible so it can be released in compliance with this section.

OTHER IMPOUNDMENTS

Vehicles are sometimes impounded in situations other than those identified in this section. Some examples of the need for such impoundment include vehicles constituting traffic hazards, vehicles left at the scene of an accident and recovered stolen vehicles. Such impoundment is made according to procedures indicated in this section. The impoundments are to be legal, help achieve goals, protect the vehicle and minimize expense.

VEHICLE INVENTORY

A vehicle inventory includes all spaces within the vehicle and the trunk or bed of the vehicle and includes an inventory of all containers therein, including those that are closed.

A vehicle impound form is made on all impounded vehicles. The completed vehicle impound form is processed according to the instructions on the form.

WHITE (Original) - Is delivered to the designated abandoned vehicle officer.

YELLOW (Second) - Given to the tow truck driver.

(A reproduced copy of the original should be made to accompany the case file)

RELEASE OF IMPOUNDED VEHICLES

Impounded vehicles are released to their owner or the owner's legal representative as soon as practical unless a legal hold is placed on the vehicle.

	SUBJECT: Arrest	VOLUME: II SECTION: E NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires that arrests be made to protect persons and property, to prevent crimes and initiate appropriate legal actions against suspected law violators. It is further desired that arrests be made in such a manner as to protect the officer, the rights of the arrested person, and afford humane treatment.

DETERMINATION OF VIOLATION AND ARREST AUTHORITY

Officers observe or are informed that a violation of a law has been committed. Officers in doubt as to the applicable law request assistance from a knowledgeable source.

An officer determines if there is authority to arrest based on provisions of the Code of Criminal Procedures as they apply to the circumstances.

DECISION TO ARREST

Once the officer determines a violation has been committed and there is authority to arrest, one of the following alternatives is chosen:

Make a custody arrest;

Issue a citation;

Call for assistance and then make the arrest;

Do not make the arrest.

The officer makes the determination that is most likely to accomplish the purpose expressed in this section.

INFORMING THE ARRESTEE

Once the decision to arrest is made, the officer identifies himself and informs the person of the arrest and charge. The arrestee is then informed of his legal rights under AMiranda.®

SEARCHING THE ARRESTEE

The officer making the arrest conducts a search of the arrested person for the protection of the person, the officer and others, to prevent an escape by the prisoner, and to discover evidence.

MISDEMEANOR FIELD RELEASE BY CITATION

Releasing an arrested person who has committed a Class C Misdemeanor by signing a written notice to appear is an alternative to a custody arrest. The mechanical process by which this objective is accomplished is virtually the same as releasing a traffic violator by having them sign a citation in lieu of incarceration.

This process creates a vast savings in the time for the arresting officer who is generally charged with the responsibility of transporting and processing the person for a minor offense. This savings can then be applied to the more important function of patrol time.

This field release also creates positive community relations by putting the community on notice that the Sheriff's Department does not intend in all cases to arrest all violators of minor offenses and subject them to the indignities of arrest and incarceration.

PROCEDURE FOR MISDEMEANOR FIELD RELEASE

An officer releases a violator by field release where both of the following conditions are present:

The offense committed by the violator consists of a property crime, a crime against a person, a crime against public health or a crime against public order.

A record check indicates there are no outstanding warrants for the violator.

An officer makes a physical arrest of a violator where any of the following conditions are present:

Where an arrest warrant has been issued for the violator.

Where the violator refuses or fails to offer satisfactory proof of his name or address.

Where the violator refuses to sign the written notice to appear.

Where the violator has insufficient ties to the community.

Where physical arrest is necessary to prevent imminent bodily injury to the violator or to another person or to prevent the continuation of the offense committed by the violator.

COMPLETING THE WRITTEN NOTICE TO APPEAR

Where the officer makes a field release, the officer uses a standard citation form. The following procedure is observed in completing the citation:

The violator's name, address and other pertinent information is included on the front of the citation.

The pertinent charge is written on the citation.

The officer writes the date, time and place where the violator is to appear in court. The appearance date is not less than ten days after the issue date excluding weekends and holidays.

The violator signs the citation and is provided a copy.

The officer completes an appropriate complaint form to be filed with the proper court.

	SUBJECT: Crowd Dispersal	VOLUME: II SECTION: E NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

When the intensity level of a crowd rises and results in unlawful disruption, either through violent or passive means, the on-scene supervisor issues warnings to the crowd to disperse if time and circumstances permit. Supervisors use the following procedures when issuing such warnings:

Warnings are issued with amplification and repetition as necessary to be heard by the entire crowd.

Warnings are issued from stationary vantage points observable to the crowd or a large number of participants.

The warnings consist of an announcement that the assembly, or other offense, is unlawful and request that the crowd disperses. When possible, this warning is written out prior to announcement to ensure its clarity, accuracy and consistency if the warning is repeated. When possible, the entire warning process is documented by means of an audio/visual recording.

In an initial means of dispersing a crowd under static conditions, the on-scene supervisor attempts to verbally persuade the crowd to disperse of its own accord via announced exit routes.

If the crowd refuses to disperse after a reasonable amount of time following the initial warning, the on-scene supervisor issues a final warning ordering participants to disperse or be subject to arrest.

If the crowd continues its refusal to disperse after a reasonable amount of time following the final warning, the on-scene supervisor directs that the violators are arrested.

The number of warnings given, the method used and the time intervals between warnings and the final warning and any other orders to arrest are recorded.

The warning announcement contains the following statements:

- 1) An initial warning to leave the area.
- 2) A warning that inflammatory agents will be used.
- 3) A warning that any exposure can cause extreme discomfort.
- 4) A final warning to leave the area.

	SUBJECT: Mass Arrest	VOLUME: II SECTION: E NUMBER: 3
ISSUE DATE: January 1, 2013	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Mass arrest procedures are utilized for the purpose of restoring order to the community as quickly as possible during a civil disturbance or mass demonstration. Unless a life threatening situation exists, mass arrest procedures are not implemented until sufficient personnel and transport vehicles are available at the scene.

In most mass arrest situations, the Special Response Team (SRT) is utilized for making arrests. If this unit is not available, any officers making arrests will be organized according to the following procedures:

Once the mass arrest is authorized, the on-scene supervisor contacts the jail shift supervisor of the probable number of arrests to be made.

Emergency medical personnel are notified as requested to stand by in case an officer or a citizen is injured.

Officers use reasonable force to effect arrests. Officers making arrests are in full uniform unless otherwise directed.

Uniformed officers are divided into arrest and support teams by the SRT supervisor or on-scene supervisor.

When a crowd, or segment of it, fails to comply with warning to disperse, the supervisor directs the arrest teams to begin making arrests.

All persons arrested are advised of the charges against them and transported to jail as soon as possible.

Field release citations are issued, if approved by a supervisor to persons arrested for Class C misdemeanors. However, anyone arrested who was violent or it is believed they will return and continue to violate the law is transported to jail.

	SUBJECT: Use of Restraints	VOLUME: II SECTION: E NUMBER: 4
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Officers use restraints on arrested persons and incarcerated prisoners to ensure the safety of all persons, to protect property and to maintain the security of an arrested person or incarcerated prisoners.

It is the policy of the Sheriff's Department that handcuffs be used when a person is arrested. Handcuffs and any other authorized restraint devices are used in a manner which minimizes the possibility of unusual discomfort, injury or adverse public opinion.

AUTHORIZED RESTRAINTS

In addition to standard handcuffs, which are commonly carried by patrol officers, other restraints are available and are commonly used in the jail setting. The other restraint devices that are issued and used are:

Leg Irons, Transport Restraint Chains, Leather Transport Belts, Nylon Restraint Systems and Flex Cuffs.

WHEN RESTRAINTS ARE USED

Officers place handcuffs, or other restraints as necessary on arrested persons as soon as practical following an arrest.

Officers choose not to use handcuffs when it would obviously cause adverse consequences, i.e., person who is incapacitated and the person can be safely transported without handcuffs.

Maximum security of arrested persons is accomplished by handcuffing the person with hands behind the back. Injury to the arrested person is avoided by double locking handcuffs whenever they are used and handcuffs or other restraints are removed as soon as practical.

Only standard handcuffs and the restraints listed in this section are used. Other restraint methods such as AHog Tying@ which can restrict breathing are prohibited.

Officers moving incarcerated prisoners may choose to handcuff the prisoner from the front for various reasons to include the ability to sign documents or comfort for prolonged transport.

	SUBJECT: Transporting Prisoners	VOLUME: II SECTION: E NUMBER: 5
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires that prisoners be transported in a manner which is safe, effective and efficient that minimizes the likelihood of legal action and maximizing the defense of officers and reduces the possibility of public criticism.

SECURING PRISONERS

A prisoner restrained according to this section is promptly placed in the vehicle for transportation. The vehicle is inspected to determine that it is free of any objects which might readily be used as a weapon.

Seat belts and shoulder harnesses are secured around the prisoner.

If an officer reasonably believes that a prisoner cannot be transported consistent with this section, assistance is requested.

NOTIFICATION OR TRANSPORT

Officers inform dispatchers when transportation begins and when it is completed. When a male officer transports a female prisoner and in all juvenile transports, the officer notifies the dispatcher of the following:

Location of departure, destination and the beginning mileage.

Sex and status (juvenile or adult) of the prisoner.

When they arrive at their destination and the ending mileage.

ESCORTING PRISONERS TO COURT

Officers ensure that all prisoners being transported to court are in approved restraints. The restraints are to remain on the prisoner while in any holding facility and are removed prior to being seated before the court. In jury trials, restraints are removed prior to the juror's presence in the courtroom.

	SUBJECT: Blood Borne and Air Borne Diseases	VOLUME: II SECTION: F NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Officers are faced with concerns about the spread of serious infections, blood borne diseases such as the AIDS virus and air borne diseases such as tuberculosis. The following procedures are used to protect personnel against infections from these sources.

UNIVERSAL PRECAUTIONS

The following procedure is used when an officer comes in contact with body fluids and waste:

Patrol vehicles and jail control booths should maintain an adequate supply of Aspill kits. @ Spill kits are available through the Sheriff's Department.

Personnel are trained on the proper procedures in the use of spill kits and in the disposal of contaminated materials or substances.

Personnel that have been exposed to bodily fluids should immediately notify their supervisor and, when necessary, go to a local hospital for treatment and information. Exposures that require close monitoring and treatments are those where:

ξBodily fluid has contacted a part of the body that has a lesion, abrasion or cut.

ξBodily fluid is splashed in the eyes, mouth or nose.

The following guidelines should be adhered to when an officer comes in contact with an individual suspected to have an air borne disease:

Appropriate masks are available through the Sheriff's Department and should be worn by personnel sharing airspace with a person suspected of having an air borne disease.

Officers transporting a person suspected of being contagious should travel with the windows down in order to maximize air flow.

All correctional officers will be required to have a yearly tuberculosis skin test in order to determine exposure to the tuberculin virus. Persons with positive test results are required to have a biannual chest x-ray.

EVIDENCE COLLECTION

Because cuts and puncture wounds might be sustained by officers while searching suspects and handling evidence, precautions should be utilized to prevent such occurrences.

Use caution when searching in areas that are hidden from view such as pockets, car seats, et cetera.

Care is taken when handling any sharp item that could potentially be contaminated.

Protective containers are used for all contaminated evidence. Sharp items are placed in puncture proof containers. Other items are placed in plastic bags and sealed to prevent leakage.

Comply with standard crime scene procedures when removing bodies and do not touch anything unless absolutely necessary. Wear gloves, cover all open wounds and wash hands thoroughly when finished.

OBLIGATION TO PERFORM DUTY

Research indicates the absence of viral transmission through the types of contacts experienced by peace officer when adequate safeguards are taken. Officers also assume certain risks, most of which pose a far greater risk than potential infections when accepting a job in law enforcement. Consequently, fear does not preclude officers from the obligation to perform their duties. Officers refusing to perform duties are confronted with disciplinary action.

	SUBJECT: Authorized Weapons	VOLUME: II SECTION: G NUMBER: 1
ISSUE DATE: January 1, 2013		REVISION DATE: January 1, 2018
TYPE: General Orders		AUTHORITY: Sheriff Eddy Lange

The administration's firearm policy is designed to insure that all peace officers are adequately trained and qualified and that they maintain proficiency in the proper use of firearms and any other authorized weapons.

The administration desires that peace officers be equipped with reliable and effective weapons appropriate for on and off-duty emergencies.

ON DUTY WEAPONS

Handguns

The Bell County Sheriff's Department issues each full time peace officer a standardized handgun for on duty use. With the exception of some plain clothes operations and off duty use, each peace officer issued a handgun uses that handgun as his or her primary sidearm to perform regular duties.

Shotguns and Patrol Rifles

The Bell County Sheriff's Department issues some full time peace officers a standardized shotgun and/or patrol rifle. Any officer who has been issued a shotgun and/or patrol rifle qualifies annually with their issued weapons(s).

Personally Owned Weapons

With approval from a Division Commander, the Sheriff allows an officer to use a personally owned shotgun or patrol rifle for on duty use as long as the weapon has proven to be reliable and suitable for use by a firearms instructor. If a firearms instructor deems any personally owned weapon to be unreliable or unsuitable for on duty use, the previous authorization is revoked. A deputy who carries a personally owned weapon qualifies annually with the weapon(s).

OFF DUTY AND SECONDARY WEAPONS

The Bell County Sheriff's Department requires that all peace officers, while in Bell County, carry their issued handgun or an approved off duty/secondary weapon when off duty. It is preferred that off duty weapons be carried concealed.

The administration allows for the use of an approved secondary or back up handgun for off duty use. This approved secondary handgun is used to supplement the use of an issued handgun for on duty use.

A plain clothed officer has the option to use an approved secondary or backup handgun rather than an issued handgun while on duty performing an undercover mission, special assignments or any special operations. The use of a secondary or back up handgun by a plain clothed deputy will be determined when circumstances dictate or officer safety is an issue.

An approved secondary or back up handgun is a minimum of .380 APC and is determined to be a reliable make and model by a firearms instructor. If a firearms instructor deems a secondary or back up handgun to be unreliable or unsuitable for use, the approval is revoked.

AMMUNITION

Ammunition for any weapon that is carried while on or off duty is factory loaded. No reloaded or tracer ammunition is carried and/or used at any time in the line of duty.

Ammunition used for qualifying with an issued weapon is furnished by the Sheriff's Department and is purchased by a firearms instructor.

Ammunition used for qualifying with a personally owned secondary or back up weapon is furnished by the officer who has authorization to carry the weapon.

IMPACT WEAPONS

Authorized Aimpact weapons@ are described as a riot baton, ASP baton or PR-24 that has been approved by this administration. Officers may carry impact weapons after receiving approved training in the use of the weapon.

NON-LETHAL NEUTRALIZING AGENTS

The administration authorizes the use of and issues AOleoresin Capsicum@ aerosol spray (OC) as an additional weapon for officers.

**CONDUCTED ELECTRICAL WEAPON (CEW)
ELECTRONIC CONTROLLED DEVICE (ECD)
TASER®**

A Conducted Electrical Weapon (CEW), Electronic Control Device (ECD), is a device that is designed to use electrical impulses to counter resistive behavior. The CEW is not likely to cause injury however, the user should be aware that other risks, such as those associated with falling, exist.

Some officers are issued electronic weapons by the department and are permitted to carry and use them only if they have received proper and current training. Once authorized to carry this type device, officers remain current in the tactical, medical and legal implications relative to its use.

Procedure for Use

There is very low health risk or probability of a CEW causing or contributing to cardiac arrest, however, a CEW application can cause physiologic or metabolic effects including: ACIDOSIS, HEART RATE AND RHYTHM, RESPIRATION AND STRESS HORMONES OR OTHER BIOCHEMICAL NEUROMODULATORS. Avoid targeting the frontal chest near the heart to reduce the risk of potential serious injury or death.

The preferred target areas are below the neck area for back shots and the lower center mass (below chest) for front shots. The preferred target areas increase dart-to-heart distance and reduce cardiac risks. Back shots are preferable to front shots when practicable. Avoid intentionally targeting the CEW on sensitive areas of the body such as the face, eyes, head, throat, chest area of the heart, breast, groin, genitals, or known pre-existing injury areas. When deploying the CEW, officers make a diligent effort to place a probe in each hemisphere of the body, remembering each cycle is a separate use of force that must be justified.

Once deployed, every effort is made to control the subject, via restraints, while under power, minimizing the need for the application for multiple cycles. The minimum number of cycles required to control resistive behavior is used and each application will be considered as a major use of force. During deployment, keep slack in the wires and move with the subject if they begin to roll. If only one probe hits or low probe spread, consider follow up with drive stun.

In each incident involving the use of a CEW, established protocol for evidence collection, storage and retention is followed. Treat probes as contaminated items. It is preferable that all incidents involving the use of a CEW be recorded using video and audio equipment.

LESS LETHAL IMPACT MUNITIONS

The administration authorizes the use of Less Lethal Impact Munitions.

Less Lethal Impact Munitions (LLIMS)- are extended range impact projectiles designed to safely incapacitate potentially dangerous persons from a distance that minimizes the danger to the officers involved. Projectiles are fired, launched, or otherwise propelled for the purpose of causing blunt trauma, which is used to encourage compliance and overcome resistance with a less likelihood of causing serious bodily injury or death. Blunt trauma injuries are commonly consistent with hand help impact weapons such as a straight baton. LLIMS can be deployed through various weapon platforms including a 12 gauge shotgun, 37 mm smoothbore gas gun, 40 mm rifled guns and grenades.

Less Lethal Shotgun – is a 12 gauge shotgun designed for use strictly with LLIMS. These shotguns are specifically marked and designated for less lethal use only.

Procedure for Use

- Only those LLIMS approved by the department are used.
- A list of authorized LLIMS is maintained by the SWAT Team Less Lethal Specialists.
- Only commissioned personnel who have successfully completed approved training use LLIMS.
- Successful completion of the user certification course includes passing a written exam and qualification with LLIMS.
- Officers authorized to carry and deploy LLIMS complete an annual refresher course and requalification with LLIMS consistent with General Order II-G-2.
- Officers who are certified in the use of LLIMS carry LLIMS weapon systems if available, while engaged in a patrol assignment.
- Less Lethal Shotguns carried in a vehicle, have a fully loaded magazine and an empty chamber.
- Upon taking possession of a Less Lethal Shotgun, officers verify that they are loaded only with approved LLIMS.
- LLIMS are replaced as recommended by the manufacture.

Deployment

- Officers who intend to use LLIMS announce by radio, their arrival and that they have deployed LLIMS.
- Persons taken into custody as the result of being struck by LLIMS are examined by a qualified medical professional and medically cleared before incarceration.

FIREARM MAINTENANCE AND SAFETY

Officers are required to handle all firearms in a safe and professional manor. All safety regulations are carefully adhered to while on a firing range or while on or off duty.

Basic Safety Regulations

All weapons are treated as if they are loaded.

All weapons should be pointed in a safe direction or holstered.

Weapons are never pointed at anything that you are not willing to destroy.

Keep fingers away from the trigger until you are ready to shoot.

Make sure your weapon is unloaded and clear before any inspection or maintenance.

Always wear eye and ear protection when shooting.

Officers are responsible for the care, maintenance and safe handling of all weapons whether issued or personally owned. Weapons are regularly inspected and cleaned and are in good working order to promote the greatest possible reliability.

Any issued weapon that proves to be unreliable, broken or unsafe for use is brought to the immediate attention of a firearms instructor for inspection repair or replacement.

Any personally owned weapon that proves to be unreliable, broken or unsafe for use by the owner or a firearms instructor is deemed unsuitable. Any repair or replacement is the responsibility of the owner and any previous authorization for the use of the weapon is revoked.

Any weapon that has been repaired is inspected and tested for safe and reliable function by a firearms instructor before being returned to duty.

OFF DUTY AND SECONDARY WEAPONS

The Bell County Sheriff's Department requires that all peace officers, while in Bell County, carry their issued handgun or an approved off duty/secondary weapon when off duty. It is preferred that off duty weapons be carried concealed.

The administration allows for the use of an approved secondary or back up handgun for off duty use. This approved secondary handgun is used to supplement the use of an issued handgun for on duty use.

A plain clothed officer has the option to use an approved secondary or backup handgun rather than an issued handgun while on duty performing an undercover mission, special assignments or any special operations. The use of a secondary or back up handgun by a plain clothed deputy will be determined when circumstances dictate or officer safety is an issue.

An approved secondary or back up handgun is a minimum of .380 APC and is determined to be a reliable make and model by a firearms instructor. If a firearms instructor deems a secondary or back up handgun to be unreliable or unsuitable for use, the approval is revoked.

AMMUNITION

Ammunition for any weapon that is carried while on or off duty is factory loaded. No reloaded or tracer ammunition is carried and/or used at any time in the line of duty.

Ammunition used for qualifying with an issued weapon is furnished by the Sheriff's Department and is purchased by a firearms instructor.

Ammunition used for qualifying with a personally owned secondary or back up weapon is furnished by the officer who has authorization to carry the weapon.

IMPACT WEAPONS

Authorized Aimpact weapons@ are described as a riot baton, ASP baton or PR-24 that has been approved by this administration. Officers may carry impact weapons after receiving approved training in the use of the weapon.

NON-LETHAL NEUTRALIZING AGENTS

The administration authorizes the use of and issues AOleoresin Capsicum@ aerosol spray (OC) as an additional weapon for officers.

**CONDUCTED ELECTRICAL WEAPON (CEW)
ELECTRONIC CONTROLLED DEVICE (ECD)
TASER®**

A Conducted Electrical Weapon (CEW), Electronic Control Device (ECD), is a device that is designed to use electrical impulses to counter resistive behavior. The CEW is not likely to cause injury however, the user should be aware that other risks, such as those associated with falling, exist.

Some officers are issued electronic weapons by the department and are permitted to carry and use them only if they have received proper and current training. Once authorized to carry this type device, officers remain current in the tactical, medical and legal implications relative to its use.

Procedure for Use

There is very low health risk or probability of a CEW causing or contributing to cardiac arrest, however, a CEW application can cause physiologic or metabolic effects including: ACIDOSIS, HEART RATE AND RHYTHM, RESPIRATION AND STRESS HORMONES OR OTHER BIOCHEMICAL NEUROMODULATORS. Avoid targeting the frontal chest near the heart to reduce the risk of potential serious injury or death.

The preferred target areas are below the neck area for back shots and the lower center mass (below chest) for front shots. The preferred target areas increase dart-to-heart distance and reduce cardiac risks. Back shots are preferable to front shots when practicable. Avoid intentionally targeting the CEW on sensitive areas of the body such as the face, eyes, head, throat, chest area of the heart, breast, groin, genitals, or known pre-existing injury areas. When deploying the CEW, officers make a diligent effort to place a probe in each hemisphere of the body, remembering each cycle is a separate use of force that must be justified.

Once deployed, every effort is made to control the subject, via restraints, while under power, minimizing the need for the application for multiple cycles. The minimum number of cycles required to control resistive behavior is used and each application will be considered as a major use of force. During deployment, keep slack in the wires and move with the subject if they begin to roll. If only one probe hits or low probe spread, consider follow up with drive stun.

In each incident involving the use of a CEW, established protocol for evidence collection, storage and retention is followed. Treat probes as contaminated items. It is preferable that all incidents involving the use of a CEW be recorded using video and audio equipment.

LESS LETHAL IMPACT MUNITIONS

The administration authorizes the use of Less Lethal Impact Munitions.

Less Lethal Impact Munitions (LLIMS)- are extended range impact projectiles designed to safely incapacitate potentially dangerous persons from a distance that minimizes the danger to the officers involved. Projectiles are fired, launched, or otherwise propelled for the purpose of causing blunt trauma, which is used to encourage compliance and overcome resistance with a less likelihood of causing serious bodily injury or death. Blunt trauma injuries are commonly consistent with hand help impact weapons such as a straight baton. LLIMS can be deployed through various weapon platforms including a 12 gauge shotgun, 37 mm smoothbore gas gun, 40 mm rifled guns and grenades.

Less Lethal Shotgun – is a 12 gauge shotgun designed for use strictly with LLIMS. These shotguns are specifically marked and designated for less lethal use only.

Procedure for Use

- Only those LLIMS approved by the department are used.
- A list of authorized LLIMS is maintained by the SWAT Team Less Lethal Specialists.
- Only commissioned personnel who have successfully completed approved training use LLIMS.
- Successful completion of the user certification course includes passing a written exam and qualification with LLIMS.
- Officers authorized to carry and deploy LLIMS complete an annual refresher course and requalification with LLIMS consistent with General Order II-G-2.
- Officers who are certified in the use of LLIMS carry LLIMS weapon systems if available, while engaged in a patrol assignment.
- Less Lethal Shotguns carried in a vehicle, have a fully loaded magazine and an empty chamber.
- Upon taking possession of a Less Lethal Shotgun, officers verify that they are loaded only with approved LLIMS.
- LLIMS are replaced as recommended by the manufacture.

Deployment

- Officers who intend to use LLIMS announce by radio, their arrival and that they have deployed LLIMS.
- Persons taken into custody as the result of being struck by LLIMS are examined by a qualified medical professional and medically cleared before incarceration.

	SUBJECT: Weapons Qualification and Training	VOLUME: II SECTION: G NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

At least annually, each officer receives in-service training pertaining to the Sheriff's Office Use of Force Policy. Only officers demonstrating proficiency in the use of authorized weapons are permitted to carry such weapons. Proficiency training is documented and conducted by a certified instructor. Those officers unable to demonstrate proficiency are required to undergo remedial training in accordance with the official training policy. Proficiency with authorized weapons is a necessity to successfully perform the job of a law enforcement officer. If an officer is unable to demonstrate proficiency after remedial training, the officer is brought before the Sheriff for subsequent action which may include termination.

PRESCRIBED QUALIFICATION COURSE

The range officer will design a proficiency course for all weapons qualification that meets or exceeds the requirements established by the Texas Commission on Law Enforcement (Section 217.21[b]).

DOCUMENTATION REQUIRED

The firearms instructor documents an officer's firearms proficiency on a range card that is filed in the officer's personnel jacket. The range card includes:

- Date of qualification
- Identification of the officer
- Firearm manufacture and model
- Range score (Pass/Fail)
- Inspection/maintenance information

	SUBJECT: Use of Force and Deadly Force	VOLUME: II SECTION: H NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE: April 13, 2016	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The greatest and most complex mission of a peace officer is the protection of human life. In an ever changing and complex society, this mission relies on well trained officers to make split second decisions in the use of force and deadly force.

It is the policy of this administration that officers only use the amount of force that is reasonably necessary in the apprehension of offenders. Officers are directed on reasonable use of force by relevant state law, this policy manual and through in service training.

Historically, peace officers have been directed by a Use of Force Continuum@ that outlines specific force to be used under specific circumstances. In some cases, this has been detrimental to officer's safety and has led to serious injury and death. It is not the intention of this policy to provide a Continuum@ that is to be strictly adhered to. It is the goal to provide officers with a definition of Levels of Force@ for a better understanding of means available to the officer to successfully affect an arrest.

It is the policy of the Bell County Sheriff's Department that officers use their best effort to determine an appropriate level of force that is considered reasonable under the circumstance. However, this administration does not expect an officer to hesitate in using any level of force that is reasonable when warranted.

Officers are issued a copy of this directive and advised of the Sheriff's policy on the use of force. Officers demonstrate proficiency with all authorized weapons before being assigned to line-duty or being authorized to carry these weapons in the line of duty. Policy instructions and receipts are documented.

DEFINITIONS

Authorized Weapon: A weapon approved by this administration and defined in General Orders II-G-1 of this manual.

Impact Weapon: A weapon used to control a suspect's resistance through the application of strikes and blocking techniques.

Conducted Electrical Device (CEW): Is a device that is designed to use electrical impulses to counter resistive behavior. The device is also known as an Electronic Control Device (ECD) and by a brand name of Taser®.

Imminent Danger: Not immediate or instantaneous but an action that is close or near at hand.

Example: imminent danger exists if a suspect possesses a weapon but is not directly pointing it at someone.

Reasonableness: Suspicions founded upon circumstances sufficiently strong enough to warrant a prudent officer to believe something. Example: probable cause to believe a person has committed a crime or is about to commit a crime.

Non Deadly Force: Force not calculated to cause death or serious bodily injury.

Deadly Force: Force that is likely to cause death or serious bodily injury.

Physical Force: The striking of a person by the use of an impact weapon, fist, hand, foot, or other object; or the application of any type of irritant or gas; or the application of any hold or grip that tends to render the subject unconscious, prevents the normal flow of blood, results in the breaking of the skin, bruising, or results in the swelling of any part of the body.

LEVELS OF FORCE

Discussion

It is important that officers be familiar with these levels of force but not consider each level as a necessary rung in a ladder to gain control of a suspect. Rather, officers should consider these levels as an elevator and may go from any level to any higher level if reasonable circumstances dictate.

LEVEL 1 - Compliant

Use cooperative controls, including officer presence, hand signals, verbal commands and instructions, light touching or patting.

LEVEL 2 - Passive Resistant

Use contact controls including strong or forceful soft hands, hand and arm holds, or pressured physical movement.

LEVEL 3 - Actively Resistant

Use compliance techniques including chemical agents, restraints, forced movement, forcing a suspect's limbs behind his back, forcing the suspect to the floor or against a wall using other forms of physical force. Use impact weapons to control resistive behavior by applying joint locks and/or come-a-longs.

LEVEL 4 - Assaultive

Use defensive tactics which include hard fist, impact weapons, CEW, or any other reasonable means available to stop the aggression, defend against an attack and bring the suspect into compliance.

LEVEL 5 - Threat of Serious Bodily Injury or Death

The appropriate response is deadly force which includes the use of weapons or other means available that a reasonable officer, in the same circumstances, would consider as potentially causing serious bodily injury or death.

APPLICATIONS OF FORCE AND DEADLY FORCE

Officers are authorized to use force and deadly force to achieve the following lawful objectives;

1. To defend the officer, or others against serious threats of serious bodily injury or death.
2. To stop dangerous felony flight, where there is serious imminent risk to the public of serious bodily injury or death.
3. To prevent the roaming at large of obviously vicious or badly injured animals that cannot reasonably survive from injury causing prolonged suffering.

Officers are authorized to use force but not deadly force to achieve the following lawful objectives;

1. To preserve the peace.
2. To defend themselves or others against unlawful violence.
3. To prevent the commission of self-inflicted injury or suicide.
4. To make lawful arrests or searches; to overcome resistance to such arrests or searches; and, to prevent escape from custody.
5. To prevent or interrupt an intrusion on, or interference with, the lawful possession of property.

PREPARATION FOR USE OF FORCE

Before using any force against a suspect, time permitting, officers will;

1. Have probable cause to arrest the suspect.
2. State his intentions to arrest and identify themselves as a peace officer.
3. State the reason for the arrest.

ACTIONS NOT PERMITTED

Deadly force is not used under the following circumstances:

1. At or from a moving vehicle unless the use of deadly force is justified and both of the following requirements are met:
 - a. There is a substantial likelihood that the projectile will not strike any person other than the suspect; and
 - b. The risk of the suspect vehicle going out of control after being hit is less than the risk of the suspect not being captured.
2. As a warning or threat (warning shots).
3. Under conditions where bystanders are likely to be injured or killed.
4. With the intent to maim or cripple.
5. To draw or display a firearm in a careless or unnecessary manner.
6. On a person who simply flees or evades arrest.
7. Solely to prevent escape or make an arrest for non-violent felonies or misdemeanor offenses.

RENDERING MEDICAL ASSISTANCE

An individual complaining of, or suffering from an injury as a result of a use of force by an officer should receive appropriate medical attention as soon as possible after the scene has been brought under control.

Personnel should render medical assistance within the limit and scope of their training.

If medical attention is needed, the officer immediately notifies Emergency Medical Services to respond to a secure incident location. Medical staff at the county jail may treat minor injuries. The officer attempts to protect the injured person(s) from further injury.

REPORTING REQUIRED

Officers who discharge firearms, use chemical agents, use a CEW, or cause bodily injury or death to other persons by use of force or deadly force will notify their supervisor immediately.

Officers are required to file a complete written report detailing the circumstances surrounding the use of force incident. This information is commonly included in the incident report required by the officer.

In situations where an officer causes serious bodily injury or death through the application of deadly force, they will first call for medical assistance, secure the scene as well as possible and notify their supervisor.

In all cases where serious bodily injury or death occurs as the result of officers' actions, the Sheriff and the Chief Deputy will be notified.

REMOVAL FROM LINE-DUTY ASSIGNMENT

An officer involved with a shooting resulting in a serious physical injury or death is removed from line duty assignment pending administrative review. The Sheriff determines whether the officer is put on administrative leave with pay or assigned to administrative duty. The removal from line-duty serves two purposes;

1. To protect the community's interest when an officer may have exceeded the scope of their authority in their actions or in their use of force, or
2. To shield the officer who has not exceeded the scope of their authority from possible confrontations with the community.

MANDATORY COUNSELING - USE OF FORCE

An officer involved in a use of force incident which results in serious physical injury or death shall attend mandatory psychological counseling or debriefing@ at the expense of the Sheriff's Department. The Sheriff's Department supports employees involved in critical incidents.

	SUBJECT: Domestic Violence	VOLUME: II SECTION: I NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Domestic violence complaints range from the most trivial to the most serious in terms of violence and potential violence. The Sheriff's Department is an agency which can beneficially contribute to solving many of the problems represented by a domestic violence complaint.

It is the policy of this administration that domestic violence is handled with the greatest care to primarily avoid or minimize injury and to aggressively apprehend offenders.

Other considerations include restoring and maintaining order and contributing to long term solutions of conflicts in order to prevent crime.

DEFINITIONS

Family Violence: An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably placed the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.

Family: Individuals who are spouses, former spouses or persons who are the parents of the same child, without regard to marriage, and a foster child and foster parents without regard to whether those individuals reside together.

PREPARATION AND RESPONSE

Officers assigned to domestic violence calls use information provided by the communication center to determine their response. Travel to the call is governed by policy and procedure. Special preparations such as coordinating with backup units and any other safety precautions are made if information indicated the possibility of violence. Officers rely on their knowledge and experience coupled with available information to plan their approach to the call.

Officers also attempt to determine if a protective order is in effect at the time of the response. The call taker office maintains a copy of protective orders that are in effect in rural Bell County.

COURSE OF ACTION

The primary course of action in a domestic violence call is to defuse the violent situation, protect victims and reduce the potential for officer injury.

In responding to incidents of domestic violence, officers further;

1. Use all reasonable means to prevent further violence to include effecting arrest of violators.
2. Assist any victims needing medical treatment.
3. Remain at the location as long as the officer reasonably believes a threat of danger exists to those present.
4. Conduct a detailed on-scene investigation identifying all parties involved as well as other information needed for domestic violence reports.
5. Make application to the court for an emergency protective order if required.
6. Make notifications and referrals as described by this section.

NOTICE TO ADULT VICTIMS AND OTHER REFERRALS

Officers advise adult victims of all reasonable means to prevent further violence and provide written notice of victim's legal rights. Officers distribute and explain ANotice to Adult Victims of Family Violence@ handbooks found within the victims assistance brochure. The brochure also will provide victims with up to date referral information and phone numbers to other resources such as family violence centers, et cetera.

Officers also notify the Texas Department of Human Services when child abuse or elder abuse, neglect or exploitation is suspected. Officers are also aware that children believed to be in imminent danger of being harmed can be taken into protective custody with or without parental consent.

	SUBJECT: Barricade/Hostage Situations	VOLUME: II SECTION: I NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The primary consideration in any hostage and/or barricaded suspect situation is the successful resolution of the situation without any loss of life or injury to officers, victims or suspects. Time is not a concern so long as delays do not worsen the situation and, thereby, increase the risk to those immediately involved.

The following basic principles are outlined to bring about a peaceful resolution to any crisis situation with the preservation of life as the ultimate goal.

Containment of the suspect and/or hostages to as small an area as possible. As a general rule, the less mobility a barricaded suspect has, the more likely the suspect is to become depressed with his demands and subsequently surrender.

Evacuate citizens from the immediate affected area.

Weapons discipline is maintained.

Time is often a useful tool in a barricade/hostage situation.

Communication is established with the suspect as soon as possible.

Negotiation is encouraged so that the suspect will feel that he or she has viable alternatives to taking their life or the lives of any hostages. The negotiator attempts to keep the suspect mentally occupied. Absolute denial of a demand is avoided and a concession is obtained if possible, before any demand is met. A trained police negotiator is involved in any decision to meet demands or concessions.

BARRICADE/HOSTAGE- PHASE ONE

Phase One begins with either an on view incident or a citizen reported incident.

The first officer at the scene attempts to;

1. Determine if a hostage or barricade situation does exist.

2. Advise the communications center and request sufficient assistance to contain the suspect and evacuate the immediate area if necessary.
3. Gather information regarding the suspect's description, identity, location and armament. The same type of information is gathered on hostages.
4. Advise responding units of the safest route into the area.
5. Attempt to establish communication with the suspect.
6. Request a supervisor.
7. Brief the first supervisor on the scene regarding all known facts.

The first supervisor at the scene attempts to;

1. Set up or arrange for a field command post.
2. Insure that weapons discipline is maintained.
3. Deploy units to contain the suspect.
4. Establish a log of activities and unit deployment.
5. Evacuate bystanders and isolate the hostage/barricade area.
6. Insure that communications with the suspect have been established.
7. Notify the commander of the Special Weapons and Tactics Team (SWAT).

BARRICADE/HOSTAGE - PHASE TWO

Phase Two begins when circumstances indicate that a barricade/hostage situation has developed and that prolonged passive or offensive action is necessary. The supervisor in charge of the scene decides if Phase Two is to be initiated.

The objectives of Phase Two are;

1. Maintain weapons discipline.
2. Determine the optimum positions for containment and surveillance.
3. Establish communications.
4. Determine the suspect's demands.
5. Request appropriate fire and ambulance support.
6. Negotiate with the suspect, keeping in mind that most demands are negotiable.

	SUBJECT: Juvenile Conduct	VOLUME: II SECTION: I NUMBER: 3
ISSUE DATE: January 1, 2014	REVISION DATE: March 1, 2014	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Juveniles are afforded all of the rights of an accused adult with additional regard for the disabilities of being a minor. The Sheriff's Department conforms to applicable laws regarding the handling of juveniles.

TEXAS FAMILY CODE

The basis for the handling of juvenile offenders regarding delinquent conduct or conduct indicating a need for supervision is the Texas Family Code.

BELL COUNTY JUVENILE BOARD

The Bell County Juvenile Board is composed of the judges of Bell County Courts at Law and the judges of the District Courts. That board issues guidelines for implementation of the Family Code by law enforcement agencies in Bell County. These guidelines are followed by personnel of the Bell County Sheriff's Department.

JUVENILE OFFICER

The Sheriff appoints a designee to oversee all juvenile matters that are referred to the Sheriff's Department. The designee is a licensed peace officer assigned to the Criminal Investigation Division.

JUVENILE PROCESSING FACILITY

An approved juvenile processing facility is located on the first floor of the Bell County Sheriff's Department Building at 104 South Main Street Belton, Texas. This facility (Room 103) contains materials that are necessary for processing a juvenile. This room and associated materials are maintained by the Juvenile Officer.

JUVENILE DETENTION FACILITY

The Bell County Juvenile Probation Department maintains and manages a juvenile detention facility located at 4800 East Rancier Killeen, Texas.

JUVENILE PLACEMENT

Whenever a juvenile is arrested, he/she is processed either at the Bell County Juvenile Detention Facility or at the approved facility within the Sheriff's Department Building. If the detention occurs at the Killeen facility, officers follow the procedures established by that facility. If the detention occurs at the Belton facility, the arresting officer is responsible to process the juvenile to include finger prints, photographs and all other appropriate forms. The protocol for the Belton facility is established by the Juvenile Officer.

NOTIFICATION TO SCHOOLS

If a juvenile is arrested for an offense described below, the arresting officer ascertains if the arrested person is enrolled as a student in a public primary or secondary school. If it is determined that the arrested person is a student, it is the responsibility of the department to notify the superintendent where the student is enrolled. This notification may be made orally or electronically and is required within 24 hours of the arrest or before the beginning of the next school day, whichever is earlier. A Notification of Student Arrest form is available at the Belton processing facility along with a current list of superintendents. The form may be transmitted by facsimile or E-mail.

Offenses that require notification and the prescribed procedure for notifications are defined in Article 15.27 of the Texas Code of Criminal Procedure. Notification offenses include;

Any Felony

20.02 PC – Unlawful Restraint

21.08 PC – Indecent Exposure

22.01 PC – Assault

22.05 PC – Deadly Conduct

22.07 PC – Terroristic Threat

46.01 PC – (1) – (14) or (16) Unlawful Possession of a Weapon

46.05 PC – Possession of a Prohibited Weapon

71.02 PC – Engaging in Organized Criminal Activity

481 HSC – Possession/Delivery of Marijuana

481 HSC – Possession of Controlled Substance – PG3

481 HSC – Possession of Controlled Substance – PG4

	SUBJECT: Search and Rescue Operations	VOLUME: II SECTION: I NUMBER: 4
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

On occasion, the Sheriff's Department is tasked with locating missing persons who are believed to be in remote areas or believed in an area lake.

Bell County has a unique geography which ranges from hilly, wooded areas to open prairies and farm lands. In any event, an effective search, rescue or recovery operation requires coordination.

It is the goal of this administration to respond to the needs of its citizens who report missing persons and utilize all resources available to locate missing persons.

SECURING THE SCENE

The responding officer is responsible for the initial security of the search area if a clearly defined scene is established. This area may be difficult to define but, as a general rule, is the area of the missing persons last known origin. The initial officer regards this area as a potential crime scene and secures it in the same manner as any other crime scene.

If no exact scene is established, the responding officer establishes a point of origin to be used as a command post until supervisory personnel arrive to assume responsibility or direct otherwise.

INITIAL NOTIFICATIONS

The Sheriff appoints a designee to act as the primary coordinator for search and rescue operations. This designee is responsible for the overall operation and is the first person to be contacted. This designee, at their discretion, requests the notification of additional personnel and equipment as needed.

In every missing person situation, the Incident Command Model is initiated and followed until a supervisor or new incident commander is identified.

REPORT REQUIRED

The initial officer responding to the scene prepares an in depth report obtaining as much information as possible. The report is forwarded in the same manner as other reports.

	SUBJECT: Animal Control	VOLUME: II SECTION: I NUMBER: 5
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

In the past few years Bell County has rapidly transformed from rural to a more suburban community. With urbanization, counties generate problems more associated with cities and towns such as stray and vicious animals.

The Bell County Commissioners Court elected to adopt an animal control ordinance compliant with the Rabies Control Act of 1981. The Commissioners Court has tasked the Sheriff's Department with the responsibility of management of stray animals.

The purpose of this policy is to establish minimum criteria for Animal Control Officers and provide these officers with direction in the management of stray animals.

REQUIRED TRAINING / CERTIFICATION

Animal control officers are required to complete the Texas Department of Health Animal Control Officer Basic Training Course. In addition, animal control officers will become familiar with all ordinances and laws pertaining to stray animals.

RESPONSIBILITIES

Animal control officers are responsible for the following:

1. Enforcement of rules established by the Texas Department of Health in the event of a declaration of area rabies quarantine.
2. Investigation of reports of stray dogs, cats, or other animals in the unincorporated areas of Bell County and the impoundment of those animals.
3. Maintenance or appropriate records pertaining to enforcement of any order as may be required by the Sheriff.
4. To issue citations and to file complaints in the appropriate court on persons alleged to have violated sections of the county ordinance.
5. To avoid any inhumane or unnecessary treatment to animals.

6. To maintain a flexible work schedule as determined by a supervisor.
7. To maintain contact with the communications center at all times.

ENVIRONMENTAL OFFICER

In addition to animal control officers, the Sheriff shall appoint a licensed peace officer to the position of Environmental Officer. It is the duty of the Environmental Officer to respond to and investigate reports of stray and/or abused domestic livestock.

The Environmental Officer is responsible for:

1. The collection and final disposition of stray livestock.
2. The enforcement of Bell County's ordinance that regulates wild animals.
3. The investigation of illegal dumping within Bell County.
4. Assisting Animal Control Officers in animal neglect/abuse case investigations.

	SUBJECT: Eye Witness Identification	VOLUME: II SECTION: I NUMBER: 6
ISSUE DATE: January 1, 2013	REVISION DATE: October 1, 2013	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

Eyewitness identification is a frequently used investigative tool. As such, officers strictly adhere to the procedures set forth herein to maximize the reliability of identifications, minimize unjust accusations of innocent persons and to establish evidence that is reliable and conforms to established legal procedures.

The purpose of this policy is to establish guidelines for the use of eyewitness identification involving show-ups, photographic identifications and lineups.

DEFINITIONS

Show-Up or Field Identification is the live presentation of one suspect to an eyewitness in a short time frame following the commission of a crime.

Photo Line-Up is the showing of several photographs to an eyewitness for the purpose of obtaining identification.

Sequential Photo Line-Up is the process of showing the photo array one photo at a time, in sequence to a witness.

Simultaneous Photo Line-Up is showing all photos in an array to a witness simultaneously, at the same time.

Line-Up is the live presentation of a number of individuals, including the suspect, simultaneously before an eyewitness.

PROCEDURES:

Field Identification or Show-Ups:

Many courts have suppressed identification evidence based on the use of show-ups because of the inherent suggestiveness of the practice. Therefore the use of show-ups should be avoided whenever possible in preference for the use of lineup or photo lineup. However, when exigent circumstances require the use of a show-up, the following guidelines should be followed.

NOT CONDUCTED WITH MORE THAN ONE WITNESS

Show-ups should not be conducted with more than one present witness at a time. If the show-up is conducted separately for more than one witness, the witnesses should not be permitted to

communicate before or after the show-up regarding the identification of the suspect. In the event of a show-up, do not return the suspect to the scene of the crime. Instead, take the witness to a location where the suspect is detained.

NOT CONDUCTED TO PREJUDICE THE WITNESS

Show-ups should not be conducted when the suspect is in a cell, manacled or dressed in jail clothing. Likewise, the suspect is not required to dress in a perpetrator's clothing, speak words uttered by the perpetrator or to perform other actions of the perpetrator.

NOT PRESENTED TO SAME WITNESS MORE THAN ONCE

The same suspect should not be presented to the same witness more than once.

OFFICER NOT TO INDICATE OR SUGGEST IDENTIFICATION

Words or conduct of any type by officers that may suggest to the witness that the individual is or may be the perpetrator should be scrupulously avoided.

MOST USEFUL AS INVESTIGATIVE TOOL, NOT ADMISSIBLE EVIDENCE

In some cases, show-ups may be used as an investigative tool to help confirm the direction of the investigation and the officer does not intend for the particular identifying witness to testify in court. This is especially true when a number of witnesses observed the same offense and one witness can be spared from courtroom testimony.

ADDITIONAL CONSIDERATIONS

1. Supervisory approval should be obtained prior to a Field Identification or Show-up.
2. Single suspect field identification is not used if there is probable cause to arrest the suspect.
3. A complete description of the suspect should be obtained conducting field identification.

Photographic Line-Ups:

Photographic lineups are usually the most defensible form of witness identification at trial. It may also be difficult to obtain an up to date photography of the perpetrator and sometimes eyewitnesses have difficulty identifying an individual from a photograph. In conducting photo lineups, officers adhere to the following procedures:

USE A NUMBER OF SIMILAR PHOTOGRAPHS

Photo lineups must use multiple photographs shown individually to a witness or simultaneously in a book or array. Officers normally use at least six photographs of individuals who are reasonably similar in age, height, weight and general appearance and of the same race and sex. Whenever possible, avoid mixing color and black and white photos, use photos of the same size and basic composition and never mix mug shots with other snapshots or include more than one photo of the same individual. Photo lineup instruction sheets will be completed (attachment II-I-6a) prior to performing the lineup.

CONCEAL IDENTITY OF THOSE IN ARRAY

Officers cover any portions of mug shots or other photographs that provide identifying information on either the suspect or the other individuals depicted in the array.

DISPLAY TO ONLY ONE WITNESS AT A TIME

The photo lineup is only to be displayed to one witness at a time and multiple witnesses are not allowed to communicate regarding the array prior to or after their viewing of that array.

OFFICERS NOT TO INDICATE OR SUGGEST IDENTIFICATION

Words or conduct of any type by officers that may suggest to the witness which individual may be the perpetrator should be scrupulously avoided.

PRESERVE THE PHOTO ARRAY

A copy of the photo array together with information regarding the identification process is retained and preserved for future reference and court testimony, as part of the criminal case file.

SEQUENTIAL vs. SIMULTANEOUS PHOTO LINEUPS

Some research suggests that sequential photo lineups tend to be somewhat more effective in preventing false identification by witnesses. In determining which method to use, the investigator should use his/her best judgment in order to facilitate the most accurate result, following the Best Practices known at the time.

Lineups:

Lineups are difficult to arrange and schedule and, in many cases, it is difficult to locate enough alternative individuals to make the lineup defensible. If a lineup is used, officers insure each of the following procedures are followed:

SCHEDULING

Lineups are scheduled as conveniently as possible for all parties involved including the witness, prosecuting attorney and defense counsel.

LEGAL CONSIDERATIONS

Officers insure that all legal requirements are met regarding the lineup and the prosecuting attorney is notified. Make certain that a written waiver of the right to counsel is signed by the suspect and allows counsel representing the suspect sufficient time to confer with his client prior to the lineup and observe the manner in which the lineup is conducted.

ORDER OF APPEARANCE

Officers allow the suspect to select the position he desires in the lineup and change the location at any point prior to the lineup. Each person in the lineup will be numbered consecutively and referred to only by those numbers.

LOCATION OF LINEUP

An appropriate location is selected for the lineup wherein the witness is segregated and protected from being seen or heard by the suspect. If a lineup is to be at the Sheriff's Department, the witness is situated in a way so as to be invisible to those in the lineup. The identity of the witness is protected from the suspect's knowledge and the physical location of each will be secure from each other.

NUMBER OF PERSONS IN LINEUP

Officers arrange to have at least four individuals other than the suspect of approximately the same height, weight, age and physical appearance as the suspect serve as fill-ins on the lineup. Those individuals will be of the same race and sex as the suspect and all are similarly clothed.

LINEUP BY ONLY ONE WITNESS AT A TIME

The lineup is viewed by only one witness at a time and witnesses are not allowed to communicate regarding the lineup or suspect's identity prior to or after the viewing.

OFFICER NOT TO INDICATE OR SUGGEST AN IDENTIFICATION

Words or conduct of any type by officers that may suggest to the witness which individual may be the perpetrator should be scrupulously avoided.

MULTIPLE IDENTIFICATIONS PROHIBITED

Each witness will not normally be subjected to more than one effort at a visual identification. If one method fails to result in a positive identification, then another method will not normally be employed. If multiple efforts at identification are required, such efforts will be approved by the CID supervisor or the Chief Deputy.

**Bell County Sheriff's Department
Photo Lineup Instructions Sheet**

Case Number: _____ Date of Offense: _____

Offense: _____

Complainant / Witness: _____

Please read the following instructions and upon completely understanding them, sign, date, and indicate the time in the spaces allocated.

- You will be asked to look at what is called a photo lineup.
- The fact the photographs are being show to you should not influence your judgment.
- You should not guess or conclude that any of the photographs in the photo lineup are the suspect who committed this crime.
- You are not obligated to identify anyone.
- Remember it is just as important to clear an innocent person from suspicion as to identify the guilty person.
- Do not discuss this case with any other witness or indicate in any way that you have identified someone from the photo lineup.

I have read the above instructions and completely understand them.

Signature

Date

Print Name

Time

☐ I have picket photo number: _____

Initials: _____

☐ I could not pick anyone from this photo lineup

Initials: _____

Investigator:

The photo which number was picked from the photo lineup by the above-signed witness has been identified as:

Attachment #: _____

	SUBJECT: Civil Process and Warrants	VOLUME: II SECTION: I NUMBER: 7
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

It is the goal of this administration that civil process and warrant documents are promptly executed with due diligence. It is further expressed that this administration desires to assist other law enforcement agencies in the service of any legal process.

CIVIL PROCESS

Officers assigned to serve legal process examine all documents to understand and confirm the following:

1. Date and time received.
2. Type of legal process (civil or criminal).
3. Nature of the document.
4. The source of the document.
5. The name of plaintiff/complainant, or name of defendant /respondent.
6. Officer assigned for service.
7. Date of assignment.
8. Court docket number.
9. Date of service.

Officers who serve or attempt to serve legal process understand and confirm that the documents include the following information:

1. Date and time service was executed or attempted.
2. The name of officer(s) executing or attempting to execute.
3. The name of the person who was legally served.
4. Method of service or the reason for non-service.

5. The address where served or attempted.

ACQUIRING PROPERTY

Officers who acquire property through civil process account for and dispose of the property in accordance with the Texas Civil Practice and Remedies Code and the Texas Rules of Civil Procedure.

WARRANT SERVICE

The warrant section maintains a database of warrants issued by the county courts. Officers assigned to execute these warrants confirm them through the warrant section.

Normally warrants are served within the boundaries of this county. When warrants are served outside the boundaries of this county, the law enforcement agency having jurisdiction is notified.

	SUBJECT: Canine Operations	VOLUME: II SECTION: I NUMBER: 8
ISSUE DATE: January 1, 2013	REVISION DATE: October 1, 2013	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The administration desires to enhance the ability of the Bell County Sheriff's Department and other law enforcement agencies to search for and find illegal narcotics and explosives by using well trained, experienced canines and their handlers.

ADMINISTRATION AND SUPERVISION

The administration and supervision of the canine unit will be provided by the sergeant of the Criminal Interdiction Unit (CIU). All personnel and dogs assigned to the unit will be approved by the Sheriff or his designee. The CIU will be responsible for the proper maintenance of animals and facilities, security of training aids, training, canine selection, annual certification by the National Narcotic Detection Dog Association (NNDDA) or other training organizations which sponsor accredited training programs in the area of narcotic and explosives detection.

RESPONDING TO CALLS FOR ASSISTANCE

All calls for assistance which would utilize a canine trained in the detection of narcotics or explosives must be approved by the CIU. Consideration must be made as to the conditions of weather, terrain, security and safety of the area to be searched, response time and capabilities of the dogs relative to the request for assistance. Searches will be terminated if the handler determines that the safety of the animal or handler has become compromised.

SEARCH TECHNIQUES

Canine handlers will utilize the latest training techniques available to locate the desired substance with the least possible intrusion or damage to personal property. Canines are trained to react or alert in such a manner as to minimize or prohibit personal property damage whenever possible. All contraband that is seized will be property collected, tagged and stored in the Bell County Sheriff's property room.

Searches for narcotics at schools or other public facilities will be scheduled through CIU. Canine searches of individual persons, including students, are prohibited. All positive findings

and recovery of narcotics or other illegal contraband will be processed as a normal investigation and if sufficient evidence is present, charges will be filed.

PUBLIC EDUCATION AND DEMONSTRATIONS

All requests for public education demonstrations at schools, civic organizations and other public places will be approved and scheduled by the CIU. Canine handlers may have duty responsibilities other than canine activities.

PROHIBITED ACTIVITIES

The Bell County Sheriff's Department's canines are not used for the following:

1. Disturbance calls.
2. Controlling people or crowds.
3. Attack or suppression of persons.

HANDLER TIME MANAGEMENT / COMPENSATION

Canine handlers will schedule daily times during duty hours for feeding, cleaning and maintenance of canines and facilities. This time will be included in the normal forty hour work week. Additional time spent on these activities will be recorded and compensated by a work week adjustment. Other Aovertime@ which may be accumulated through additional requests for education, demonstrations or enforcement will be recorded and compensated according to the Fair Labor Standards Act.

DRUGS FOR CANINE TRAINING

There is a need to utilize drugs= and/or explosive material for canine training purposes. The first resource for drugs used for training will be the property room. Drugs not available from the property room are obtained from the Texas Department of Public Safety (DPS) upon their approval.

Only the amount of drugs needed for training purposes will be obtained and are exchanged for a new supply on a periodic basis as recommended by the NNDDA.

The Sheriff or Chief Deputy must approve all requests for drugs to be checked out or requested from DPS. If approved, drugs are checked out to the canine handler requesting them after properly executing a property transfer form. The drugs are weighed, inclusive of packaging and witnessed by the canine handler, the CIU sergeant and the evidence officer. All parties to the transfer will sign acknowledging the weight, description, case number, date and any other significant information concerning the drugs. Only drugs connected to disposed cases will be considered for use as training aids.

When drugs are returned to the property room, the same procedures will be utilized including verification of the type of drugs and it's weight. Any discrepancy on weight of the drugs must be brought to the attention of the Sheriff or Chief Deputy with explanation of why a discrepancy has occurred.

SECURITY OF DRUGS

Canine handlers are responsible for the security of drugs assigned to them. Drugs which are properly checked out of the property room are placed in portable lock boxes approved by the Sheriff or Chief Deputy. The lock boxes are to remain locked at all times except when opened to access drugs for training purposes. Drugs are immediately returned to the secure box and locked upon completion of the training exercise. These drugs are then immediately returned to the property room as described above.

Duplicate keys are kept by the handler in charge of the box and Sheriff's Office Manager. The property officer's key will remain in the property room. These keys are not released to anyone without the written approval of the Sheriff or Chief Deputy.

Training drugs will not be lent out to anyone for any purpose.

Training drugs in the possession of canine handlers are subject to random inspection by the property officer, Sheriff or Chief Deputy at any time.

The canine handler is held accountable for the proper handling and security of the drugs. Any circumstances interfering with the canine handlers ability to properly secure the drugs is immediately reported to his supervisor or Chief Deputy.

EXPLOSIVES FOR CANINE TRAINING

Explosive materials utilized for canine training are purchased through reputable distributors who are able to supply sufficient information about the products as well as Material Safety Data Sheets.

Explosives utilized for training are stored and maintained in the method prescribed by local ordinance and federal law.

	SUBJECT: Special Weapons and Tactics (SWAT)	VOLUME: II SECTION: I NUMBER: 9
ISSUE DATE: October 1, 2013	REVISION DATE: August 8, 2013	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The Bell County Sheriff's Department sometimes faces situations which involves a greater potential for criminal violence than those typically encountered by the patrol force. Officers may face a critical incident that poses an increased danger to law enforcement officers and the public. Critical incidents, such as but not limited to a barricaded suspect, active gunman, sniper, hostage taking and search or arrest warrants may involve circumstances of increased danger to officers and the public. There are also special events, such as visiting dignitaries who may require special security.

In keeping with the goals of the Bell County Sheriff's Department to protect and serve the citizens of Bell County, it is the policy of this department to maintain a SWAT Team. The SWAT Team is a select unit of training and equipped personnel that may be needed to secure, contain, stabilize, make lawful arrests or resolve critical incidents as determined by the Sheriff, Chief Deputy, Patrol Lieutenant, or the SWAT Commander.

DEFINITIONS

Critical Incident is defined as one which involves a greater potential for criminal violence than would typically be encountered by the patrol force. Such incidents would include but not necessarily be limited to, hostage situations, barricades suspect situations, active shooter incidents, sniper incidents, high risk search or arrest warrants and major civil disorders.

Hostage Situation is a critical incident in which any person(s) are seized against their will, by the threat or actions of another, where the actor expresses or implies a deadly threat to the life of any person(s), or expresses or implies a threat of bodily injury to any person(s) held against their will with the intent to evade arrest, to escape or to obtain an objective.

Barricaded Situation is a critical incident in which any person(s) armed with a weapon, explosive, or other dangerous or destructive device, and who occupies a fortified or fixed location to evade or resist arrest, and who has the potential for the use of deadly force against law enforcement or other innocent person.

Active Shooter Incident is defined as an armed person(s) who has used deadly force with a firearm on innocent persons and continues to do so while having unrestricted access to additional victims.

Sniper Incident is defined as a critical incident where a person(s) discharging a firearm at innocent persons from a concealed, fortified or fixed position and creates a deadly risk to the general public and or law enforcement officers.

High Risk Search or Arrest Warrants are any warrants in which the person(s) in control of the premises to be searched , or the person(s) to be arrested, or any aspect of the execution of the warrant is believed to be a greater threat or has greater potential for violence than would typically be encountered by the patrol force.

Executive Protection is the protection of any assigned person from assault or harm.

RESPONSIBILITIES OF SWAT

The Bell County Sheriff's Department SWAT Team, when activated, will respond to unusual, special, or high threat situations which include high-risk critical incidents such as barricaded suspects, active gunman, snipers, hostage taking, special security, search and arrest warrants and other similar life threatening events.

The SWAT Team will strive to secure, stabilize and bring to an effective, peaceful end, any high-risk or life threatening critical incident that the Sheriff's Department may face.

SWAT ORGANIZATION AND STAFFING

The SWAT Team consists of a SWAT Commander, Assistant SWAT Commander, SWAT Squad Leaders and SWAT Team Members.

The SWAT Commander will be designated and appointed by the Sheriff.

The Assistant SWAT Commander is second in command and is appointed by the SWAT Commander. SWAT Squad Leaders are also appointed by the SWAT Commander.

The SWAT Team consists of one squad of ten or more officers who meet the standard set forth for the SWAT Team and the SWAT Commander. The SWAT Commander will have general supervision over the SWAT Team.

The SWAT Team may be used as a whole or broken into components such as, but not limited to, an entry team, cover team, breaching team, inner perimeter, marksman or scout, depending upon assignments and tactical plans.

The SWAT Team will organize with negotiators, supervisors and patrol personnel in order to provide an appropriate law enforcement response to any given critical incident in an attempt to bring such an incident to a peaceful end.

The SWAT Commander is responsible for deployment, team assignment, equipment acquisition, yearly budgetary needs, and team training.

SWAT ACTIVATION

Any officer may request the SWAT Team through the supervisor on duty. The supervisor on duty must evaluate each situation and determine the need for team and may then contact the Sheriff, Chief Deputy, Patrol Lieutenant, or the SWAT Commander who will determine deployment.

When it has been determined that the team will be deployed for an incident, or, for any task that the Sheriff desires, the SWAT Team activation procedure will be initiated by calling the SWAT Commander or Assistant Commander. Commanders will notify Squad Leaders who will notify other team members.

Upon activation, all SWAT Team members will respond to a designated assembly point unless otherwise directed.

Upon arrival on scene, the SWAT Commander or Assistant Commander will designate the location of the Command Post (CP). This will be the base of all action at the scene for the team.

The SWAT Team will not operate beyond the limits of Bell County without the approval of the Sheriff or the Chief Deputy.

INCIDENT PROCEDURES FOR SWAT TEAM COMMANDER

The SWAT Commander or Assistant Commander will receive a briefing from the supervisor at the scene.

The SWAT Commander or Assistant Commander may assign personnel to scout and conduct a preliminary reconnaissance.

The SWAT Commander or Assistant Commander will assign team members to establish an inner perimeter as circumstances allow, relieving uniformed officers if possible and coordinate with the Patrol Supervisor to establish an outer perimeter.

The SWAT Commander or Assistant Commander may deploy a Negotiator who will attempt to communicate with the suspect(s), making every effort to resolve the incident by a peaceful means. Negotiators will coordinate with the Sheriff, Chief Deputy, SWAT Commander or Assistant Commander.

The SWAT Commander or Assistant Commander is responsible for setting up a CP at a critical incident scene.

The SWAT Commander or Assistant Commander is responsible for insuring only necessary and authorized personnel are on scene and in the CP.

The SWAT Commander or Assistant Commander will insure that all necessary evacuations will be completed within the inner perimeter of a critical incident to help insure the safety of innocent bystanders.

The SWAT Commander or Assistant Commander will develop a plan of action, secondary, or contingencies when new information is received or conditions change. The primary, secondary, or any contingency plan will be presented to the command staff for approval in the incident allows.

The SWAT Commander or Assistant Commander will develop a plan for the coordinated surrender of suspects or any release of hostages.

The SWAT Commander may authorize the utilization of any less than lethal force option by a SWAT Team member as an attempt to resolve a special threat situation.

INCIDENT PROCEDURES FOR SWAT MEMBERS

SWAT Team members will perform the duties of a peace officer and help insure the safety of the public and law enforcement personnel.

SWAT Team members will follow all directives issued by the SWAT Commander, Assistant Commander and Team Leader.

SWAT Team members who are first to arrive at a critical incident are responsible for the on-scene evaluation of that incident and should coordinate with the on-scene supervisor to establish a perimeter to better insure against a possible escape, and limit access by the general public.

SWAT Team members will contain any suspect(s) and report any new developments to the CP, monitor communications and await further instructions.

MARKSMAN/OBSERVER RESPONSIBILITIES

Marksmen/Observers will collect information at a critical incident and relay that information or intelligence to the CP.

Marksmen/Observers will provide security to innocent civilians, law enforcement officers and other SWAT Team members at the scene of a critical incident.

Marksmen/Observers will provide security and intelligence at any special event deemed necessary by the Sheriff.

Marksmen are required to complete a TCOLE approved Basic Sniper Course.

NEGOTIATOR RESPONSIBILITIES

Negotiators will attempt to contact and maintain communication with the suspect(s) at a critical incident.

Negotiators will promote the desired peaceable ending to the critical incident and attempt to obtain the surrender of the suspects(s).

Negotiators will attempt to obtain the release of hostages, if any, at a critical incident.

Negotiators will attempt to deescalate a critical incident by communicating the suspects(s).

Negotiators will attempt to collect and provide intelligence to the CP at the scene of a critical incident.

Negotiators will make a determination if negotiations with a suspect(s) have broken down, failed, or are not likely to produce the desired result at a critical incident.

SWAT TEAM SELECTION

Membership on the BCSD SWAT Team shall be on a voluntary basis and will consist of non-probationary sworn personnel. Any officer who desires a position on the team shall apply with the SWAT Team Commander or SWAT Team Leader. All applicants must have approval from the Sheriff, Chief Deputy and their chain of command.

QUALIFICATION FOR BCSD SWAT

All applicants must pass an oral interview with the SWAT Team Commander, Assistant Commander and Squad Leaders in order to be considered.

All applicants must maintain a passing firearms qualification score.

All applicants must be in good physical condition and be able to perform the physical tasks associated with a SWAT call out or training.

All applicants and team members must complete an annual physical fitness course which includes the successful completion of a 5 kilometer (3.1 mile) run.

All applicants and team members must complete an obstacle course consisting of;

- 40 yard run with bag pack
- 20 yard dead weight body pull
- 20 yard car push
- 10 yard run to finish line

All applicants must be in good standing with the Sheriff, their Division Commander and their Immediate Supervisor.

All applicants must complete a TCOLE approved Basic SWAT School.

SWAT TEAM STANDARDS

SWAT Team members are trained and qualified to perform team functions. The training will be reinforced with monthly training sessions of four hours or more. This training will include but is not limited to physical fitness training, tactical training and firearms training.

SWAT Team members will qualify with all assigned weapons on a departmental approved course with a passing qualification score. All training sessions and firearms qualifications will be recorded and maintained by the BCSD Training Coordinator for inspection by the Sheriff and Chief Deputy.

SWAT Team members will maintain departmental standards by conforming to all rules and regulations, duties by rank and assignment, policies and procedures, standard operating procedures and special orders both verbal and in writing.

SWAT MEMBER AGREEMENT

All SWAT Team members will maintain a high degree of proficiency with firearms and tactics.

All SWAT Team members will maintain a level of good physical fitness. Members will participate in classroom, physical fitness, tactical, firearms and other training scheduled by the SWAT Commander.

All SWAT Team members must be available for training and “call outs.”

All SWAT Team members will maintain and secure all issued equipment.

All SWAT Team members will adopt and maintain a Physical Fitness program.

SWAT EQUIPMENT

SWAT Team equipment is selected by the SWAT Commander, taking into consideration tactical use, incident types and other information. All weapons selected must be authorized by the Sheriff or the Chief Deputy.

Individual issue of equipment includes uniforms, tactical gear and weapons. Equipment will be available for immediate use upon activation (call out).

Equipment includes, but is not limited to, ballistic vest and helmets, rifles, carbines, shotguns, gas launcher, gas mask, entry tools, distraction devices and less than lethal ammunition.

Each Team Member is responsible for the maintenance and security of their assigned equipment.

No equipment will be issued to or utilized by non-team members without the expressed permission of the Sheriff, Chief Deputy or SWAT Commander.

POST OPERATIONS

The best possible outcome of any critical incident is one that ends peacefully and in which any person involved, the suspect(s), innocent civilians and law enforcement personnel can elude injury or death. This is the goal of the team.

The suspect(s) will be the responsibility of the team until he/she is turned over to a deputy for transport.

The initial report will be written by the first officers on the scene with supplemental reports written by all personnel that were instrumental in the incident.

If the team initiates the action, or are first on the scene, the initial report will be written by the SWAT Commander or Assistant Commander with supporting supplements written by those members or others that were instrumental in the incident.

After the incident has been resolved, all team members will report back to the Bell County Sheriff's Department training room for a debriefing.

The SWAT Commander or Assistant Commander will submit a full detailed report of the action, activities and operation of each activation event to the Sheriff.

INTERPRETATION

Nothing in this General Order shall be construed or interpreted as eliminating or limiting in any rule, regulation, policy or procedure, special order, general order, or policy manual issued by the Bell County Sheriff's Department. The Sheriff has overall supervision and final approval and authority in all aspect of the SWAT Team.

	SUBJECT: Crisis Negotiation Team	VOLUME: II SECTION: I NUMBER: 9-A
ISSUE DATE: October 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The Bell County Sheriff's Department is committed to helping a person in crisis regain their psychological equilibrium and make rational decisions about how to resolve the crisis peacefully.

The purpose of this policy is to provide operational guidance which will be used during the response to and management of a crisis incident (hostage, barricaded subject, and potential suicide victim).

The Crisis Incident Response Plan applies to all members of this agency and non-agency participants of a crisis incident response, who by contract or agreement are subject to the direction of the on-scene supervisor for the duration of a crisis response.

During a crisis incident it is the policy of this agency to;

- Consider the lives of hostages, civilians and law enforcement officers to be the priority.
- When possible, resolve the crisis incident peacefully through crisis negotiation.
- Develop and employ tactical alternatives in the event of failed crisis negotiations.

DEFINITIONS

Crisis Incident (See Critical Incident @ II-I-9)

Hostage (See Hostage Situation @ II-I-9)

Barricaded Subject (See Barricaded Situation @ II-I-9)

Hostage Taker is defined as an individual or a member of a group who holds a hostage for any of a variety of motivations, i.e., freedom, publicity, financial gain, emotionally disturbed or to seek escape.

Potential Suicide Subject is defined as a person who communicates the intent to engage in self-destructive behavior and who possesses the means of committing suicide.

Substantive Demand is defined as a demand which a hostage taker, barricaded subject or potential suicide victim has determined cannot be obtained by other means.

Crisis Negotiation is defined as a non-violent law enforcement effort in which a trained crisis negotiator uses negotiation strategies and tactics to gain the voluntary assistance and acceptance in the release of hostages, witnesses and others. And, demanding a safe surrender and arrest of the hostage-taker, barricaded subject or a potential suicide victim.

RESPONSIBILITIES

First Responding Officers. Upon determining the existence of a crisis situation, first responders notify supervisory personnel. Officers do not initiate tactical actions except those necessary to protect the safety of themselves or others, consistent with the agency's use of force policy. Officers establish an inner perimeter, evacuate any injured and innocent civilians as circumstances permit and restrict pedestrian and vehicle traffic.

On-Scene Supervisor. The on-scene supervisor assumes operational responsibility, control and coordination to resolve the crisis incident. The supervisor establishes and maintains a command post in proximity to the crisis incident site which affords effective supervision. Decisions regarding strategy, tactics, use of deadly force and concessions to the subject will be made by the supervisor. The supervisor may delegate decision making authority to subordinate team leaders as circumstances dictate.

Crisis Negotiation Team Leader. The leader assists the on-scene supervisor in assessing the situation and develops a crisis negotiation strategy. The leader assigns and supervises trained primary and secondary crisis negotiators and supports a tactical alternative in the event crisis negotiations fail.

Public Information Officer (PIO). The PIO serves as the media and press liaison for crisis incidents. The PIO establishes and maintains a media center from which all information and inquiries related to the crisis incident are managed.

PROCEDURES

First Responders:

- Notify the appropriate supervisor of the crisis incident and circumstances.
- Contain and isolate the area immediately surrounding the crisis incident site establishing an inner perimeter which will provide a reasonable degree of safety. As time and resources permit, establish an outer perimeter in an effort to control pedestrian and vehicular traffic into the inner perimeter.

- When possible, evacuate occupants of affected residences and businesses to a point beyond the outer perimeter.

On-Scene Supervisor:

- Informs the Sheriff and Chief Deputy of the nature and circumstances of the crisis incident.
- Delegates crisis negotiation responsibilities to the Crisis Negotiation Team Leader and ensures crisis negotiation is established.
- Ensures the establishment of an inner and outer perimeter, command post, tactical operations center, crisis negotiation center, a staging area for officers and others arriving for assignment and a media center.
- Ensures firearms discipline is maintained within the inner and outer perimeters for the duration of the crisis incident.
- Ensures the inner and perimeters remain in place upon resolution of the crisis incident to facilitate the restoration of order, evacuation of hostages and preservation of evidence and the crime scene.
- Establishes reliable and secure communications with the Tactical and Negotiation Operations Centers. Assigns restricted incident radio frequencies.
- Determines crime(s) involved.
- Ensures traffic and crowd control is established and routes for emergency vehicles have been designated.
- Make provisions for recording personnel assignments and responsibilities.
- Establishes a chronological record of events at the command post.
- Ensures chronological record of events are maintained at the Tactical and Negotiation Operations Centers.
- Ensures special equipment or services are available, i.e., aviation, marine, canine, fire and rescue, etc., as necessary.
- Ensures emergency medical services are at the incident site.
- Develops a plan for continued operations in the event of a protracted incident.
- Manages effective collection and dissemination of intelligence throughout the crisis incident. Assign an intelligence coordinator as necessary.
- Refers all press and media inquiries to the PIO.

- Coordinates with other agencies for personnel and equipment support as necessary.
- Ensures perimeters remain in place upon resolution of the crisis incident to facilitate restoration of order, evacuation of hostages and preservation of physical evidence.
- Conducts a thorough post-incident debriefing.

Crisis Negotiation Team Leader:

- Assumes responsibility for all communication with the subject.
- Assist the On-Scene Supervisor with assessing the crisis incident and developing a recommended crisis negotiation strategy.
- Establishes and maintains a crisis negotiation operation center within the inner perimeter.
- Ensures the crisis negotiation operation center is free of distractions and unauthorized personnel.
- Assigns and supervises trained primary and secondary crisis negotiators.
- Coordinates with the SWAT Team Leader for the delivery of the specialized hostage telephone to the crisis incident site.
- Assigns and supervises the crisis negotiation investigator(s).
- Reviews plans, including photographs, diagrams or sketches of the crisis incident site.
- Maintains a chronological record of events within the crisis negotiation operation center.
- Maintains Incident Information Charts within the crisis negotiation operation center which reflects the intelligence necessary to support the negotiation effort.
- Establishes reliable communications with the On-Scene Supervisor and the command post.
- Coordinates with the On-Scene Supervisor and the SWAT Team Leader to determine the delivery, surrender and arrest plans.
- Requests specialized personnel in support of the Crisis Negotiation Team effort.
- Provides periodic updates to the One-Scene Supervisor as necessary.
- Establishes and maintains direct communication with the SWAT Team in the event a tactical resolution becomes necessary.
- Supports the SWAT Team and the delegated authority of the SWAT Team Leader in the event a tactical operation becomes necessary.

- Supervises the collection of intelligence gathered by the Crisis Negotiation Team. Provide relevant intelligence to the On-Scene Supervisor and the command post.
- Develops, manages and conducts follow-up investigative leads.
- Ensures members of the Crisis Negotiation Team who move within the inner perimeter maintain firearms discipline.
- Develops a plan for continued negotiations in the event of a protracted crisis incident.
- Designates and maintains a location separate from the Crisis Negotiation Operation Center to be used to interview all witnesses and released hostages.
- Interviews and debriefs hostages immediately following their release.
- Refers all press and media inquiries to the PIO.
- Conducts the post-incident debriefing with all members of the Crisis Negotiation Team.

PSYCHOLOGICAL SERVICES

Mental health support is rendered by a mental health professional and provides support for crisis incidents. Psychological support will serve as a resource to the Crisis Negotiation Team and;

- Monitors communications between the crisis negotiator and the subject.
- Provides crisis negotiators with a professional objective opinion regarding the mental state of the subject.
- Recommends crisis negotiation strategies and tactics based on an objective professional assessment of the subject.
- Assists in interviewing witnesses and the debriefing of released hostages.
- Provides professional mental health assistance to released hostages, witnesses and others.

PROCEDURAL GUIDELINES

It is the goal of this agency to present a unified, coordinated and properly staffed response to crisis incidents. The management of crisis incidents will be the responsibility of the On-Scene Supervisor who will coordinate all components of the crisis response in an effort to resolve the crisis incident as safely, efficiently and effectively as possible. The following guidelines support the goals of this agency:

- Only those officers trained and assigned to the Crisis Negotiation Team serve as crisis negotiators.

- Only those officers trained and assigned to the SWAT Team will participate in tactical operations. At the discretion of the SWAT Team Leader, non-tactical officers may be used to augment perimeter security.
- Regardless of circumstances, command responsibility will be assumed by only those senior level crisis managers trained and assigned to crisis incidents.
- At no time will any person, law enforcement or civilian be allowed to enter the crisis incident site in exchange for a hostage or other concession by a subject.
- Crisis Negotiators do not negotiate for the release and/or exchange of prisoners.
- Alcohol, weapons, ammunition and illicit drugs are non-negotiable items. These items are not provided in exchange for a hostage or other concession by the subject.
- Drugs are not to be introduced to food or beverages provided to the subject or hostage.
- The relocation of a subject will not be considered if the subject is not holding hostages.
- A decision to permit a subject to leave the crisis incident site under circumstances other than surrender will be made by the On-Scene Supervisor after evaluating the following;

The imminent threat to the hostage(s) warrants such a decision and the decision will result in elimination of a threat to the hostage(s).

The SWAT Team Leader has determined the movement to be tactically advantageous, the perimeter can effectively be reestablished and command and control can be maintained throughout the movement.

Legal and jurisdictional issues have been addressed and resolved.

There will be no degradation of control.

- Efforts are made to avoid unnecessary collateral damage, prolong displacement of residents, businesses and employees from freedom of movement and access to transportation.
- Decisions relating to the use of force are made solely by the On-Scene Supervisor and are not delegated. However, under circumstances when an officer must protect his or her own life or the lives of others, deadly force is used in accordance with the agency's Use of Force Policy. The authority to use deadly force may be given to marksmen after the On-Scene Supervisor and SWAT Team Leader determine that deadly force is appropriate when circumstances permit.
- The assigned primary crisis negotiator is exclusively responsible for communicating with the subject. Request by the subject, witnesses, friends, family, clergy or other law enforcement personnel, who are not trained in crisis negotiations are not authorized.

TRAINING

Members of the Crisis Negotiation Team must be sworn law enforcement officers with the Bell County Sheriff's Department and meet the following criteria;

- Possess a valid peace officers license.
- Be a graduate of at least forty hours of crisis-hostage negotiation training conducted by an accredited law enforcement training institution.
- Have a minimum of two years of law enforcement experience.
- After appointment to the team, must successfully complete a one-year probationary period.
- Meet the physical fitness standards of the department.
- Meet specialized team assignment psychological screening criteria.
- Meet all other individual training requirements in accordance with current law and departmental standards.
- Must possess a thorough knowledge of departmental general orders and state and federal law.
- Must have received an evaluation rating of "meets expectations" or higher during the last evaluation period.
- Must possess effective communications skills.
- Have the ability to respond to a crisis incident within sixty minutes of notification.
- Must be available to respond to crisis incidents twenty-four hours a day unless on an approved leave or temporarily assigned duties which prevent the response to an incident.

	SUBJECT: Reserve Officer Program	VOLUME: II SECTION: I NUMBER: 10
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

It is the policy of the Bell County Sheriff's Department to maintain the highest standards of professional law enforcement services. Volunteers for Reserve Officers must meet the same standards as other members of the organization. Reserve Officers serve as auxiliary manpower and provide an additional link between the community and the department. Reserve Officers are subject to all applicable rules and regulations that govern regular sworn personnel.

The purpose of this order is to establish the Reserve Officer Program, and outline its objectives, responsibilities, and operation.

RESERVE PROGRAM

Requirements and Certification

Requirements for age, education, and experience are the same as that for regular sworn personnel.

Applicants must meet all minimum requirements set forth by the Texas Commission on Law Enforcement (TCOLE).

The selection process for Reserve Officer applicant are the same as regular officers outlined in General Order I-B-1.

Training and Performance Standards

Reserve Officers serve at the pleasure of the Sheriff and may be called into service at any time the Sheriff or his designee considers it necessary to have additional officers.

Reserve Officers shall be considered in an "on duty capacity when performing "assigned duty", or representing or identifying himself/herself as a peace officer for the purpose of taking enforcement action or discharging legal duties.

All reserve officers must serve a minimum number of hours in order to maintain proficiency. Officers who are unable to meet this requirement must submit a written request through the chain of command to the Sheriff for an approved leave of absence.

Depending on the level of training and experience, reserve officers may perform the same duties as other full-time sworn personnel or be assigned to work with a regular officer.

All reserve officers are subject to the same rules, regulations, and orders as regular officers.

All active reserve officers must successfully complete the Field Training Officer Program under the supervision and evaluation of a departmentally approved Field Training Officer. Upon the successful completion of the training, reserve officers will assume duties as designated by the Sheriff or his designee.

All reserve officers will be required to attend periodic department in-service training to complete the same training as required of regular officers including courses mandated by law.

All reserve officers will be required to qualify, at least annually, with firearms and equipment deemed necessary.

Chain-of-Command and Operations

The Reserve Unit functions as a unit of the Emergency Services Division and reports to the Commander of the Emergency Services Division. The Emergency Services Commander may designate a supervisor to serve as a reserve liaison to monitor reserve activities.

Reserve officers who are given assignments to specific divisions (Patrol, CID, SCU, Corrections or Support Services), are supervised by the command staff of that division while performing a function specific to that division.

	SUBJECT: Active Shooter	VOLUME: II SECTION: I NUMBER: 11
ISSUE DATE: December 1, 2014	REVISION DATE: November 4, 2015	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The goal of law enforcement intervention in active shooter incidents is to neutralize the threat by preventing access to potential victims, rescuing injured persons and potential victims or a movement to neutralize the shooter. This goal can be achieved by various means, up to and including the use of deadly force.

It is the policy of the Bell County Sheriff's Department to allow initial responding officers the authority and responsibility to take immediate action to contain and if necessary, neutralize active shooter incidents.

DEFINITION

Active Shooter: An active shooter is an armed person(s) who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

PROCEDURE

Upon receiving a call regarding an active shooter situation, all available units should respond to the location with all radio traffic related to the incident remaining on LE1.

The first two units on the scene will move as a team to the sound of gun fire, or as close as they possible to take whatever action necessary to protect themselves and any victims. This differs from a "normal" patrol response. Officers advance to the point they can stop the suspect from further harm and take whatever action is necessary to do so. This conflicts with traditional "officer safety" training, however, it is recommended that in this situation only, such risks are necessary.

If communication with the initial caller exists, and the caller is able to provide an exact location of the shooter, this information should be broadcast to available units. The next priority is to broadcast the number of shooters if known followed by a description of weapons, keeping terminology simple, i.e., "long guns," hand guns," "machine guns," or the presence of any explosive devices.

Emergency Medical Services (EMS) should be directed as close to the scene as possible without putting EMS personnel in the line of fire. A triage/treatment area should be established as soon as possible.

It is the responsibility of the Public Safety Office (PSO) to notify any command staff and SWAT members. PSO will also notify personnel on each floor by phone or intercom.

If initial responding patrol officer cannot immediately resolve the incident, the first two officers on the scene will direct the next two positions to contain the situation as to limit the number of victims available to the shooter. Again, should the opportunity to resolve the incident present itself, the patrol officers should take the opportunity. Active Shooter incidents differ from a barricaded suspect in that the shooter has demonstrated a willingness to take lives. Field supervisors responding to the scene do not direct the operation until they are on the scene and as close as possible to the shooters location.

As SWAT personnel arrive on scene, they will move forward in pairs. SWAT will not take control of the scene until at least one assault team leader or SWAT Commander is on the scene to include at least one four-man assault team. Once SWAT assumes control of the scene, patrol officers are assigned to duties as necessary. The priorities of these assignments will vary based on the situation and may include removing victims from the scene to a triage area or to assist in securing a containment area. A command post should always be established and a mutual aid response be requested.

Should the incident become contained and there is no further danger of threat to lives, the incident will revert to a "Barricade" response and the procedures for that response apply.

The incident commander shall prepare an after action report documenting the activities of the incident.

	SUBJECT: Crisis Intervention Team (CIT)	VOLUME: II SECTION: I NUMBER: 12
ISSUE DATE: October 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

It is the goal of the Bell County Sheriff's Department to safely assist persons in mental health crisis as necessary in the performance of law enforcement duties. It is the mission of the Crisis Intervention Team to divert persons in a mental health crisis from the Criminal Justice System, when appropriate and connect them with mental health services.

In keeping with the goal to protect and serve the citizens of Bell County, it is the policy of the Bell County Sheriff's Department to maintain a Crisis Intervention Team that consists of highly trained Mental Health Peace Officers.

DEFINITIONS

Crisis Intervention Team (CIT) is defined as a group of specially trained officers that respond to person in a mental health crisis. These officers are licensed peace officers who have successfully obtained Mental Health Peace Officer certification through the Texas Commission on Law Enforcement.

Mental Health Consumer (MHC) is defined as a subject that is suffering from mental illness and is in need of intervention to assist and connect them with resources and services available in the community.

Mental Illness is defined as an illness, disease or condition other than epilepsy, senility, alcoholism or mental deficiency that substantially impairs a person's thoughts, perception of reality, emotional process or judgment, or grossly impairs behaviors demonstrated by disturbed behaviors.

Mental Retardation is defined as a significantly sub-average intellectual function that is concurrent with deficits in adaptive behavior and which originates during the developmental period.

Order of Protective Custody (OPC) is defined as a court order that is issued by a Probate Court or higher court directing a peace officer to apprehend and take a consumer to a designated mental health facility. The order must contain information showing that the person is in need of immediate mental health services and has demonstrated the inability to provide care or treatment for themselves for their illness.

MHMR is the Central Counties Center for Mental Health and Mental Retardation.

MCOT is the Mobile Crisis Outreach Team.

APPLICABLE STATUTES

Peace Officer Notification of Emergency Detention (NED), Texas Health and Safety Code (HSC) Section 573.001, gives a licensed peace officer the authority to apprehend a person without a warrant when the following criteria are met;

- The officer has reason to believe and does believe that the person is mentally ill; and,
- Because of that mental illness there is a substantial risk of serious harm to the person or to others unless the person is immediately restrained; and,
- Believes that there is not sufficient time to obtain a warrant before taking the person into custody.

A peace officer who takes a person into custody under Subsection (a) of this chapter shall immediately transport the apprehended person to;

- The nearest appropriate inpatient mental health facility; or,
- A mental health facility deemed suitable by the local mental health authority, if an appropriate inpatient mental health facility is not available.

HSC Section 573.023 provides that a person apprehended by a peace officer or transported for emergency detention under Subchapter A, or detained under Subchapter B, shall be released on completion of the preliminary examination unless the person is admitted to a facility under Section 573.022.

HSC Section 573.024 provides that arrangements shall be made to transport a person who is entitled to release under Section 573.023 to;

- The location of the person's apprehension.
- The person's residence in this state; or,
- Another suitable location.

Chapter 46B, Texas Code of Criminal Procedure (CCP), provides for a Writ of Criminal Commitment that directs a person to be taken to a named inpatient mental health facility due to being incompetent to stand trial for a criminal offense.

PRIMARY DUTIES

- The primary duties of CIT Officers include, but are not limited to;
- Execution of Magistrate's Order for Emergency Apprehension and Detention as requested by Magistrates and of MCOT.
- Execution of Emergency Apprehension and Detention by Peace Officers for clients identified as potentially in imminent danger of harm to themselves or others as identified by MCOT staff and Mental Health Peace Officers.
- Participate in civil commitment hearings of subjects who they have encountered as being in mental health crisis.
- Assisting MCOT in conducting wellness checks on clients identified by MCOT as being possibly at risk.
- Assisting MCOT with crisis response in the community when risk factors are present.
- Transportation of individuals to inpatient mental health facilities for admission, both voluntary and involuntary.
- Transportation/accompaniment of clients for medical clearance as required by inpatient facilities.
- Provide safety monitoring on site as requested by MCOT staff.
- Participation in trainings as required (at a minimum of one day per month) to become familiar with mental health disorders, intellectual disability disorders and crisis response.
- Documentation and submission of all encounters and/or interventions using mutually agreed upon reporting forms within forty-eight hours of encounter.
- Participate in service improvement projects required by the funding source on an annual basis.
- On a monthly basis, generate an electronic report for MHMR that tracks the mental health interventions by type that were performed by the Crisis Intervention Team.

PROCEDURES

Responding to Calls for Service:

It is the policy of the Crisis Intervention Team to respond to calls for service in a professional manner and to handle such calls in accordance with Bell County Sheriff's Department General Order and applicable state law. CIT Officers respond to calls in a courteous manner, obeying traffic laws unless extreme emergencies dictate otherwise. Most calls are handled in person and

not by telephone. It is the duty of CIT Officers to educate and inform all parties of the services and resources that the unit provides. When responding to calls, CIT Officers evaluate the potential for danger and determine whether a uniformed patrol officer is needed. A uniformed officer may be requested to the scene first if an emergency situation dictates of CIT deems it necessary for the safety of all concerned.

When mental health consumers are transported, it is at the discretion of the CIT whether restraints are utilized. Since most mental crisis cases are of a civil nature and not criminal, restraints are usually avoided if possible. In some cases restraints are utilized for officer safety purposes and/or to protect the consumers from injury. Pending criminal charges, or an escape risk, may dictate other precautions as well. If restraints are used during an apprehension or transport, it is documented in the report. If a consumer has existing medical problems, it is at the discretion of officer whether medical transport (ambulance) is utilized.

Out-of-county transports are approved by the CIT supervisor before transport is made. Transports to Gatesville or Georgetown are not considered out of county. Consumers transported to an inpatient mental health facility undergo an evaluation. Consumers determined not to meet criteria for detention are transported to an appropriate location as required by law.

MCOT, due to limited resources, is not available to respond to calls in the field. CIT members who respond decide whether or not MCOT services are necessary and if so, contact them by phone.

When it is determined that a mental health consumer is in need of medical clearance due to injury or illness, the consumer is transported to a hospital emergency room usually by qualified emergency medical personnel. CIT members avoid transporting consumers when medical emergencies exists unless appropriate. If a consumer is transported to a medical facility, CIT members respond to the facility for follow up. In the event the consumer may have been involved in criminal activity, CIT may need to respond to the scene to gather information before responding to the medical facility.

PRIORITIZING CALLS

Critical Incident Team members prioritize calls in this order;

- Law Enforcement calls for assistance.
- Calls from the community requiring a response.
- Service of court orders.
- Correctional facilities.

Law Enforcement Assistance

Calls of this nature receive the highest priority. CIT members promptly respond to the scene to assist first responders in handling the situation. The first responder has the responsibility of an initial report and CIT completes any supplemental reports that may be required depending on the nature of the call and the possible need to divert the consumer from the criminal justice system. If the consumer does not meet the criteria for a diversion or emergency detention, the CIT member provides assistance to include courtesy transportation to another location and/or providing information about available resources. If criminal charges are filed and a diversion to a mental health facility does not occur, the first responder affects the arrest and files an initial offense report. Under these circumstances, CIT may complete supplemental reports as necessary for future follow-up.

Community Assistance

Calls received by the Sheriff's Department by citizens are screened by call takers. Call takers determine the nature of the call and take appropriate action. Calls concerning mental health crisis are referred to an on-duty CIT member who determines the appropriate response to the mental health crisis.

Service of Court Orders

Upon receipt of an Order of Protective Custody, it is the responsibility of CIT to review the court order for accuracy and to verify if the document is valid. If CIT finds that the order has discrepancies and is not valid, CIT notifies the issuing court to make arrangements to obtain a corrected version and await other directions. CIT delivers all appropriate documents (i.e., medical packets, detainers, etc.) to the appropriate facility named in the order. Court orders are entered into a log book that contains at a minimum the date, cause numbers, consumer's name, location of apprehension, location where the consumer is transferred to and the executing officers name. Once the order is executed, all returns are completed and filed with the CIT Supervisor who returns executed orders to the court.

Note about forced entry: Orders of Protective Custody are typically served in hospitals however, occasionally consumers are at a private residence or other location. Responding CIT personnel obtain supervisory approval before forcibly entering a private residence or other location. If the CIT supervisor is not available, approval is sought from the on-duty patrol supervisor.

Correctional Facilities

CIT members sometimes respond to the county jail to evaluate inmates who may be in mental health crisis. This evaluation is best conducted prior to a person being booked or appears before a magistrate. CIT members meet with appropriate jail staff to gather all available information to determine if the consumer meets the requirements for a diversion from the Criminal Justice

System or if they meet the legal requirements for Notification of Emergency Detention. CIT members determine if the consumer should be diverted to a mental health facility and if a diversion is warranted, appropriate jail staff makes a notification to the Bell County Attorney's Office so that a "Refusal to Prosecute" form can be completed by that office.

Occasionally CIT members may be asked to respond to the jail to evaluate an inmate who is in population and pending criminal prosecution. Diversion may be inappropriate due to the severity of the pending criminal complaint against the consumer. If it is determined that the inmate meets the criteria for emergency mental health detention, a release form along with a magistrates order is obtained by jail staff. Transportation and security measures are conducted using established protocols.

Notes about Writs of Criminal Commitment: Writs filed under Chapter 46B of the Code of Criminal Procedure directs inmates to an appropriate mental health facility due to being incompetent to stand trial. The transportation section of the correctional division is responsible for the transportation.

Notes about Bench Warrants: Transportation of persons with bench warrants is the responsibility of the transportation section of the correctional division.

REPORTS

Reports generated by CIT members are filed in a timely manner, ideally at the end of shift. If circumstances such as high call volume prevent promptness, additional time is allocated by approval of the CIT Supervisor. All reports are filed no later than the last day of the team member's weekly rotation. Reports and case information needed in diversion cases must be completed as soon as possible and referred to the County Attorney within seventy-two hours.

Reports and case information generated by or assigned to a team member, remain with the team member throughout the course of the investigation. Supplemental reports are submitted by the team member as changes or additional information becomes available. Team members ensure the integrity of assigned criminal case reports in the event that diversion is unsuccessful. This allows the County Attorney the option to prosecute the criminal offense. To maintain integrity, team members obtain victim/witness statements and collect physical evidence to include video.

Follow-up Investigations

The primary goal of the Crisis Intervention Team is to divert mental health consumers from the criminal justice system and connect them with mental health services. Follow-up investigations by CIT members include but are not limited to;

- Maintaining contact with the mental health facility the consumer was diverted to in order to track his/her progress and ultimate successful completion of the diversion.

- Maintaining contact with victims of the crime committed by the consumer to ensure additional criminal offenses have not occurred while the consumer is on diversion to a mental health facility.
- Maintaining contact with family members of the consumer who are involved with the diversion in order to obtain information they have pertaining to the progress of the consumer diverted to a mental health facility.
- Obtaining additional victim/witness statements and collecting additional evidence in such cases where the forward movement of the investigation warrants the need.
- Closing the case upon final disposition.

	SUBJECT: Mobile Video Recording	VOLUME: II SECTION: I NUMBER: 13
ISSUE DATE: October 1, 2015	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The use of mobile video and audio recording equipment has shown to be a valuable tool in today's law enforcement. Recording interactions between officers and citizen contacts can assist in evidence collection for criminal prosecutions and to prove or disprove allegations of misconduct. Video recordings may also be used as a tool for annual officer evaluations.

It is the policy of the Bell County Sheriff's Department to utilize mobile video and audio recording devices when officers are engaged in calls for police services, emergency vehicle operations and self-initiated police actions.

DEFINITIONS

Mobile Video Recorder (MVR) means to the elements of the mobile video/audio recording equipment that is mounted in a police vehicle.

Body Worn Camera (BWC) means a video/audio recording device that is worn on a person which includes begin attached to the clothing or worn as glasses.

Private Space means a location in which a person has a reasonable expectation of privacy, including a person's home.

TRAINING

Officers using mobile video/audio recording equipment are properly trained by designated personnel in its use and maintenance prior to operation.

PROCEDURES

At the beginning of each shift, officers operating vehicles equipped with an MVR and who have been issued a BWC, ensures that the equipment is working properly. Officers insure that batteries for a BWC are fully charged. Any issues with the equipment that effects its operations is immediately reported to a supervisor by way of a memorandum or email. Supervisors report malfunctioning equipment to the Bell County Information Technology Department (IT) by way of a work order ticket for repair. Supervisors make internal reviews of video equipment and maintain documentation of the equipment and malfunctions of equipment.

Video equipment is activated only for law enforcement purposes. Situations where officers utilize recording devices normally consist of traffic or pedestrian stops, vehicular pursuits and emergency response driving, transporting an arrested person, at traffic crashes when the scene is not stabilized, during field interviews and any on-going serious incident such as burglaries in progress, armed suspects, etc.

Video equipment is not used outside the scope of official business. Situations where officers would not utilize recording devices consist of communications with other department members without informing the employee of the recording, when officers are engaged in personal activities and any location where individuals have a reasonable expectation of privacy.

Officers who do not activate a BWC in response to a call for assistance documents the reason for not activating the camera.

DATA RETENTION

Video data that is collected by an MVR or a BWC is transferred to IT by way of a download. MVR data is currently downloaded from the vehicle through a Wireless Fidelity (Wi-Fi) transfer. Data collected by a BWC is uploaded utilizing a docking station.

All video data is retained for a minimum of ninety-days. However, data that is collected and may be needed for further investigation and/or possible prosecution is retained in accordance to policy established by Bell County that is approved by the Texas State Library and Archives Commission.

The IT Department retains the responsibility of retention and backup of all data. Currently data is backed up utilizing disk and tape.

PUBLIC AND PERSONAL ACCESS

All public requests from video/audio recordings are referred to the department's custodian of record. Responses to these requests are processed the same as other Public Information Requests in accordance to Chapter 552 of the Texas Government Code.

Officers are entitled to access any recording of an incident involving the officer before he/she is required to make a statement about the incident.

Officers or other employees of this agency are not permitted to release a recording created using a BWC or MVR without the permission of the Sheriff or Chief Deputy.

USE OF PERSONAL EQUIPMENT

Officers are issued all approved video and audio recording devices and are not allowed to use privately owned equipment for the purpose of video/audio recording.

BELL COUNTY SHERIFF'S DEPARTMENT

GENERAL ORDERS



Volume III Correctional Operations

	SUBJECT: Admissions	VOLUME: III SECTION: A NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The object of the inmate admission plan is to provide proper procedures and documentation necessary to legally hold an individual in custody.

COMPLIANCE

This section corresponds to and complies with Chapter 265 of the Texas Commission on Jail Standards Rules and Regulations.

RECEIVING

All inmates being confined to the Bell County Jail Facility will be brought to the Intake processing area of the Bell County Loop Jail located at 2405 S. Loop 121, Belton, TX 76513 and remain under direct supervision by the arresting officer until the jail/medical staff has accepted the inmate for processing.

Correctional officers will meet the arresting officer in the officer report room and ensure all documentation is in order before accepting the inmate. BCSD Officers may be excused but required to bring their completed documentation back before the end of their current patrol shift.

If the inmate is not cleared by the jail/medical staff, the inmate will be deemed unacceptable for admittance into the jail and the arresting officer will have to obtain a medical release from medical staff of a local hospital. The exception is if it is a BCSD Officers who has made a Bell County arrest, then the jail shall take the inmate and make arrangements through the shift supervisor to contact Courts and Transportation to take the inmate to the nearest local hospital.

Correctional officers will ensure the inmates are seventeen-years-of-age or older prior to processing them into the jail intake area. If not, the arresting officer will be responsible for the removal of the juvenile from the Bell County Jail facility.

Correctional officers will complete the Bell County Screening form for suicide/medical/mental impairments. The correctional officer will ask the arresting officer for any unusual behavior or actions and place it in the comments sections, located at the top of the form. When completed, this form will be given to the intake screening nurse.

SEARCH

All inmates will be thoroughly pat or frisk searched prior to entering the facility and placed into a holding area/cell.

All property will be properly accounted for utilizing the BCJ-2 Inmate Personal Property form.

When deemed reasonably necessary, the inmate will undergo a strip search by correctional officers of the same gender. This will be conducted in a reasonable and dignified place and manner.

All cavity searches will be conducted by trained medical staff. This will be conducted in a reasonable and dignified manner.

OBSERVATION

Inmates will be placed into the intake processing area or a holding cell, based on the inmate demeanor or an investigational situation, pending a bond or housing unit assignment. An investigational situation will be requested by the arresting officer or arresting agency at or during the intake process. Inmates will not exceed forty-eight hours in the intake area/cells.

Intoxicated inmates will be placed in the detoxification cells until they are able to be moved into a regular holding area/cell. Inmates in the detoxification cells will be placed on a routine check not to exceed fifteen minutes and observed by a correctional officer. Correctional officers will check on the inmate, annotate the time of the check and initial the appropriate log.

Inmates placed into a violent cell will also be placed on a routine check not to exceed 15 minutes and observed by a correctional officer. The proper log will also be filled out with reason for the inmate being placed into the violent cell, the time the inmate was placed into the cell, the time the inmate was removed and a report shall also be initiated.

All strange and/or peculiar behavior will be reported to the supervisor on duty immediately.

INMATE FILES

It will be the responsibility of the correctional officers assigned to the processing area to book and classify each inmate in a timely manner and within the forty-eight hour requirement.

Correctional officers conducting booking procedures will ensure they do not duplicate the inmate's information under a second booking number. This can be achieved by asking the inmate if they have ever been booked into the Bell County Jail before this date or if they have ever used a different name or maiden name. Correctional officers can also verify this by using the date of birth or social security number.

Upon intake, a file on each inmate will be established. The file will include:

1. Name of inmate along with aliases
2. Physical description
3. Gender
4. Marital status
5. Address
6. Date of birth
7. Offense(s) charged
8. Date of commitment
9. Previous criminal record
10. Record of injuries
11. Inmate property inventory
12. Disabilities or medical issues warranting special accessibility considerations.
13. Name, address, and phone number of person to contact in case of an emergency.
14. Name of delivering officer/deputy and agency responsible for arrest.
15. Documents that purport to legally authorize the inmate's commitment.

Correctional officers will run criminal histories, Continuity of Care Queries (CCQ's), check TCIC (Texas Crime Information Center), and the NCIC (National Crime Information Center) for any outstanding warrants from local, out of county or out of state agencies. Inmates having outstanding warrants will have a hold placed on them for the agency with the warrant.

The agency with the warrant will be sent a teletype (TTY) advising them that the inmate is in BCSD Jail with either local charges or only the warranted agency's charges. The TTY will also be sent to that agency with warrants when/if the local charges are cleared to notify them that the inmate will be ready to for release. The TTY will have a pickup deadline. No TTY will be sent to out of state agencies. This is to be done by Courts and Transportation. Courts and Transportation should also be given the notice indicating the BCSD release date.

Inmates born outside of the United States will have TTY sent to immigration (ICE) verifying if the inmate is authorized to be in the Unites States or is a legal citizen.

Correctional officers will explain to the inmate their charges, bond amounts or fines that may secure their release.

HEALTH TAGS

Health tags that identify inmates as having special medical needs will be noted and given to the intake screening nurse.

Health tags such as necklaces with medallions, bracelets, or wristbands will be left on the inmate for information during emergency situations.

Correctional officers will turn over all medication and medical information to medical personnel assigned to the processing area.

INMATE PROPERTY

The receiving correctional officer will carefully inventory the inmate's property and complete a BCJ-2 Inmate Personal Property and Money Inventory form. The original form will be maintained in the inmates brown pack file and a copy will be placed in the clear packet of the inmate's blue property bag.

Correctional officers will inventory the property and place the blue property bag along with the valuables bag numbers on the BCJ-02 form.

Correctional officers will no longer count the inmate's money and place that information on the BCJ-2 form. It will be counted with the Keefe System. During the pre-booking/booking, the correctional officer will log onto the Keefe System and complete the following:

1. Enter the inmate booking number.
2. Change the transaction type to 'KIOSK CASH'.
3. Click 'deposit' located at the far right of the screen.
4. Wait for the blue lights on the safe and enter all the money.
5. Click 'OK' and a receipt will print out.
6. Staple one receipt to the property inventory.
7. If a second receipt prints out, then it is placed in the inmate's brown pack.

An inmate with more than five hundred dollars (\$500.00) will bear witness to the correctional officer depositing the money and sign the receipt that prints out. If the inmate is uncooperative, the processing officer should obtain another correctional officer to bear witness to the deposit of the inmate's money and sign the receipt.

When an inmate comes into custody with a check from another agency, complete the following:

1. Print out the inmate information screen that identifies that inmate by name, booking number, date of birth, etc.
2. Write on the inmate information screen printout where the check was issued from, the check number and the amount.
3. Fold both the inmate information screen print out and the check in a size that will then be placed into a plastic bag.
4. Seal the bag and drop it into the safe.
5. Annotate on the BCJ-2 form the check number and the dollar amount and that it was placed into the safe.

When an inmate comes into custody with a debit card(s) from another agency, complete the following:

1. Have the inmate call the number on the back of the card.
2. Have the inmate go through the prompts until they speak to a live representative.
3. If requested give contact information for the Assistant Accounting Officer 254-933-6735.
4. On an inmate information screen print out, take note of the inmate's name, booking number, debit card number, debit card expiration date, and the three digit security code from the back

of the debit card. Place this information in the Assistant Financial Officer's mail distribution box.

5. Tell the inmate the company will issue a check and mail it to Bell County Sheriff's Jail Facility.
6. Once the check is received, the inmate will endorse the check and the funds will be placed into their money account.

During the booking process, correctional officers will show the inmate the receipt for the money deposited on their behalf and have the inmate sign the receipt. Should the inmate refuse to sign, have another correctional officer sign as a witness to the refusal and that the deposit was properly administered.

If any money was placed in the inmates valuables, let the inmate know the reason and the amount that was placed in his property then have the inmate sign the BCJ-2 form verifying acknowledgement.

Correctional officers working in the property area will ensure the inmates clothing is disinfected and laundered if the clothing is soiled or has blood on it. Clothing with blood or other bodily fluids on them will be laundered in the Infirmary for sanitation purposes. The clothing will then be vacuum sealed and stored in the blue property bags.

IDENTIFICATION

Upon completion of booking in an inmate, the inmate will be fingerprinted and photographed which will become part of the inmate's file.

Two photographs will be taken of the inmate with and without accessories. Any physical changes in the inmate's appearance during incarceration will warrant a new photograph taken and will become a part of the inmate's file. One photograph will be placed on the outside of the inmate's brown pack for identification purposes.

Correctional officers taking the photograph will properly display the inmate's name and booking number on the name board to be included in the photo.

Correctional officers will document any scars, marks, tattoos, physical deformities or disfigurements. Tattoos shall be photographed. Correctional officers will document, report and photograph any injuries the inmates came to jail with.

TELEPHONE USE

Inmates will be allowed to make two completed phone calls immediately after being booked in and no longer than four hours after arriving at the Bell County Jail.

TDD phones are available for inmates with speech and hearing impairments.

CONTACTING BAIL BONDS AND ATTORNEYS

The booking officer will provide the inmate with information utilized to secure their release from a bond company. This will include their charges and the bond amount.

Correctional officers will ensure that a list of bond companies are provided to the inmate and posted by all the blue and silver wall phones. Correctional officers may not provide an inmate with a recommendation on any bond company.

Inmates will be allowed to contact their attorney upon reasonable request with prior approval from the supervisor.

COMMUNICABLE DISEASE

Inmates will be questioned about prior and current medical conditions. This information will be forwarded to the trained medical staff to make the decision for the most appropriate housing for the inmate.

If this facility is unable to house the inmate pursuant to the facility medical plan then the decision will be made by the Jail Administrator to transfer the inmate to an appropriate facility.

SHOWERS

Inmates will be showered prior to going to the housing units. This shall be conducted by a correctional officer of the same gender.

Inmates will be issued jail clothing and bedding.

NONDISCRIMINATORY PRACTICES

Correctional officers will not discriminate against inmates based on race, religion, national origin, sex, age or disabilities.

	SUBJECT: Classification	VOLUME: III SECTION: A NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The object of the Bell County Jail Facility is to implement and maintain the inmate's classification by ensuring that inmates are classified in a fair and consistent manner. To provide inmate housing assignments, security level assessments, treatment and program services. This plan will ensure that decisions are made to benefit both the facility and the inmate, and will ensure that proper documentation is maintained.

COMPLIANCE

This chapter complies with Chapter 271 of the Texas Commission on Jail Standards Rules and Regulations.

ASSESSMENT

The classification assessment system will provide for the management and confinement needs of the jail facilities along with the inmate's protection, safety from other inmates, prevent escapes and the protection of the general public.

Inmates will be held in the intake holding area until they are called for classification. The time in the holding area is not to exceed forty-eight hours before the inmate is housed in a cell/pod designed for the long term housing of an inmate.

The Bell County Jail form for Suicide and Medical and Mental Impairments and the criminal history will be forwarded to classification for review and to assist in the housing of inmates.

In making the determination for initial housing, consideration will be given to any and all special needs of the inmate in an effort to avoid undue hardships or allow situations where the inmate may harm themselves or others.

CRITERIA

The risk and needs of each newly admitted inmate will be determined based on objective and identifiable criteria providing for placement of the inmate in the least restrictive housing compatible with his/her assessed risk or need by using the following factors:

1. Current offense/conviction
2. Offense history

3. Escape history
4. Institutional discipline history
5. Prior convictions
6. Alcohol or drug abuse history
7. Stability factors

PRIMARY CUSTODY ASSESSMENT

Classification officers will review all initial documentation for accuracy within 48 hours using the following factors:

1. Incident reports
2. Medical/Mental health form
3. Criminal history

Classification officers will conduct a one on one interview with inmates for the purpose of determining the security level and housing assignment of the inmate utilizing the initial assessment scale and severity of offense scale. The interview must be completed any time an inmate is moved from temporary housing assignments to general housing in the jail facility.

In completion of the interview, the classification officer will explain the classification process, conduct a jail orientation and answer questions concerning jail rules and regulations. The inmate will then sign a form acknowledging receipt of the Bell County Inmate Handbook.

Classification officers will treat inmate's personal information with a reasonable degree of confidentiality, and all inmates will be treated in a fair/consistent manner. Classification forms will be thoroughly and accurately completed.

Primary classification will occur prior to an inmate moving to general housing. This will be the lowest security level necessary while ensuring the community, staff and other inmate safety factors. Inmates will be interviewed every thirty days for appropriate treatment and programs consistent with their security level.

CUSTODY LEVELS

During inmate reviews, custody level assessments will be made using the initial custody assessment scale which has predetermined point values that provide assignment to maximum, medium and minimum security housing.

Custody levels values of five or lower on the initial assessment scale A-G will be considered minimum risk and must meet the following:

1. Sentenced misdemeanor or selected sentenced felons, except convictions of assaultive felonies.
2. No detainer or pending court action.
3. Display cooperative attitude for staff and rules.

4. Not considered an escape risk.
5. Will be eligible for work status and in house religious and education programs.

Custody level values of six to ten (6-10) points on items A-G or five points lower on items *A-G with detainees* will be considered medium risk and must meet the following factors:

1. Sentenced misdemeanants and felons who do not qualify for minimum security classification or require a higher security classification.
2. Awaiting trial or sentencing but do not require higher classification.

WORK ELIGIBLE PROGRAMS

Classification officers will interview inmates for eligibility for work programs by checking criminal history and local case history for prior convictions and make an assessment.

Low risk misdemeanor inmates will be utilized first for work within and outside the jail facility. Inmates will not have a history of escape risk for outside work. Inmates will be signed in and out on the Inmate Activity Sheet by booth operators when leaving the facility. Inmates will leave the facility under direct supervision of a deputy or correctional officer. Inmates will be thoroughly strip searched upon return to the jail facility for contraband.

Low risk convicted felon inmates will be utilized for work within the jail facility only and under direct supervision of correctional officers. Inmates will not supervise other inmates, work with jail records, handle inmate money, perform maintenance of locking or security devices will not work more than forty-eight hours per week (unless approved by the jail administrator) and are not required to work but may volunteer.

CUSTODY ASSESSMENT/REVIEWS

Classification officers will review each inmate file every ninety days to provide proper housing assignments, safety of inmates and the facility. Files may be viewed at any time upon belief that classification factors have changed, or any changes have been made, including housing assignments that have moved. Reassessments will be attached to initial assessments and placed in the inmate's file.

Classification officers will review daily any changes that affect an inmate such as new charges, dismissal, bonds, etc. Single cell assignments will also be reviewed each day. In addition, inmates in administrative housing will be reviewed every fifteen days.

All reviews and reassessments will be approved by the classification supervisor.

PROGRAMS

Classification officers may recommend in-house programs based on interviews and identity of the following needs:

1. Educational
2. Mental health
3. Substance abuse and other treatments
4. Work programs

Inmates may request permission to attend programs they are eligible for in writing to the classification supervisor for approval and the classification officer will notify the program instructors of the approval.

Program availability and eligibility is determined by assigned security levels, restrictions and case by case needs.

High risk inmates may participate in the following:

1. In-house programs
2. Outdoor recreation
3. One on one counseling (security permitting)

Medium risk inmates may participate in the following:

1. In-house programs
2. Outdoor recreation
3. May be considered for outside supervised work detail

Minimum risk inmates may participate in the following:

1. Work detail (inside or outside)
2. Outside recreation
3. All in house programs

HOUSING SCHEME

The classification officer will assign the inmate to the least restrictive housing which appears to be consistent with their classification determination. Special housing assignments will be assessed to include minimum, medium and maximum custody levels. Maximum classified inmates will be held in the Loop Jail Facility only at this time pending further facilities opening/closing. Inmates who require special accommodations in their housing assignments may be assigned single cells for such reasons as:

1. Medical needs
2. Mental health needs
3. Protective custody
4. Administrative separation
5. Disciplinary reasons

Special condition inmates having needs or conditions which require special attention, but do not require housing separate from the general population but may require modified living quarters may or may not require an override; such inmates will be treated in accordance with the requirements of the special conditions which may include the following:

1. Physical conditions
2. Mental disabilities
3. Diet restrictions
4. Alcohol or drug withdrawals

Juveniles will be separated by sight and sound from adult inmates in accordance with the Family Code, Sec. 51.12. Females will be assigned housing separated by sight and sound from male inmates. Inmates in single cells (separation/isolation cells) will be afforded access to a shower at least once daily. And will be provided access to programs and services unless the continuance would affect the safety and security of the facility.

Classification supervisors, with written approval of the Jail Lieutenant, may authorize transfer or override of an inmate to minimum risk housing if it is shown that the assessment points are attributed solely to offenses considered to be traffic or alcohol abuse or non-violent felony charges that are in excess of ten years old for which there is no continuing parole or probations.

APPEALS

An inmate may appeal their classification by writing to the classification supervisor per the Inmate Handbook and will state the specific reason(s) for the appeal such as dispute of charges or other factors. Upon receipt of the appeal notice, classification will be reviewed by the classification supervisor. Any adverse decision may be appealed in writing to the jail lieutenant.

The appeal process will continue through to the Jail Administrator and ultimately to the Sheriff whose decision will be final. Appeals should be answered within seven days. Documentation of appeals will be attached to the classification assessment and placed in the inmate's file.

RECORDS

A classification record and housing documentation will be maintained for each inmate in their permanent file. The record will contain all available information such as:

1. Current offenses
2. Prior offenses
3. Past and present institutional records
4. Disciplinary history
5. History of medical or mental health concerns requiring special housing consideration

INMATE CLASSIFICATION AUDIT

The classification supervisor will conduct an internal audit on the classification system semi-annually and will assess that certain features of the objective classification system is being utilized. The audit will document such procedures as the following:

1. Inmates are classified within a timely manner.
2. Inmates are properly housed according to their assigned custody levels.
3. The inmate override rate is minimal and acceptable.
4. The inmate is housed in the least restrictive level.
5. Classification instruments used are completed properly and accurately.

The classification supervisor will randomly select and review at least three inmate records of each security level as follows:

1. Three disciplinary records.
2. Three administrative records.
3. Two overrides (one high custody level and one low custody level).
4. Three re-assessments (one high custody level and one with no change in custody level).

Written documentation or report will be forwarded to the Bell County Jail Administrator for review.

TRAINING

All correctional officers whose duties include classification will undergo at least four hours of training annually on the principals, procedures and instruments of classification assessments, housing, assignments, re-assessments and inmate needs. Training will include curriculum for new employees that are present at the time of the jail academy.

	SUBJECT: Release	VOLUME: III SECTION: A NUMBER: 3
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The object of the inmate release plan is to outline the proper procedures and documentation necessary to legally release an inmate from custody.

COMPLIANCE

This section complies with Chapter 267 of the Texas Commission on Jail Standards Rules and Regulations.

IDENTIFICATION

Correctional officers working in the releasing area will be responsible for the identification of each inmate being released by comparing the inmate with the photograph on the inmate's brown file. If uncertainty exists, a comparison of the finger prints can be made.

The releasing officer will have a new photograph taken if there are any physical changes to the inmate's appearance before release.

AUTHORIZATION

The releasing officer will ensure that the release orders presented purports the legal authority to discharge the inmate from Bell County custody. The releasing officer will check the time calculations, verify earned credits and the inmate's credited days while in custody before the inmate is discharged on court ordered sentences for time served and fine amounts.

The releasing officer will write a receipt for money received for cash bonds. The correctional officer will give the person who paid the cash bond a receipt which will include the warrant or capias number, charge and any credit earned.

The releasing officer will verify all information on the bonds is correct. Any bond in the amount of \$20,000.00 or more must be approved by the Jail Lieutenant or above. Correctional officers will check the bonds and ensure the notary seal is current, bond amount on the back is double from the amount on the front (i.e. if the bond on the front reads \$1500.00, then the back of the bond should read \$3000.00), inmates name appears in three places and the charge and misdemeanor/felony class is correct.

Bell County will no longer encumber money to bond companies or their agents. Nor will Bell County release debit cards or credit cards to bond companies or their agents.

Bell County will only encumber money to the following:

1. Temple City fines.
2. Bell County PR bond fees.
3. Bell County fines.
4. Cash bonds with enough money on their accounts.

Inmates being released will no longer receive a check from Bell County. They will receive a debit card instead of checks being issued. The debit card, along with a street release, can go with the inmate to the following:

1. TDC, state jails, ISF, SAFPF, ICE
2. Any mental health facility
3. Probation programs such as Uvalde County, Concho Valley, Treehouse, etc.
4. Ft. Hood

To encumber money to the agencies authorized, complete the following:

1. Log onto the Keefe System
2. Enter the inmate's booking number.
3. Click the minus sign.
4. Click 'next'.
5. Change the amount needed for the card.
6. Select 'add'.
7. Select 'withdrawal ck' from the drop down screen input the amount to encumber.
8. Click 'finish'.
9. After the beep, swipe the card.
10. Click 'submit PPD debit'.
11. Verification amount on card will appear. Click 'ok'.
12. An image of the check will appear, select 'cancel'.

To issue the inmate a debit card, the releasing officer will complete the following:

1. Log into the Keefe system.
2. Enter the inmate's booking number.
3. Click the minus sign.
4. Clicks 'next' then select 'add'.
5. Click 'finish'.
6. After the beep, swipe the card, then select 'submit PPD debit'.
7. Verify the card information, click 'ok' and print the screen.
8. The inmate will get the card along with a card information pamphlet.
9. Annotate the card number on the property sheet and the card log.

The releasing officer will check the TCIC (Texas Crime Information Center) and the NCIC (National Crime Information Center) for active warrants prior to releasing an inmate from custody.

If the inmate is being released to another agency, the releasing officer will place a detainer on the inmate if they have pending charges with another agency or Bell County. A copy of the detainer

will be forwarded along with the inmate to the other agency and one copy will be placed in the inmate's file.

The releasing officer will ask the receiving officer for their credentials and will document the officer's name, agency, and badge number if available. The releasing supervisor on duty, assigned to approve releases will verify and sign off on all releases.

MEDICAL

The releasing officer will receive from the intake screening nurse all medications for the inmate being released. The inmate will verify their medication and sign the Medication Verification Form. The signed form will be returned to the intake screening nurse.

Correctional officers will obtain from the intake screening nurse the medical transfer sheet for inmates being transferred to other agencies.

SEARCHES

The releasing officer will ensure that inmates being released to other agencies are thoroughly pat or frisk search by a correctional officer of the same gender. The inmate will then be released to the receiving officer of the other agency. All inmates being transferred from this facility will leave in handcuffs and shackles.

RECORDS

A record will be kept of the inmate's discharge or release orders and placed in the inmate's permanent file. The releasing officers will place a copy of the authority or release orders in the inmate's file, showing how the inmate was released from custody.

The releasing supervisor will release the inmate out of the computer system. The releasing officer will place the check sheet in the inmate's file notating the correctional officer's initials and the supervisor's initials approving the release of the inmate.

The inmate's permanent file will be forwarded to the records custodian, as designated by the Sheriff, for final disposition in accordance with the laws of the State of Texas.

PROPERTY RETURNED

All inmates released or discharged from custody will sign a receipt form, BCJ-02, acknowledging the money and property being returned to them. In the event the inmate refuses to sign the property receipt, the releasing officer, with a witness present, will note the refusal and sign the receipt.

Property for inmates being transferred will be given to the receiving officer. The releasing officers will notify the receiving officer of any type of weapons that were returned to the inmate and placed back into their property.

In the event of lost or ruined property, it will be reported to the releasing supervisor. The inmate will be given instructions for procedures on property claims.

PROPERTY CLAIMS

Property claims will be in writing stating the issue. The inmate must state the brand name, general description of the property and a copy of the receipt where it was purchased. The claim will be mailed through the Postal Service to the Sheriff's Department and to the 'attention: Jail Lieutenant'.

	SUBJECT: Housing	VOLUME: III SECTION: B NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

To provide visual observation and supervision of inmates by trained staff for the safety and security of the facility, inmates, as well as others; to provide a safe, suitable and sanitary facility.

COMPLIANCE

This section complies with Chapters 275 and 277 of the Texas Commission on Jail Standards Rules and Regulations.

TRAINING

All employees within the Bell County Jail will receive training on procedures for recognition, supervision, observation, documentation and handling of inmates.

All employees will receive additional training annually in recognition and procedures for potentially suicidal inmates.

Training will include curriculum for new employees. New employees will have one year from the date of hire to attend an academy.

All employees assigned to the jail will hold the necessary license as required by the Texas Commission on Law Enforcement.

Officer Standards and Education are under provisions of the Texas Administrative Code Title 37.

OBSERVATION

Visual face to face observation of the inmates will be conducted at least every hour within the pods, cells, and dorms.

Inmates suspected of having suicidal tendencies, signs of self-injury or made a statement that they plan to harm themselves, will be placed in the infirmary under a twenty-four hour observation by a correctional officer. Observations by the correctional officer will be documented on the proper logs.

Intercom communication is available throughout the jail facilities for two way communication between the correctional officers and the inmates.

Cameras and monitors are installed throughout the jail facilities so that correctional officers and deputies can monitor an inmate during cell activities.

STAFF SECURITY

Supervision of inmates will comply with state laws and standards. In the Loop Jail Facility, each pod unit will be staffed with at least one correctional officer to every forty-eight inmates.

The senior correctional officer working a cell/pod unit will ensure they are kept secure, safe and orderly at all times.

At no time will a correctional officer working the control booth override doors. Secure one door before opening another one. Exceptions will be in an extreme emergency and under the supervisor's direction.

At all times there will be a correctional officer on the floor with a set of keys in the event of an emergency.

For the safety of the facility, staff and inmates as well as others, floor checks will be conducted at least three or more times at irregularly timed intervals.

INMATE MOVEMENT

Inmates will be notified to begin getting ready by the booth operators utilizing the intercom system when they are going to district, county, magistrate's courts, or contact visit, infirmary or a supervisor's office.

At no time will correctional officers working the pod/cell units allow an inmate to walk unescorted back to their pods/cells from the facility nurse's office.

Correctional officers escorting inmates will position themselves properly, to the left of the inmate; one arm length behind. Correctional officers escorting five or more inmates will require two correctional officers; one officer is to walk in the middle of the line of the inmates while the other is at the back of the line of inmates.

When escorting inmates have them turn and face a wall if a person of interest is approaching or there are inmates of the opposite gender being escorted towards them. After the people of interest or inmates are past the inmates facing the wall, have the inmates who were facing the wall turn and proceed to walk to their destination.

Any inmate with a known history of aggressive or assaultive behavior will be escorted by two correctional officers and a supervisor with the inmate in hand and leg restraints.

ACCOUNTABILITY

Upon reporting to their assigned pod/cell units, both the off-going and on-coming correctional officers will conduct a visual count of each inmate and a security check of their assigned pod/cell units.

Correctional officers will conduct a roll call immediately after shift change. Roll call will be conducted properly with the jail printout showing inmate names. Correctional officers will state the inmate's last name and the inmate will respond with their first name.

When conducting roll call and headcount, correctional officers will walk into individual cells and remove obstructions from the air vents and materials covering their cell lights.

Correctional officers are allowed to work or count the inmates of the opposite genders in their cell/pod units. The correctional officer of the opposite gender will announce 'male on the floor' or 'female on the floor' prior to entering the pods/cells. At no time will officers enter an individual cell of the opposite gender by themselves. They must be accompanied by an officer of the same gender as the inmate.

INMATE CLOTHING

Inmates held over seventy-two hours or assigned to a housing unit will be issued the following items of clothing:

1. One uniform
2. One pair of clogs
3. Two pair of socks
4. Two boxers (male)
5. two panties (female)
6. Two bras (female)
7. One towel
8. One blanket
9. One sheet
10. One clean, serviceable mattress

Inmates will be fully clothed during feeding and at any time they leave their cell. Clothing will not be altered or worn in a manner that could conceal contraband. Rolling up the pant legs, sagging or placing hands inside the waistband of clothing is strictly prohibited.

Alterations of clothing is not allowed, nor is marking, drawing, tearing or altering in any way allowed. REPLACEMENT COST WILL BE CHARGED TO THE INMATE AND DEDUCTED FROM THEIR INMATE MONEY ACCOUNT FOR ITEMS DESTROYED OR TAMPERED WITH.

When conducting laundry exchange in the pod/cell units, inmates will exchange all laundry items (sheet, towel, uniform, and under garments).

Correctional officers conducting laundry exchange will utilize the male trustees to move all laundry carts to the cell/pod units.

Any laundry needing to be exchanged will be done once soiled laundry is passed to the officer or trustee. This prevents shortage of clothing items and inmates from keeping extra items in their housing units.

Inmates requiring daily exchanges of clothing will have their laundry exchanged by the floor walkers daily until notified otherwise. Clothing collected will be sealed in a plastic bag and marked as soiled and then given to the infirmary to wash. The infirmary officer will maintain a list and prepare the bag of clean laundry on shifts as assigned (currently, this is done on midnight shift). The bags will then be placed in the laundry room. It will be each housing unit's responsibility to pick up the bags for laundry exchange. Inmates requiring daily exchange of clothing will also be issued white blankets.

Wool blankets will be exchanged every thirty days unless health or sanitary reason exists.

LAUNDRY

Currently, laundry exchange at the Loop Jail is done by the midnight shift staff on Wednesdays for the Loop Jail pods 'B' and on Fridays for the Loop Jail pods 'C'. Laundry exchange at the Loop Jail pod 'A' and the infirmary are done on Sundays by the day shift jail staff.

Laundry conducted on midnight shift will be washed and dried immediately following laundry exchange. Female trustees will be utilized for this task. Female trustees will assist correctional officers in handing out laundry for the female cells while male trustees will assist for the rest of the jail. At no time will trustees hand laundry to the inmates. This will be done by the correctional officer conducting the laundry exchange.

Correctional officers will ensure excess laundry is collected from the cells/dorms. Correctional officers will instruct inmates coming out of their cells to remove knots from their sheets. All items being exchanged will be inspected for alterations. If alterations are found, a supervisor will be notified in writing.

Correctional officers supervising trustees washing laundry will ensure they receive a sack lunch from the kitchen cooler. Trustees working laundry during meal times will be given ample time to complete their meals.

If the inmate comes to jail with soiled clothing or blood on their clothing, then all personal clothing upon admission to the jail will be laundered and disinfected before being placed into the property bag. Clothing will be washed in the laundry room unless the clothing contains bodily fluids, which will then be washed in the infirmary.

PERSONAL HYGIENE

Inmates held over seventy-two hours will be issued personal hygiene items before going to their assigned units. The following items will be furnished to the inmates:

1. 1 toothbrush
2. 1 toothpaste
3. 1 comb
4. 3 indigent envelopes
5. 3 sheets of paper

Razors will be passed out as assigned by the jail facility. In the Loop Jail, this will be on midnight shift on Monday, Wednesday, and Friday mornings. Correctional officers will use jail printout showing inmate names when issuing/collecting razors. Only one razor will be issued per inmate. Whether collecting or issuing an inmate a razor, the correctional officers will check the inmate's wrist band, mark their name on the jail printout showing inmate names, then hand the inmate a razor and collect the previously issued razor. The correctional officer will ensure the razors are intact.

Toilet paper will be available to the inmates at all times upon request to a correctional officer. Inmates will not be allowed to keep excessive amounts of toilet paper, which may be considered as a safety hazard. Soap will be issued twice per week on days assigned by the jail facility. The Loop Jail will issue soap twice a week on midnight shift on Sundays and Wednesdays. Correctional officers will issue the soap to the inmates.

At no time will inmates be allowed in the day room without shirts/pants. When out of their cells in the dayroom, they shall be fully clothed at all times without exception.

SHOWERS

Inmates are required to shower at least every other day or whenever clearly justified for health reasons.

Inmates on work details or court appearances will be afforded daily showers.

Correctional officers in charge of the shower cleaning detail will ensure that the housing unit showers are cleaned by the inmates assigned to that cleaning detail. Shower trustees will be brought to intake for their showers and clothing exchange.

A shower log will be kept for all isolation cells. Inmates will be offered the opportunity to come out and use the shower. Inmates will be given twenty minutes to complete their shower. Times will be placed on the log when the inmate starts and completes their shower. Refusal will be logged as a refusal and the time placed on the log. Aggressive or assaultive inmates will be showered in the intake area. Showers for this unit will be conducted on day shift.

HAIRCUTS

Inmates will be required to have haircuts whenever clearly justified for health or sanitary reasons.

Inmate haircuts will be conducted at the housing unit dayrooms. One inmate may volunteer as the barber and will be the only inmate to get a change of uniform. Barbers are prohibited from giving other inmates faddish style haircuts while incarcerated.

Haircuts will be conducted on late night cell lockdowns, known in house as 'rack ups'. Haircuts must be completed between 2330 and 0145 hours. Hair clippers will be cleaned and ready for pick up by 0200 hours.

In the Loop Jail Facility, haircuts will be conducted on the 1 side on Friday nights; on the 2 side on Saturday nights.

[Other facilities pending]

FEEDING/PICKUP

Feeding of inmates will alternate between the 1 & 2 sides in the Loop Jail. On odd days, the 1 side will be fed first. On even days, the 2 side will feed first (example: May 1, 3, 5 would be one side; May 2, 4, and 6 would be the two side).

Feeding of inmates in the Loop jail will begin at 0430/1000/1630 hours. There will be no more than fourteen hours between the last meal at 1630 hours and the first meal at 0430 hours.

Trustees will be placed in the Loop Jail multi-purpose rooms to be fed double trays 30 minutes prior to feeding the Loop Jail pods. These times are 0400/0930/1600 hours.

Upon arrival of food carts on the housing units, correctional officers will plug them into the wall electrical outlet. The exception will be the Sunday 0430 & 1630 hour meals, during which time sandwiches are served.

Booth operators working the 'A' and 'C' Loop Jail units will announce in an hour advance that they are securing doors for feeding time. The correctional officer working the floor will enter the pods system and secure cell doors forty-five minutes prior to feeding time.

Once all the units are secure, the count of inmates complete, the correctional officer will notify their booth operator of the total housing unit count for food trays. The booth operator will then notify Central Control either via phone or base radio that the units are secured. Once the doors have been secured and an inmate that previously did not exit his cell to eat then wishes to come out and eat, it will be the senior floorwalker's decision to pull the inmates out of the unit, place them in the multi-purpose room and feed the inmates.

When feeding the inmates, one correctional officer will enter the unit. When all inmates are lined up, the correctional officer in the unit will then count the inmates, give that number to the correctional officer feeding and then give the 'okay' to start feeding. The correctional officer will then position himself/herself at the end of the line but still be able to observe the inmates receiving their food trays. The correctional officer will exit the housing unit when there is no longer a line of inmates awaiting a food tray

When the correctional officer within the unit tells the inmate count to the correctional officer feeding, the correctional officer feeding will write that number on the glass of the unit with a dry erase marker only. The correctional officer feeding will count the food trays out loud as they are being given into the unit. The correctional officer will state 'last tray' and close the food chute then move to the next unit.

During feeding, the correctional officers inside the unit will ensure the inmates maintain a distance of at least three feet from the door as food trays are being passed inside. Inmates will approach one at a time, receive their tray, and proceed to the dayroom table. The correctional officer will ensure that single file line is maintained at all times. The inmates will not be allowed to stand on the tier steps during feeding times.

Upon completion of feeding, the correctional officers will pick up trays through the food chutes ONLY. The exception will be the infirmary cells MW1-MW5. The trays from these infirmary units will be picked up through an open door.

Once trays are accounted for, they will be taken to the kitchen. NO TRAYS WILL BE LEFT IN THE UNITS FOR LATER PICK UP.

After picking up food trays, correctional officers will then pick up trash, one unit at a time. The correctional officer will secure the door after trash pickup and then proceed to the next unit. AT NO TIME WILL TRUSTEES BE ALLOWED INSIDE THE VESTIBULE AREA OF THE POD UNITS WITH DOORS OPENED TO INDIVIDUAL PODS.

After completion of tray and trash pickup, the booth operator will call the infirmary and request the med tech for their unit and also pass out cleaning supplies to the inmates for housing cleaning.

CLEANING SUPPLIES

Inmates will be issued cleaning supplies to clean their housing units daily. The supplies will be issued on shifts as assigned by the jail facility. Immediately after each meal, inmates will clean their units. Inmates assigned to isolation cells will be allowed access to cleaning supplies on all shifts. Correctional officers will prepare the cleaning bucket and supplies and allow the inmate to leave his cell and return with the cleaning bucket and supplies. The correctional officer will observe the inmate at all times. Whenever an inmate is deemed aggressive or assaulting that is being removed from their cell for cleaning, the inmate will be handcuffed and shackled during the cell cleaning. A supervisor will be present at this time as well.

In the Loop Jail Facility, midnight shift will have inmates begin cleaning at 0300 hours. The inmates will clean their Pod/Cells/Dorms immediately after feeding and pick up for day shift and evening shift.

[Other facilities pending]

TRUSTEES

Upon completion of roll call/head count, correctional officers will pull trustees and begin cleaning units during the midnight shift. Cleaning on the day shift and evening shift will be completed after feeding and pick up.

Correctional officers using trustees to clean the units will keep them under visual control at all times. The booth operators will NOT use the cameras as a means to directly supervise inmates.

In the event of a medical emergency or officer assistance call, trustees cleaning in the Loop Jail housing areas on 'A' and 'C' units will be secured in the multi-purpose room. The 'B' unit will secure trustees back into their pod.

Correctional officers working the housing units where kitchen trustees are will wake up all the AM or PM kitchen trustees and offer them a razor. If they refuse the razor, the correctional officer will annotate the trustee's name, booking number, date and time of refusal. The correctional officers will notify their supervisor and the kitchen correctional staff.

Razors will be collected from the kitchen trustees as they exit their housing unit and the razor detail will be annotated on the jail print out with the inmate names. Correctional officers will check each trustee to ensure they are clean shaven. All male inmates working as trustees will shave daily.

The kitchen trustees housed in the Bell County Annex Facility will be pulled out of their dorms 15 minutes prior to leaving for work and placed into the multi-purpose room. Morning kitchen trustees will be pulled out of their dorms at 0245 hours. Afternoon kitchen trustees will be pulled out of their dorms at 1045 hours.

CELL/CONTRABAND SEARCHES

Any inmate who leaves the secured jail for such activities as trustees, court or medical services will be thoroughly search before being allowed to re-enter the jail.

After a contact visit, the inmate will be searched for possible contraband before allowing them back into their assigned housing.

Regular and irregular cell searches will be conducted in specified areas as directed by the shift supervisors. Correctional officer will write a report of cell searches conducted and forward them to shift supervisors. Cell search reports will be forwarded to the jail lieutenant for review and placed in a master file.

	SUBJECT: Sanitation	VOLUME: III SECTION: B NUMBER: 2
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

OBJECTIVE

The purpose of the Bell County Sanitation Plan is to provide for the daily schedule maintenance and sanitation necessary throughout the jail facilities.

COMPLIANCE

This chapter is in compliance with Chapter 279 of the Texas Commission on Jail Standards Rules and Regulations.

DEFINITIONS

EPA (U.S. Environmental Protection Agency) defines **sanitization** as reducing bacteria on surfaces. To be a registered sanitizer, the product must eliminate 99.9 percent of bacteria.

A disinfectant eliminates or inactivates human-disease causing microorganisms or pathogens and requires a stronger solution than a sanitizer to destroy germs rather than simply reduce them. Disinfectants have no effect on dirt, soil, or dust. Disinfectants are regulated by the EPA.

Sanitizers are used to reduce germs from surfaces but not totally get rid of them. Sanitizers reduce the germs from surfaces to levels that considered safe.

PERSONAL HYGIENE

Inmates assigned as trustees are required to shower every day or when certain conditions exist, they will be required to shower more frequently.

Inmates assigned to the kitchen involving the handling of food and food preparations utensils will wear gloves and hair nets. Inmates will also be properly groomed and clean shaven at all times. Inmates that do not comply will be relieved of their work status.

HEALTH AND HYGIENE HABITS

Signs will be posted in the food service areas to remind workers of the responsibility regarding personal hygiene.

Inmates with open sores, open lesions, infected wounds, sore throats, diarrhea or any transmitted illness will not be allowed to handle or prepare food items in this facility and will be monitored closely.

Inmates will wash their hands and forearms before, during and after work, after eating, drinking, picking up anything off the floors, and after using the restroom. Toilets and wash sink will be available in the food service area. **INMATES WILL NOT WASH THEIR HANDS IN THE FOOD PREPARATION SINKS.**

Any employee handling or preparing food after they have smoked will wash their hands thoroughly with soap and water before handling or serving food. Reminder: There are designated, non-public smoking areas where employees are to smoke.

EQUIPMENT/TECHNIQUES

Equipment will be inspected before turned on to ensure that it is in good working condition. At no time will equipment be left running and unattended. Manufacturer instructions and equipment safeguards will be followed at all times when using the equipment. Hands will not come into contact with slicer blades, grinders, choppers or mixing blades at any time.

When lighting gas equipment, the manufacturer's instructions will be followed. Turning on electrical switches or using electrical equipment while standing on wet floors or using electrical equipment that becomes wet will be avoided. Equipment will be unplugged by pulling on the plug and not the cord.

Any changes in work procedures will be approved through the immediate supervisor report any defective equipment, electrical wiring or switches promptly. **REPORT ALL AND ANY ACCIDENTS.**

Cleaned and sanitized equipment and utensil will be stored at least six inches above the floor in a dry, clean location to protect them from contamination. Utensil will be handled to prevent contamination of the surface that comes into contact with the food.

Other utensil will be stored in a covered or inverted position, whichever is more practical. All equipment will be thoroughly air dried before stacking or storing items.

All sharp, cutting or pointed equipment will be stored in a locked container in the kitchen office (i.e. knives, potato peelers and screw driver). The kitchen correctional officer will control the key to this storage box at all times. The equipment will be inventoried at the beginning and end of each shift and verified by two correctional officers.

FOOD SERVICE PREPARATION/SANITATION

The food service operational plans are affected by Federal, State, and Local regulations that have impact on health safety and sanitation procedures. Sanitation guidelines will be used for ensuring proper procedures for sanitation and safety measures are consistent in the jail food service areas.

All trustees will be cleared by medical staff, prior to working in the kitchen or handling food.

Inmates will be supervised at all times while working in the kitchen. The correctional officers will also ensure the trustees are in compliance with Volume III, Section A, Number 4, 'Trustees'. Uniforms will consist of orange jump suits, hairnets, mask, gloves and apron. Inmates will keep their mask covering their nose and mouth at all times when preparing or handling food. Trustees will be allowed to wear their own shoes while working in the kitchen. Inmates may also be required to wear rubber boots or appropriate clothing when working in the refrigerated areas.

The kitchen supervisor and staff are responsible for planning and overseeing the preparation and serving of a consistent, well balanced diet. The staff will also ensure that all meals are prepared and served under sanitary conditions.

Lack of kitchen staff commitment to the goal of sanitary food service can lower morale and mishandled food can become contaminated with food toxemia or food poisoning. Food protection measures are crucial to prevent contamination from spoilage and infestation of bacteria. All work areas, food preparation and serving areas will be sanitized and disinfected daily.

FOOD INSPECTION/STORAGE

Each service delivery will be checked promptly to ensure that we recognize and refuse contaminated items. Food items requiring cold storage to prevent spoilage and to retain high quality and nutrition value of food supplies will be stored in a sanitary temperature controlled storage area.

All food supplies received will be stored in the appropriate storage area such as dry, refrigerated or frozen areas as soon as possible. New received items will be placed in the rear of the like items to ensure the use of older items first.

GARBAGE STORAGE

Garbage and trash will be stored away from food preparation, storage and dining areas. Garbage and trash will be separated, covered and removed at least once daily. Floors, walls and ceiling of the garbage area will be cleaned daily. Floors will have proper drainage.

INSPECTIONS

Proper sanitation and safety measure must be used consistently in the jail food service department. The food service supervisor will make daily inspections.

Weekly inspections will be conducted by staff to ensure that they are utilizing proper procedures and sanitation is being done.

The local health department will inspect annually to ensure that proper sanitation procedures and policies are in effect and being utilized.

SANITATION FOR WORK SURFACES

All employees will ensure work sites will be maintained in a clean and sanitary condition. All equipment, environmental and working surfaces will be cleaned and disinfected after contact with blood or other potentially infectious materials.

Contaminated work surfaces will be cleaned and disinfected after completion of procedures immediately, or when feasible, when surfaces become contaminated; after any spill of blood or other potentially infectious material; and at the end of each shift if the surface became contaminated since the last cleaning.

FACILITY

It will be the responsibility of each booth operator to ensure the cleanliness of each booth. This will include but not limited to cleaning the booth windows, counter tops, vacuum or sweep the floors, ensure drawers are free of contraband and ensure the staff restrooms are cleaned and sanitized.

It will be the responsibility of the floor walkers to ensure the rest of the housing common areas are cleaned and sanitized to include but not limited to windows cleaned, walls and floors cleaned, air vents, staff restroom cleaned and sanitized, supplies are supplies are restocked and food chutes cleaned daily after feeding.

TRASH

The removal of trash from each housing area is the responsibility of the correctional officer assigned to that housing unit's floor. Trash will be picked up daily by each shift. A serviceable trash bag will be issued to each housing unit and individual cell on a one for one bases. At no time will extra bags be issued to inmates.

In the Loop Jail, it will be the responsibility of the correctional officers working the C-Pod to pick up all trash at the end of shift. This will include each pod, infirmary, laundry and the staff dining room.

ENVIRONMENTAL SANITATION MAINTENANCE

A weekly schedule will detail the thorough cleaning of walls, floors and ceilings in all areas. Supervisors on the midnight shift will assign staff to clean all the vents and lights within the Loop Jail. [Other jail facilities to be added]

An adequate number of trash and leak proof garbage containers will be available. Plumbing and sewage facilities will be checked periodically for leakage and backup. Such a problem can contaminate cooking and eating utensil and cause unsanitary conditions in housing areas.

BLOOD CONTAMINATION/WASTE MATERIALS

In the event of blood and body spills, spill kits will be readily available to the correctional officers for use in cleaning the area.

Each correctional officer within the Bell County Jail facilities will be properly trained on the procedures of us in the disposal of contaminated materials of substances using a complete and serviceable spill kit. Proper procedures for using the spill kits are located on the individual kit. The red bag will be brought to the infirmary for disposal.

Contaminated clothing and linens will be placed into a clear trash bag, sealed and taken to the infirmary for laundering. The infirmary officers will wear gloves when handling the contaminated articles.

	SUBJECT: Emergency & Line Equipment	VOLUME: III SECTION: B NUMBER: 3
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

In the event of a fire or major emergency such as escape, riot, assaults, evacuation, rebellions, civil disasters or other emergency, this section will provide for the safety of correctional staff, inmates and visitors in the jail facilities.

COMPLIANCE

This section complies with Chapter 263 of the Texas Commission on Jail Standards Rules and Regulations.

TRAINING

All Bell County correctional employees will receive training each calendar quarter in life safety and emergency drills. Training will include fire drills, emergency plans, evacuation drills and the location and use of line safety equipment.

All employees assigned to the jail facilities will be certified in the use of Automated External Defibrillators (AED) and Cardiopulmonary Resuscitation (CPR). This training will be conducted every two years.

All employees assigned to Bell County Jail facilities will perform a fire drill at least once each calendar quarter, to include training with the air packs. Employees shall be required to know the location of all air packs and fire extinguishers located through the jail facilities.

EMERGENCY PLANS

The purpose of the emergency plan is to provide the orderly and effective removal of inmates and personnel from the jail facility in the event of a fire or disaster while maintaining safety and security of inmates and personnel. Plans requiring emergency response seek to establish a timely and effective route of such response.

FIRE PREVENTION PLAN

Daily inspections by correctional officers or other staff, as necessary, shall be conducted in an effort to prevent fires.

Flammable liquids, combustibles or sprays will not be stored inside the housing areas; aerosol cleaning material will be stored under maximum security conditions in storage closets. Paint and

other hazardous materials shall be stored in the hazardous storage room. In the Loop Jail, this is located in the East end of the sally port next to the Transportation man door.

[Other jail facilities to be added]

Weekly inspections by the supervisors will be conducted to determine that all emergency exits are clearly marked in accordance with state/local fire codes. Exits should be in good working order and free from obstructions. Exit signs should be illuminated. All grease filters and exhaust hoods will be kept clean and free of grease accumulation. All emergency keys shall be accounted for and kept in their proper place. Each week the emergency power equipment will be tested, checked and the electrical load transferred to the generators.

Monthly inspections by supervisors shall be conducted to ensure that all catwalks and air vents have been cleaned. Inspections of fire extinguishers, air packs, emergency flashlights and other firefighting and lifesaving equipment will be conducted to include the cell purge system.

FIRE SUPPRESSION

The Bell County Loop Jail is equipped with Notifier Automated Fire Detection System (NAFDS) to include visual and audible alarm systems.

NAFDS boxes are located throughout the Loop Jail as follows:

1. Lobby/front desk
2. Central Control booth
3. Infirmary
4. A/B/C Control booths

These alarms will alert at the Loop Jail Front Desk. The deputy or correctional officer at the front desk will notify Central Control either by radio or telephone of the alert and location. Central Control will then notify the affected unit(s) and shift supervisors by radio or telephone.

Shift supervisor on duty will be in charge (regardless of rank) unless the Sheriff or Chief Deputy are present and relieves them of that duty. A supervisor shall notify the Bell County Communication Center who will then notify the following:

1. Belton Fire Department
2. Belton Police Department
3. Bell County Sheriff's Deputies
4. Department of Public Safety
5. Jail Administrator
6. Jail Lieutenants

[Other jail facilities to be added]

Correctional officers in the effected units will begin evacuating inmates by utilizing the upper and lower side doors or by the most appropriate route available. Staff will escort the inmates to the multi-purpose room or the next most appropriate route to the effected unit.

Upon arrival of the Belton Fire Department, the booth operator will open the exit doors in outdoor recreation. Upon entering the recreation yard, the fire fighters will take the most appropriate route to the effected cell. Communication with them is important as we have a building designed for security (locked doors, etc.) and the layout may be unfamiliar to them.

Once the situation is under control, inmates will be returned to their units unless damage is too extensive and requires new housing assignments for the displaced inmates.

[Other jail facilities to be added]

REPORTS

All fires will be reported to the Bell County Fire Marshall. All fire and emergency reports will be careened by the jail lieutenant to ensure that all policies and procedure have been followed. All fire incidents will be reported to the Texas Commission on Jail Standards within seventy-two hours of the emergency.

GAS LEAKS

In the event a gas leak is detected in the kitchen, the correctional officer working in the kitchen shall evacuate the kitchen trustees from the kitchen by the most appropriate route and return them to their housing units or the most appropriate holding area. Once the trustees are secure, kitchen staff shall turn the gas valve off located behind the stoves.

The supervisors will be notified and it shall be their responsibility to notify the Bell County Maintenance personnel and the Belton Fire Department if necessary. Once the situation has been rectified and cleared, the trustees shall be escorted back to the kitchen to continue working.

WATER EMERGENCIES

The correctional officers working the unit floors will enter the catwalk and turn the water off to the effected cell in the event of a water leak. Any water leaks or loss of water in the cells shall be reported to the supervisors immediately. It shall be the supervisor's responsibility to notify Bell County Maintenance personnel and the Belton Fire Department if needed.

Upon arrival of maintenance, the correctional officer will escort them to the affected area. Once the water leak has been fixed, the water shall be turned back on.

In the event of a broken sprinkler head, the inmates will be evacuated by the most appropriate route available and to the most appropriate means of housing available.

Loop Jail Facility Procedure: Upon arrival of maintenance personnel, they shall enter the Sally Port water valve room and turn the water off. Supervisors will then notify the deputy working the front desk to reset the visual and audible fire alarms.

[Other jail facilities to be added]

In any facility, the correctional officers will supervise the clean-up of water and once completed, the inmates shall be returned to their cell or await housing reassignment due to cell damage.

ELECTRICAL EMERGENCIES

Maintenance personnel shall be responsible to conduct weekly power load checks for the emergency generator and document it on the generator logs. Prior to conducting a load test, Maintenance personnel shall call the jail facility's Central Control and inform them of the power drop and generator check.

It shall be Central Control's responsibility to notify the intake area that maintenance is about to conduct a generator check.

In the event of a power outage, the emergency generator should start up to supply emergency power. Should the generator fail to start, it shall be the supervisor's responsibility to contact the Bell County Maintenance personnel. If instructed to do so by maintenance personnel, the supervisor shall contact the electric company which supplies the jail facility with electrical power.

LINE SAFETY EQUIPMENT

It shall be the responsibility of all jail facility personnel to know the location of fire extinguishers and air packs.

Loop Jail fire extinguisher locations are:

1. Intake - by the nurse's station
2. Releasing – half wall by the copier machine
3. Main security corridor 1202 – north side of staff exit door
4. Main security corridor 1400 – west side of laundry door
5. Laundry office 1405 – south wall
6. Main security corridor 1600 – west side of 'B' unit sliding door
7. Main security corridor 1700 – east side of CMT closet between windows
8. Infirmary security corridor 1313 – west wall across from MW-1
9. Infirmary security corridor 1301 – east wall across from laundry room
10. 'A' and 'C' unit offices – south wall
11. 'B' unit office – south wall
12. Safety vestibule NR 1322 – east wall (green mile)
13. Security corridor 1800 MI – east wall (green mile)
14. Front lobby – north wall by front desk
15. Transportation corridor – 1264 – north wall across from transport desk

Loop Jail Air Pack locations:

1. Central Control stairwell 1286 – bottom of the stairs
2. Intake classification area 1243 – south wall
3. Releasing 1252 – half wall across from copier
4. Main security corridor 1400 – north wall across from dock access
5. Main security corridor 170 – south wall by trash pickup cart
6. Infirmary security corridor 1313 – west wall across from MW-1
7. A/B/C units – bottom of the stairwell on south wall

Automated sprinkler systems consist of sprinkler heads installed throughout all the area of Bell County Loop Jail. The system is designed to automatically activate in the event of a fire as well as the visual and audible systems. These shall be checked and inspected by the Bell County Fire Marshall annually.

The Bell County Loop Jail kitchen also is equipped with an automatic fire dispersal system for the stoves known as the Ansul fire dispersal system. This system shall be checked annually by the Belton Fire Marshall. The inspection will be documented and placed in permanent records.

[Other jail facilities to be added]

ESCAPES AND ATTEMPTED ESCAPES

Upon Notification of an escape or attempted escape, the following plan will be initiated.

Shift supervisor on duty will be in charge (regardless of rank) unless the Sheriff or Chief Deputy are present and relieves them of that duty. A supervisor shall notify the Bell County Communication Center who will then notify the following:

1. Bell County Deputies on duty
2. Belton Police Department
3. Department of Public Safety
4. Sheriff/Chief Deputy
5. Jail Administrator
6. Jail Lieutenants
7. Lieutenant CID
8. Belton Fire and EMS

Upon arrival, law enforcement personnel shall be posted around the Jail facility securing all exits to the facility. The jail facility shall be on lock down and a thorough head count and roll call shall be conducted of each inmate to include picture identification.

If need be, a thorough search of the jail shall be conducted by jail personnel assisted by local law enforcement officers if needed. Communication with them is important as we have a building designed for security (locked doors, etc.) and the layout may be unfamiliar to them.

Should an inmate or inmates be unaccounted for, their photographs, fingerprints, and scars/marks/tattoos will be sent in teletype form to all state and local law enforcement agencies.

ASSAULTS

Upon notification of an assault occurring between inmates, correctional officers will call out on the radio 'officer assistance needed at ---'. Upon arrival of sufficient officers arriving to the area, the inmates not involved will be locked down or moved to an appropriate means of housing. Inmates involved will be removed and escorted to the processing area or the most appropriate area of isolation from each other. Injured inmates will be treated by trained medical staff.

It shall be the supervisor's responsibility to notify the Jail Administrator and the Jail Lieutenants. An investigation should be conducted of other inmates by questioning them for witness information and to obtain statements. Additional charges may be filed or disciplinary served if need be.

If deemed necessary, inmates should remain isolated pending reclassification and new housing assigned.

REBELLIONS/RIOTS

In the event, should a rebellion or riot occur among inmates confined to Bell County Jail facilities, the following procedures shall take place:

The shift supervisor on duty will be in charge (regardless of rank) unless the Sheriff or Chief Deputy are present and relieves them of that duty. Supervisor shall notify the Bell County Communication Center who will in turn notify the following personnel:

1. Bell County Deputies on duty
2. Belton/Temple Police Departments
3. Department of Public Safety
4. Sheriff/Chief Deputy
5. Jail Administrator
6. Jail Lieutenants
7. Chief of CID
8. Belton Fire and EMS (Standby basis at Bell County Loop Jail)

Upon arrival of local, county and state law enforcement personnel, the correctional officers shall assemble with the full riot gear and if needed, assisted by law enforcement, enter the affected area by the most direct and appropriate route available.

Once the rebellion or riot has been contained, inmates involved shall be removed and isolated in the most available means of housing, pending interrogation for disciplinary action and possible filing of charges after screening by the District Attorney's office is complete.

Inmates requiring first aid treatment shall be escorted to the infirmary for treatment. If there are more serious injuries, then the injured will be transported and treated at any available local hospital.

Should the Bell County Jail Facility be so damaged that it is unfit to house inmates, the procedures under the EVACUATION PLAN shall be followed.

EVACUATION PLAN

Should the Bell County Jail Facility be so damaged as a result of fire, rebellion or riots that it is unfit to house the inmates, and then the following procedures shall be followed:

For the Loop Jail Facility:

All keys to the Bell County Loop Jail shall be maintained in Pod B-2 control booth with the exception of two sets of floor keys for each pod unit and the infirmary. Each booth and Central Control shall also maintain a key for entry and exit of the control booths. All correctional officers shall be aware of the keys' locations.

The shift supervisor on duty will be in charge (regardless of rank) unless the Sheriff or Chief Deputy are present and relieves them of that duty. Supervisors shall notify the Bell County Communication Center who then in turn notifies:

1. Sheriff/Chief Deputy
2. Jail Administrator/Jail Lieutenants
3. Bell County Deputies on duty
4. Belton/Temple Police Departments
5. Department of Public Safety
6. Belton Fire and EMS (standby basis at Bell County Loop Facility)

[Other jail facilities to be added]

All available law enforcement agencies should be notified of the possible need of housing and transportation of inmates. Inmates transported and placed in other jails (with prior approval) should remain until they may be returned to the Bell County Jail facility.

Should the entire Bell County facility be evacuated, inmates should be moved to the unit's outdoor recreation yards or the most appropriate assembly area available. Upon arrival of local, county and state law enforcement personnel, they shall enter the affected area either through the outdoor recreation exit vestibule or by any means available and begin evacuation of the inmates by the same means of entry by law enforcement personnel. Communication with them is important as we have a building designed for security (locked doors, etc.) and the layout may be unfamiliar to them.

The Bell County Expo Center shall be the primary evacuation facility for Bell County Sheriff's Department Jail facilities. Certain high risk or high profile inmates may be moved to area jails if

deemed necessary by the Sheriff or Jail Administrator. Inmates should remain until they may be returned to the Bell County jail facility.

KEYS

All keys to the Bell County Loop Jail shall be maintained in Pod B-2 control booth with the exception of two sets of floor keys for each pod unit and the infirmary. Each booth and Central Control shall also maintain a key for entry and exit of the control booths. All correctional officers shall be aware of their locations.

[Other jail facilities to be added]

GUN LOCK BOXES

Gun lock boxes are located throughout the Bell County Loop Jail for deputies and law enforcement personnel to secure their weapons prior to entering any of the jail facilities. Locations of the gun lock boxes are as follows:

Loop Jail:

1. Sally port near Intake door – west wall
2. Sally port near Transportation door – east wall
3. Staff entry door – south wall of west entry door
4. Public entry door – entry door on the east side of door

[Other jail facilities to be added]

	SUBJECT: Infirmery	VOLUME: III SECTION: C NUMBER: 1
ISSUE DATE: January 1, 2014	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

The object of the Health Services Plan for the Bell County Jail Facility is to provide a plan for trained staff to provide fast and efficient procedures for inmates to receive proper medical, mental and dental care; and to readily identify these inmates and to further intervene for the safety of the facility and the inmate.

COMPLIANCE

This section complies with Chapter 273 of the Texas Commission on Jail Standards Rules and Regulations.

Correctional officers under this section pertains to those correctional officers assigned to duties in the infirmery and are also known as infirmery officers.

INFIRMARY CORRECTIONAL OFFICER DUTIES

All shifts will conduct head count and roll call immediately after signing for their keys, handcuffs and leg irons from the designated hardware location. At the BCJ Loop Jail, this is B-2 Control Booth.

Correctional officers will distribute cleaning buckets to each cell and instruct the inmates to clean their cells. Inmates housed in the infirmery incapable of cleaning their own cells will be assisted by the infirmery officer.

Correctional officers will obtain a list from the charge nurse of all inmates approved for trustee status, diabetic inmates, pregnant inmates, and inmates with staph infection. This will be completed by the day and evening shifts. Correctional officers will update these lists and add the appropriate qualifiers into the Bell County Jail Inmate computer software program as needed.

Correctional officers will call the housing units and request inmates with appointments be brought to the infirmery. Correctional officers will notify the head nurse of any refusal by the inmates.

Correctional officers will check the outside appointment book, prepare appointment slip memos, place a copy in the appointment book and provide Courts and Transportation with a copy of the appointment.

Correctional officers will provide a printed copy of trustee evaluations and give it to the charge nurse.

Correctional officers will check sick call, nurse/psychiatrist/doctor's lists for 'keep separate' inmates prior to having inmates brought to the infirmary.

Correctional officers will provide the jail kitchen with three copies listing all the names of inmates who are diabetic, require diabetic snacks and special needs type meals.

Correctional officers will be responsible for feeding the inmates and picking up the food trays and inmate trash on each shift. Correctional officers requiring assistance feeding inmates will notify the shift supervisor or the infirmary supervisor.

It will be the responsibility of the correctional officer on the evening shift to clean the entire infirmary. Correctional officers will also restock the laundry as needed and also any supplies as needed. Correctional officers will also wash any soiled laundry. Laundry exchange will be conducted on Sundays during the day shift.

SICK CALLS

Inmates will request health services by submitting an Inmate Health Services Request Form. Once properly filled out, the request form will be sent through the inmate mail system. If it is an emergency, the request form will be reviewed by the correctional officer assigned to the housing unit who will then notify the shift supervisor. Upon the shift supervisor's approval, the request form will then be brought to the infirmary by the correctional officer assigned to the housing unit.

Inmate medical request forms will be brought to the infirmary and given to the infirmary officer for disposition. Medical request forms will be screened and answered within three days by trained medical staff.

Upon screening the medical request form, medical staff should schedule the inmate for sick call if the symptoms indicate a condition that has worsened or has new symptoms.

EMERGENCY CARE

As prescribed in the inmate handbook, inmates may notify any correctional officer of a medical emergency verbally or in writing.

Correctional officers that are summoned by the inmate for medical emergency will immediately evaluate the situation and alert the medical staff for treatment.

It will be the medical staff's responsibility to observe the inmate's condition and give further instruction to have the inmate escorted to the infirmary for further treatment. More serious cases will be referred to a licensed physician for treatment.

Upon instructions of trained medical staff and under the direction of the shift supervisor, EMS will be notified in life threatening emergencies. It will be the shift supervisor's responsibility to notify the Jail Administrator and the Jail Lieutenants.

Upon arrival of EMS, once the determination has been made to transport the inmate, a correctional officer of the same gender will ride in the back of the ambulance with the inmate. A jail deputy will follow in a marked unit. Upon admittance to the hospital, a deputy will be assigned thru Courts and Transportation to stay with the inmate.

LONG TERM, CONVALESCENT, DISABLED CARE

By the recommendation of a licensed physician and the Jail Administrator, inmates that this department can no longer care for and who are in need of long term or convalescent care, arrangement will be made to transfer the inmate to the appropriate hospital or nursing home until the inmate is able to care for himself/herself, or otherwise directed by the Jail Administrator.

Disabled inmates that are in need of special equipment will be housed according to the Bell County Classification Plan. Special equipment necessary for the inmate to function properly will be supplied upon authorization of a licensed physician.

EXAMINATIONS

Examinations will be performed by licensed medical staff in a dignified place and manner. Correctional officers will provide security and assist medical staff when necessary.

As the inmate is called into the exam room, the correctional officer will escort the inmate from the infirmary waiting room and post themselves outside the door to the infirmary examination room to provide security for the medical staff. Once the inmate examination or treatment is complete, the correctional officer will escort the inmate back to the infirmary waiting area and then notify the inmate's housing unit officer that they are ready for pick up.

HEALTH CARE REFUSALS

Inmates have the right to receive and refuse medical treatment. All refusals for medical treatment will be documented and witnessed by written form. This document will become part of the inmate's medical file.

FIRST AID/EVACUATION EQUIPMENT

First aid equipment for the Loop Jail will be stored in the infirmary and will be used for the use of evacuating or assisting inmate movement from their assigned areas in emergencies or under a written order from a physician.

[Other first aid/evacuation equipment for future Bell County Jail Facilities to be established as needed.]

Wheelchairs are available to transport inmates unable to walk. Stretchers or back boards are available to be used under the direction of trained medical staff for inmates who are unconscious or inmates who are unable to move and are required to be moved to another location.

Crutches, canes and walkers are available for use by inmates under a written order by a licensed physician/medical staff.

Automated external defibrillators are located in the infirmary, control booths and in the Courts and Transportation hallway. The defibrillators are to be used in conjunction with CPR by medical personnel and CPR trained correctional officers in emergency situations.

SUICIDE PREVENTION PLAN

The object of the Bell County Jail Facility is to provide a plan for trained staff to identify potential suicidal inmates and to intervene under these circumstances, to make appropriate housing and direct supervision by a correctional officer.

TRAINING

All employees within any of the Bell County Jail Facilities will receive training in the recognition, supervision, documentation and handling of potentially suicidal inmates.

Training required by this section will be included in the curriculum for new employees that are attend the jail academy and will be certified prior to assignment to any duty within the jail.

Training will be conducted for re-certification as the program dictates, so as not to have a lapse in certification.

Prior to working any housing units, correctional offices will be trained in CPR, first aid, and other line safety exercises.

IDENTIFICATION

Jail personnel will be alert for those signs and symptoms which may indicate that an inmate may be contemplating suicide. This will be done initially during the intake process.

The correctional officer will remove excess personal clothing such as scarves, coats, shoe laces and any string-like items that can be used to carry out a strangulation act. Under the determination of the shift supervisor, the inmate will be placed in a smock and housed in a violent cell under direct observation by camera. Processing correctional officers will conduct routine checks not to exceed fifteen minutes of the inmate in the violent cell. This will continue until it is determined where to place the inmate under direct supervision and classification has been made.

Any correctional officer working within the jail who recognizes a suicidal sign/symptom or tendency in any identifiable inmate shall report the information promptly to their shift supervisor.

It will be the shift supervisor's responsibility to submit a written report on the behavior of the inmate for documentation to be placed in the inmate's medical file. Shift supervisors will also be responsible for briefing the oncoming shift supervisors of the inmate's relevant information and needs. Supervisors will also ensure that all instructions required of this plan are carried out by their assigned personnel.

HOUSING

Inmates identified or exhibiting signs of suicide risk will be housed as directed by the shift supervisor unless otherwise directed by jail mental health personnel.

In order to provide more continuous observation for inmates described in this section, inmates will be placed into the infirmary in a smock and under direct supervision of a correctional officer.

Correctional officers assigned to directly supervise this inmate will keep a log of a twenty-four hour watch and will log the inmate's activities during their tour of duty. It will be the officer's responsibility to brief the oncoming officer of events.

It will be the responsibility of the shift supervisor on duty to review each inmate that is housed on this hour supervision watch at least once per shift to ensure their needs are being met.

TUBERCULOSIS PLAN

The purpose of the tuberculosis plan is to provide staff, volunteers and inmates within the jail facilities a screening process to prevent and control the spread of the communicable disease manifesting itself within a person's body.

All inmates confined within the Bell County Jail for more than seven days will be tested on or before the seventh day. An inmate is not required to be tested if they have been tested more than once during a twelve month period, unless the inmate shows symptoms of tuberculosis or may have been exposed to the disease.

An inmate may be exempt if they can show proof from a licensed physician of a positive reaction to the tuberculosis skin test. If an inmate cannot provide medical staff with the information necessary to obtain documentation from their physician then they will be tested within seven days of incarceration.

Any inmate that is being processed into the jail or is incarcerated that refuses the tuberculosis test will be housed in the infirmary in a negative pressure cell, until which time they comply.

An employee or volunteer that shares the same air space with inmates on a regular basis (more than 30 hours per month) will be screened for tuberculosis. Employees or volunteers may be exempted from screening if they can provide a physician's documentation which shows they have a history of severe reaction to the tuberculin skin test.

Tuberculosis testing will be conducted annually by trained medical staff and documented in the employees files. The result of the test should be read within forty-eight to seventy-two hours from the date tested. Employees or volunteers unable to take the skin test will be x-rayed. The x-rays will be good for a period of two years.

BLOOD BORNE/AIR BORNE DISEASES

Deputies and correctional officers are faced with concerns about the spread of serious infections, blood borne diseases such as the AIDS virus and air borne diseases such as tuberculosis. The following procedures titled under UNIVERSAL PRECAUTIONS should be used to protect personnel against infections from these sources.

UNIVERSAL PRECAUTION

The following procedures are used when a deputy or correctional officer comes into contact with bodily fluids or waste.

Jail patrol vehicles and control booths should maintain an adequate supply of spill kits available from the Sheriff's Department. All personnel will be properly trained on the proper procedures in the use of spill kits and in the disposal of contaminated materials or substances which are to be brought to the infirmary for proper disposal.

Personnel that have been exposed to bodily fluids will notify their supervisor immediately and when necessary go to a local hospital for treatment and information.

Exposure that requires close monitoring and treatment is when bodily fluids have come in contact with a part of the body that has a lesion, abrasion, cut or has come into contact with the eyes, nose or mouth.

When deputies or correctional officers come into contact with inmates suspected of having air borne diseases, the appropriate masks available through the Sheriff's Department will be worn by either staff of the inmate.

Officers transporting inmates suspected of having air borne diseases will travel with the windows down to maximize air flow.

	SUBJECT: Inmate Services	VOLUME: III SECTION: C NUMBER: 2
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TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

To provide inmates with educational, religious and recreational program services. These services are used to alleviate boredom, to divert persons incarcerated from destructive patterns of living and to attract them toward the strengths which exist in all people for learning positive contribution to the community.

COMPLIANCE

This section complies with Chapters 285,287, and 291 of the Texas Commission on Jail Standards Rules and Regulations.

PHYSICAL EXERCISE

All inmates housed in the Bell County Jail Facilities shall be allowed one hour of supervised physical exercise or physical recreation at least three days per week.

Each booth operator shall be responsible for maintaining the Inmate Recreation log and notifying each housing unit, infirmary, isolation cells, or separation cells when it is their turn to participate in outdoor recreation. Booth operators will annotate on the recreation log the time refused and their initials for any housing unit, infirmary, isolation or separation cells that refuse to participate.

In the Loop Jail, the females are currently housed in the A-Pod. The A-1 booth operator will ensure that any female inmates housed in the infirmary are afforded the opportunity to participate in outdoor recreation. It will be the responsibility of the B-1/B-2 Pod booth operators to ensure that male inmates housed in the infirmary are afforded the opportunity to participate in outdoor recreation. *[Other/future facilities pending]*

This will be done by calling the infirmary correctional officer and asking if any inmates wish to participate in the outdoor recreation. Booth operators will annotate on the recreation log the time refused and their initials for infirmary cells refusing to participate in outdoor recreation.

Booth operators will annotate on the recreation log, the time and place in the margin 'per I/M request' for inmates requesting to return to their housing unit earlier than their full hour.

It shall be the responsibility of the floorwalker working the housing unit to ensure that jail and inmate security is maintained at all times while inmates are in the outdoor recreation yards. Inmates shall not be permitted to throw any items other than the basketball. Inmates shall not be

permitted to pass notes or contraband under the outdoor recreation yard doors or to other doors they may pass en route to and from the outdoor recreation yard.

Outdoor recreation for the Loop Jail Facility direct supervision Pod B-1-D shall be conducted daily by day shift and will be 1100 or 1300 or 1500 hours (depending on weather).

Outdoor recreation shall be cancelled in the event of severe thunder and lightning storms or freezing temperature conditions. Outdoor recreation shall continue once the storms have passed or the temperature has warmed.

SUNLIGHT

Inmates confined longer than ten days shall be allowed access to sunlight no less than one hour weekly.

RECREATIONAL ACTIVITIES

Activities such as cards, dominos, checkers, and chess should be considered as possible nonphysical recreational activity. Items such as playing cards and radios may be self-purchased from the commissary. Dominos, checkers, and chess games will be provided by Bell County Jail facilities.

A television may be available in the housing unit dayrooms for all inmates to watch, but the volume level must be controlled so as not to disrupt other inmates. Televisions may be turned on at 0400 hours when the inmates have completed cleaning their pods and cells, and remain on until such time the inmates are housed for shift changes or for the final securing of inmates at the night.

Inmates may be permitted to watch television later in the evening on Friday, Saturday and holidays until 0200 hours. With permission of the shift supervisors, inmates may be allowed to view sporting or special events past the night's normal securing of inmates.

ADULT EDUCATION PROGRAMS

The Bell County Jail Education Program was identified as a need by state and county correction and education officials. The program seeks to divert persons in jail from destructive patterns of living and to attract them toward learning and reaching educational goals.

The Texas Education Agency will provide, without cost, the GED program for inmates who want to obtain a high school certificate. Eligible inmates should submit an inmate request from the correctional officer of Jail Program.

GED classes will be held at the Loop Jail facility on Mondays, Tuesdays and Wednesdays with testing being conducted on Fridays. GED classes will be held in each pod as follows:

Monday	B-Pod	0830-1130 hours	
Tuesday	A-Pod	0830-1130 hours (females)	1200-1430 hours (males)

Wednesday	C-Pod	0830-1130 hours
Friday	Testing	0830-1130 hours

The GED instructor will meet with student having trouble on Mondays, Tuesdays, and Wednesdays from 1200-1430 hours. *[Other/future facilities pending]*

HIV Counseling and testing is available for inmates incarcerated. The HIV Program is a voluntary program for inmates that wish to receive education and testing. Once per week, counseling and information is offered by assigned housing units and coordinated through HERR (Health Education Risk Reduction) Project.

Testing is offered once a week on a voluntary basis and is conducted by Bell County Health Department.

Mental Health and Mental Retardation counseling is provided as needed for inmates that are presently experiencing psychological or mental incapacities. Counseling is conducted by the medical staff.

REHABILITATION

The Bell County Community Resources have been made available to the county jail for purposes indicated. Inmates are encouraged to participate in relevant programs or obtain assistance as required by the following:

1. Bell County Adult Probation Office – vocation and adjustment counseling.
2. Texas Rehabilitation Commission – vocational. Adjustment, rehabilitation programs for persons with physical, mental or psychological disabilities.
3. Salvation Army – alcoholism counseling and follow ups, suicide counseling and family or domestic counseling and writing or visitation assistance programs.
4. Bell County Welfare Department – temporary and general assistance for dependents.
5. Family Service Association – financial counseling, family counseling and family enrichment counseling.
6. Mental Health Association – interpersonal relationship counseling, career assessments and juvenile counseling.
7. United Way – resource referral services.
8. Texas Workforce Commission – Consultation for job placements.

INMATE ELIGIBILITY

Inmates that have been incarcerated for thirty days or more may have access to educational programs. Any inmate may request permission to participate in the programs by submitting a written inmate request form to the jail program correctional officer. Upon receipt, the jail program officer will contact the appropriate community resource to arrange the initial session that will meet the needs of the inmate.

Continued participation in these programs is dependent upon the inmate's behavior and their behavior may restrict them from these programs for infractions of facility rules and regulations. Scheduling of time/accommodation will be the responsibility of the jail program correctional officer. At no time will male and female inmates be enrolled in a co-ed class.

Inmates who will eventually transfer to the Texas Department of Corrections are encouraged to participate in programs that may continue at the TDCJ facilities. Inmates who have enrolled in educational programs, such as GED, and are released, may continue on their own if they have not finished the GED Program Tests. They may enroll at Central Texas College in Killeen, TX or Temple College in Temple, TX to finish their testing.

RECREATIONAL LIBRARY

Bell County Jail will maintain recreational library reading material for all inmates. All inmates shall be eligible to receive library materials except those inmates who are in isolation for disciplinary.

The Bell County Librarian shall deliver materials once a week to each housing unit and ask inmates if they wish to receive the reading materials. Inmates will be allowed to keep these reading materials for two weeks.

Reading materials, other than those issued, may be ordered and mailed directly from the publisher to the inmate. Materials deemed by the courts to be obscene may not be brought into the jail facility. Hard backed books will not be permitted. The inmate will be responsible for ensuring the books meet the criteria. Further information is listed in this section under the title PROHIBITED READING MATERIALS. Inmates may keep a reasonable amount of reading materials in their cell so as to not be a fire hazard.

LAW LIBRARY

The Bell County Jail Facility Library is maintained on a computer laptop that is available to any inmate upon request.

Any inmate wanting access to the Law Library will submit a written request to the Jail Administrator or his/her representative a minimum of three days in advance of the date access is desired. Approval of the request will be the exclusive discretion of the Jail Administrator or her/his representative.

Inmates will be escorted from their housing units to the multi-purpose rooms where they will use the Law Library laptop. Access to the Law Library will be limited to inmates who have been formally charged with a criminal act or acting Pro Se without an attorney or inmates who have been convicted of a felony and have been sentenced, but are appealing their conviction and/or sentence and are acting Pro Se without an attorney.

Any inmate who has been approved to attend the Law Library and refuses, may be denied future access to the Law Library by the Jail Administrator or her/his representative. All decisions made by them will be final.

INMATE RULES

Inmates entering the multi-purpose room to use the Law Library will be fully clothed; inmates will be allowed to bring phone cards, ink pens, paper and legal documents with them. All other materials will be considered contraband and confiscated.

Inmates will be searched prior to entering the multi-purpose room and again when leaving. Any inmate refusing to be searched will not enter the multi-purpose room and may be denied access to the Law Library laptop computer. Any inmate that disrupts normal operations of the facility will be returned to their cell and an incident report completed.

INMATE TELEPHONE SERVICES

Incoming inmates will be afforded two completed telephone calls within four hours of arrival to the Bell County Jail Intake area. Blue wall phones may be used to call family, attorneys or bond personnel.

Telephones are available in each housing unit for the inmate's use and require the purchase of a phone card from commissary. The inmate may also use these phones to make collect calls to outside parties and to check on court dates.

There are no restrictions on who an inmate may call, however, reports pertaining to a Violation of a Protective order, nuisance or threatening call can result in disciplinary action and revocation of telephone privileges. In some cases, these calls may result in criminal charges under section 25.07 or 42.07 of the Texas Penal Code.

EMERGENCY TELEPHONE CALLS

Emergency telephone calls are deemed to be phone calls of a serious nature or regarding sudden, unexpected situations requiring immediate action. Examples may be:

1. The death of a relative or family member such as a mother, father, sister, brother, child or grandparents.
2. Grievously ill family member or relative.
3. Serious or fatal accident involving relatives or family members.

Inmates receiving tragic news may request to make an emergency phone call by submitting a written inmate request form to the shift supervisor stating who they wish to call and the reason. Upon approval of the request, the inmate will be brought to the housing unit's office. The floorwalker will then fill out the telephone log as follows:

1. Inmate name
2. The housing cell/unit/pod
3. Person being called and phone number
4. Time the call started and ended
5. Call completed; yes/no, and the correctional officer's initials

The correctional officer will dial the number for the inmate. When the person called answers the phone, the floorwalker will hand the phone to the inmate. The inmate will have twenty minutes to complete their call. Incomplete calls may be tried at a later time until such time the call is completed.

TELECOMMUNICATION DEVICES FOR THE DEAF (TDD)

The TDD telephone system is available for individuals that are hearing impaired. The telephone system is located in the classification area of the Bell County Loop Jail. Inmates may use the phone system to complete their two phone calls during the booking/classification process or by submitting a written request to the shift supervisor. Upon approval of the request, the call will be completed in the same manner as mentioned under Emergency Telephone Calls.

INMATE CORRESPONDENCE PLAN

The plan shall provide for the handling of privileged and non-privileged correspondence, both outgoing and incoming and shall provide for the collection and distribution of correspondence.

Mail will be delivered to inmates once daily, Monday through Friday, excluding holidays. Letters and packages received that are not allowed, will be rejected and returned "to sender." Inmates will be informed of any action taken.

Inmates shall be permitted to send as many letters with as many pages they desire to whomever they desire. Inmate to inmate correspondence may be prohibited where legitimate penological interest exists. Examples are Violation of a Protective Order, harassing or threatening call can result in disciplinary action and revocation of telephone privileges. In some cases, these calls may result in criminal charges under section 25.07 or 42.07 of the Texas Penal Code.

Inmates may receive correspondence in any quantity, amount and number of pages. This does not include packages. Packages and property will not be excepted unless prior written approval has been obtained by the Jail Administrator or their representative.

Mail will be opened and read. This does not include privileged mail (see PRIVILEGED MAIL).

Mail must be addressed to the name used by the inmate at the time they were processed and classified, and reflect the inmate booking number. It must be addressed as follows:

Inmates Name & Booking number
c/o Bell County Jail
2405 S. Loop 121
Belton, TX 76513

The grievance officer will handle appeals related to the restriction or denial of reading materials, photographs and property received through the mail system in the manner prescribed by that plan. Persons making a claim that the mail has not reached the inmate to whom it was sent will be directed to file the appropriate claim with the US Postal Service, if such complaint cannot be readily resolved.

PRIVILEGED MAIL

Correspondence addressed to or received from the following persons or organizations shall be considered privileged correspondence:

1. Officials of federal, state and local courts
2. State officials and officers including the Texas Commission on Jail Standards and the Governor
3. Letters to bona fide news media
4. The inmate's attorney

OUTGOING PRIVILEGED MAIL

Outgoing mail addressed to persons listed as 'Privileged Mail' shall not be opened or interfered with unless a search warrant is obtained. Any contraband found shall be treated in accordance with department policy, state, or federal law.

INCOMING PRIVILEGED MAIL

Correspondence received from the persons listed as 'Privileged Mail' shall be stamped privileged mail and shall only be opened in the presence of the inmate with inspection limited to locate any contraband from the mail.

Whenever a correctional officer has probable cause to suspect that the incoming letter is part of an attempt to formulate, devise or otherwise effectuate a plan to escape from the jail or to violate state or federal laws, officials shall obtain a search warrant prior to opening and reading the correspondence of the inmate involved.

OUTGOING *NON*-PRIVILEGED MAIL

Inmates may send as many letters of as many pages as they desire to whom they desire. Outgoing correspondence may be opened and read. Correspondence may be censored provided a legitimate penological interest exists or in some cases, the correspondence may result in criminal charges under section 25.07 or 42.07 of the Texas Penal Code.

INCOMING *NON*-PRIVILEGED MAIL

Correspondence addressed to or received from persons or organizations not listed under PRIVILEGED MAIL shall be considered non-privileged mail.

Inmates may receive as many letters with as many pages as they desire from whomever they desire. Each letter will be opened, inspected for contraband and read as necessary. Contraband will be removed from any letter and notice of this action will be written on the envelope, along with the date and last name of the correctional officer giving notice.

Photographs that accompany letters shall be examined to determine their appropriateness, such as listed in section PROHIBITED READING MATERIALS. No more than two photographs will be delivered with any letter.

PACKAGES AND PARCELS

It is the intent of this section to alleviate unreasonable accumulations of property in the housing area of the jail facilities, as well as provide for the receipt of items that may be necessary upon release or transfer of the inmate.

Packages and parcels will be opened and inspected for contraband and then placed in the inmate's property. A written record of the contents of parcels or packages will be made and maintained in the inmates file and a copy sent to the inmate.

Items received by the property correctional officer will be subject to further guidance and procedures per departmental policy. Inmates may send outgoing parcels and packages only as they relate to the release of property prior to departure or transfer from this facility. Outgoing parcels and packages will be at the expense of the inmate.

GENERAL READING MATERIAL

It is the intent of this plan to allow inmates reasonable access to general reading, news, educational and rehabilitative printed materials. Books, magazines and newspapers delivered directly from the publisher or book store will be delivered to the inmate. Newspapers received from the publisher will be delivered in reasonable amounts, as deemed appropriate by the mail room correctional officer.

Please see the title in this section called PROHIBITED READING MATERIALS for prohibited items.

PROHIBITED READING MATERIALS

Prohibited reading materials are defined by rules of the Texas Commission on Jail Standards as materials containing information as follows:

1. Regarding the manufacture of explosives, weapons, or drugs.
2. Contains material that a reasonable person would construe as written solely for the purpose of communicating information designed to achieve the breakdown of jails through inmate disruptions such as strikes or riots.

3. A specific factual determination has been made that the publication is detrimental to inmate's rehabilitation because it would encourage deviate criminal sexual behavior.
4. Hard back books, postage stamps, stickers of any kind, plastic cards of any type.
5. No oversized cards (6"x9"), no homemade cards that have glue, glitter or other attached materials.
6. No stationary or envelopes, no cloth items, no calendars, no phone cards, no food items of any kind.
7. No photographs depicting gangs, identifying signs or gang symbols, weapons or obscene unlawful activity.
8. No hard material of any type, such as video or audio cassettes, computer disks, pens, pencils or art supplies.
9. No slides, negatives, Polaroid photographs, photo frames or photo albums.
10. No paint or water colors of any type to include Crayola coloring crayons.
11. No animal parts (i.e. feathers), plants or body hair.
12. Photographs or drawings depicting nude persons, obscene gestures or persons engaged in sexual acts of any kind.
13. Electronic/musical greeting cards, personnel checks, cash, unsigned cards of any kind, maps of any kind, magazine or newspaper clippings, sharp or metal objects, to include paper clips or staples.
14. Correspondence or envelopes that present a health hazard (i.e. containing lipstick, saliva, or other body secretions, perfumes or colognes).
15. Books or magazine not received directly from a book store or publisher.

	SUBJECT: Discipline & Grievance	VOLUME: III SECTION: C NUMBER: 3
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The object of the Inmate Discipline Plan of Bell County Jail is to provide for a uniform application of disciplinary rules among all inmates and further provide for reasonable forms of discipline for infractions of these rules, in order to maintain a safe and secure environment for inmates, employees and visitors.

COMPLIANCE

This chapter complies with Chapter 283 of the Texas Commission on Jail Standards and Regulations.

STAFF INTERVENTION

Staff members are directed to carefully observe the actions and conduct of each and every inmate within their presence, observing for any violation of inmate rules and regulations. A violation of inmate rules and regulations will warrant a written report on the prescribed form or Inmate Incident Report (BCJA-03).

Written reports will be prepared legibly, in clear and concise terms, they will include actions taken in response to that report. Completed reports will be forwarded to the shift supervisors. It will be the shift supervisor's responsibility to follow-up on all reports originating during their tour of duty and appropriately note those actions taken in the space provided.

Shift supervisor's actions may resolve the incident by formal counseling of the inmate or by referral to the formal disciplinary process as provided by this section. It will be the responsibility of the Jail Lieutenant to further review each report and forward such copies and information as may be necessary to other correctional officers and sections within the jail.

FORMAL DISCIPLINARY REFERRAL

The shift supervisor making a determination that a formal disciplinary review is warranted will be responsible for providing the involved inmate with a notice of charges using prescribed form Notice of Disciplinary Hearing (BCJA-19). This notice will consist of the following:

1. Time of alleged infraction
2. Date of alleged infraction
3. Description of the rule violation
4. Instructions as to disciplinary hearing procedures

The notice will be given no more than twenty-four hours after the incident, and in no event, less than twenty-four hours prior to a hearing on the matter. The inmate should sign the notice and retain a copy. Refusal by the inmate will be properly noted and witnessed by another correctional officer with the date and time of refusal. The inmate will be further instructed to respond to the notice in writing within twenty-four hours on the prescribed form Response to Discipline (BCJA-56) as to whether the inmate wishes to plead guilty and waive the hearing; or plead not guilty and have a hearing.

A completed notice with delivery notations will be attached to the incident report and forwarded to the Jail Lieutenant. The Lieutenant will review the documents to ensure an infraction has occurred and that a referral to a disciplinary board is proper.

The Lieutenant may elect to proceed with the disciplinary board, handle the incident with informal counseling of the inmate involved, dismiss the referral, hold it in abeyance or elect to accept the inmate's plea and waive the disciplinary hearing.

Any plea recommendation will be in writing on the prescribed (BCJA-09) outlining the punishment proposed for the infraction. If the inmate accepts the plea in writing, after being fully admonished of their rights, the punishment as agreed in the plea recommendation will be enforced.

DISCIPLINARY BOARD

The purpose of the board is to provide a fair and equitable system for determination of guilt or innocence in connection with disciplinary charges not otherwise resolved, the following section will be followed.

A disciplinary review panel will be appointed by the Jail Administrator. It will consist of a three member panel of jail employees and they will comply with the following:

1. Panel member may not preside over a hearing for an incident they were directly involved.
2. Have no personal knowledge of the incident.
3. Will be impartial and objective in their decision.
4. Will receive training as necessary to ensure their compliance with this policy.
5. Trained in applicable state and federal guidelines related to their position.

All resolved reports will be forwarded to this panel by the Jail Lieutenant and any refusal by an inmate to accept a plea recommendation will not be considered in any of this panel's decision making process. Inmates wishing to call witnesses may do so as long as the proposed witness had direct knowledge of the incident, however, should the witness called create a risk to the safety and security of those present, the panel may decline to hear or continue to hear such witness. The panel will document this decision in writing upon conclusion of the hearing.

Inmates that are illiterate, disabled or complexity of the issue prohibits them from collecting evidence necessary for an adequate case, may be permitted to obtain assistance from staff or inmate population, to properly present their case. This should be granted by the panel unless it would create a safety or security risk. Any denial of assistance will be documented in writing at the end of the hearing.

It is the responsibility of the board chairman to file the disciplinary notice to ensure the presence of staff witnesses and physical evidence required to substantiate the pending charges. At the conclusion of the hearing, the panel will make their determination of guilt or innocence by private deliberation. Should the inmate be found guilty, the punishment assessed will be included. The board will give notice to the inmate of their findings in writing on the form Notice of Disciplinary Finds (BJCA-20) and also forward it to the Jail Lieutenant for implantation of punishment, as well as further review and response to affected personnel.

All disciplinary hearings will be recorded by audio and video equipment.

DISCIPLINARY APPEALS

Any inmate found guilty by a disciplinary panel will have the right to appeal the decision of the panel and must be filed within three days of the panel's written report of findings. Appeals must be directed to the Jail Lieutenant in writing unless such inmate is illiterate or disabled.

The Jail Lieutenant, or designated representative, will make a determination on the appeal and forward the response to the inmate, in writing and within ten days. Should the inmate not be satisfied with this response, they may appeal to the Jail Administrator in a written notice within three days. The Jail Administrator may review such appeals and respond within ten days. The response of the Jail Administrator will be final.

PUNISHMENT ACTS

In order to provide reasonable discipline of inmates, consistent with the severity of the infraction, punishment will be consistent with the section.

Sanctions for minor infractions involving violations of rules and regulations, which do not represent a serious offense against a person, and do not pose a serious threat to the institutional order and safety, will be limited to the following:

1. Counseling
2. Verbal or written reprimand
3. Loss of privileges not to exceed fifteen days
4. Disciplinary separation not to exceed fifteen days

Sanctions for major infractions involving violations of rules and regulations which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety may include the following:

1. Credits earned pursuant to 42.032 of the Texas Code of Criminal Procedure, may be forfeited for a maximum of fifteen days (forfeitures will include only credits earned by the inmate up to the date of the infraction).
2. Loss of privileges for a period not to exceed thirty days.
3. Removal from work detail or programs,
4. Disciplinary separation for a period not to exceed thirty days.

Nothing in this chapter will be construed as preventing filing of formal criminal charges for any infraction that is also a violation of state and federal law. The Jail Administrator will review any

possible criminal charges resulting from jail misconduct and make the final determination to proceed with the filing of criminal charges.

Punishments outlined in this section are for single violations. Subsequent violations of rules may result in stacking of such punishment.

PROHIBITED ACTS

Nothing in this section will be construed as to prevent the management of inmates in a manner that is reasonably and rationally related to legitimate penological needs. The following will not be permitted:

1. Deprivation from clothing, bedding or normal feeding procedures as disciplinary action.
2. Corporal punishment inflicted directly on the inmate as a disciplinary action.
3. Administration of any form of punishment or disciplinary action by another inmate as a disciplinary action.
4. Use of violent cells as disciplinary action.
5. Deprivation of items necessary to maintain an acceptable level of personal hygiene as disciplinary action
6. Deprivation of correspondence privileges as disciplinary action.
7. Deprivation of recreation as disciplinary action.

RULES

Inmate rules will be developed for the jail facilities in a clear and concise manner, giving notice to inmates of acts and conduct that is prohibited and the penalties that will be assessed for any subsequent violations. Inmate rules should contain information for inmates who wish to file a grievance or appeal their classification and should also include information for the availability of programs and services.

Inmate rules will be submitted to the Texas Commission on Jail Standards at least annually, and upon any substantive changes, for approval. Upon approval, the Jail Administrator will direct the rules be published in English and Spanish languages. It will be the responsibility of the classification officer to issue a copy of the rules to each inmate and have the inmate sign a receipt acknowledging receiving the rules.

Rules will be read to illiterate inmates by the classification officer and the receipt signed by a witnessing officer stating such action was taken. A copy of the rules will be shown on TV screens in intake for the benefit of inmates not assigned to housing.

INMATE GRIEVANCE PLAN

The object of the Inmate Grievance Plan of the Bell County Jail is to provide an administrative means for the resolution of complaints by inmates regarding jail operations and conditions.

As provided by Chapter 283 of the Texas Commission on Jail Standards Rules and Regulations, regulations will be furnished to each inmate in the facility. Included in those rules will be notice to inmates that grievances can be filed and will also describe what constitutes a grievance along with what steps must be taken to accomplish the filing of the grievance.

DEFINITION OF GRIEVANCE

Grievances filed by an inmate shall be limited to the following:

Civil right violations: defined as the personal and natural rights guaranteed by the U.S. Constitution.

Criminal Acts: defined as the violation of any state or federal law by staff, inmates or visitors.

Abridgment of Inmate Privilege: defined as the reduction or removal of any inmate privilege that is otherwise granted to the remainder to the inmate population.

Prescribe Act by staff on Duty: defined as an act committed by on-duty staff that constitutes a violation a law or established policy.

INMATE PROCEDURES

The grievance will be deposited with the mail collection officer for distribution to the grievance officer. Upon request, the mail officer will seal the grievance in an appropriately marked envelope. In order to properly review grievances, the following procedures will be allowed:

1. Grievance type as defined under DEFINITION OF GRIEVANCE and clearly stated.
2. Persons involved (staff or inmate) must be identified to the fullest extent possible.
3. All witnesses must be listed.
4. The time and date of the incident must be reported.
5. Details of the incident must be sufficiently presented so as to warrant further action.
6. All grievances should be in writing; Illiterate inmates shall have assistance in filling out the form.
7. Grievances may be written on a request form, plain paper, or form issued from the mail collection officer.
8. Grievances must be present within three days of any occurrence.

GRIEVANCE OFFICER PROCEDURE

The grievance officer will be assigned by the Jail Administrator and assigned to the Jail Lieutenant in charge of personnel and training. They shall receive training as is necessary to ensure thorough examination of all grievances.

Upon receipt of a grievance, the correctional officer will review the grievance to determine if it meets the requirements and guidelines of the grievance plan. Any incomplete grievance may be returned to the inmate for clarification. Inmates reporting a grievance will be free from retaliation. They will be advised to report any such act to the grievance officer.

Reports that do not constitute a grievance will be referred to the appropriate staff for review and resolution at the discretion of the grievance officer. Any report, whether constituting a grievance or not, that indicates an inmate is at risk of personal injury will be handled immediately.

Inmates corresponding directly with the Sheriff or Jail Administrator and having been responded to in writing by that official shall be deemed as waiving other grievance resolution procedures.

GRIEVANCE INVESTIGATION

Upon receipt of a properly submitted grievance as required by this chapter, the grievance officer will initiate an investigation in accordance with this section. If deemed necessary, a sworn written statement will be taken from the inmate. Should the inmate refuse to comply, the investigation will be dismissed with prejudice. Inmate witnesses will be interviewed and statements taken as deemed necessary and physical evidence will be obtained and handled in accordance with department general policy.

Any correctional officer named within the grievance will be advised of such and will be handled in accordance with departmental general policy. They will retain those rights afforded them under the law.

Unless otherwise required due to the extent of the investigation, grievance responses will be within ten working days of date received and will be in writing, including findings and any actions taken will be returned to the inmate at the completion of the investigation.

GRIEVANCE REVIEW

Any inmate not satisfied with the response of the grievance officer may submit a request for grievance review within three days of receiving a response. Reviews will be conducted by a three-member panel of jail staff as appointed by the Jail Administrator and meet the following requirements:

1. Will be impartial and objective in their review
2. Will not participate in any proceeding involving an incident or inmate in which they have been involved or have personal knowledge of.

Panel members will have the absolute right to call any and all witnesses, review any and all evidence, and make such a reasonable inquiry as they may desire to resolve the grievance before them. When conducting a review, the proceedings, except deliberations, will be recorded with both audio and video equipment. Should the review not be granted, notice will be provided to the inmate on the appropriate form, signed by panel members.

Upon completion of deliberation, the panel will summarize the events in writing on the properly prescribed form. Should the panel rule in favor of or against the inmate, they will be notified in writing within fifteen days from the date review was requested. Findings will also be forwarded to the Jail Lieutenant for implementation.

GRIEVANCE APPEAL

Any participant in the grievance process has the right to appeal the decision of the grievance panel. This includes staff and inmates. Appeals must be directed to the Jail Administrator, in writing, within three days of the panel's decision.

Inmates not satisfied with the response from the first appeal may appeal to the Sheriff, in writing, within three days of the notification from first appeal. The Sheriff will review such appeals, and respond in writing through the Jail Administrator within ten days. The decision is final.

	SUBJECT: Use of Force Procedures	VOLUME: III SECTION: D NUMBER: 1
ISSUE DATE: January 1, 2013	REVISION DATE:	
TYPE: General Orders	AUTHORITY: Sheriff Eddy Lange	

OBJECTIVE

The object of the Use of Force Plan is to prevent the County Correctional Officers from criminal and civil liabilities as well as litigation against the department.

COMPLIANCE

This order corresponds with Chapter 9, Texas Penal Code and Articles 2.18, 15.24 and 16.21 of the Texas Code of Criminal Procedure.

DEFINITIONS

Force – An aggressive act committed by any person which does not amount to an assault and is necessary to accomplish one’s objective.

Reasonable or Necessary Force – The amount of lawful aggression sufficient to achieve a legitimate law enforcement objective.

Deadly Force – Force that is likely to cause death or serious bodily injury.

CRITERIA

In deciding whether force is needed there are several factors to be considered:

The need for the use of force, the amount of force used, the extent of injuries sustained, the threat perceived by a reasonable officer, effort’s made to temper the use of force and the use of conflict resolution.

It is important that officers be familiar with levels of force but not consider each level as a necessary rung in a ladder to gain control of an inmate. Rather, officers consider these levels as an elevator and may go from any level to a higher level if reasonable circumstances dictate.

Levels of Force:

Command Presence – Entering the scene.

Verbal – Talk to the inmate and listen what they have to say.

Threat – Tell them of disciplinary action and punishments they could receive.

Conducted Electrical Weapon (CEW) – The use of a CEW to resolve the situation.

Physical – Cell Management Team is called to resolve the situation.

Chemical Irritants – The use of air born irritants to maintain a situation.

Deadly Force – Used only at the direction of the Sheriff or his representative.

ASSESSMENT OF FORCE

Officers use only the amount of force necessary to control the immediate situation.

Officers at all times maintain self-control. If the use of force is imminent in a defensive or offensive mode then the following actions are considered:

1. Use only necessary force to subdue the inmate.
2. Use restraint devices to prevent sudden reactions from the inmate.
3. Submit a written report detailing the exact amount of force used.
4. Officers remain alert at all times to potential danger.
5. Officers prepare physically and mentally for any physical encounter.
6. Officers maintain a proper distance to allow adequate reaction time.
7. Officers use video equipment (if available) to record the incident.

Common types of incidents where force may be required:

1. Disturbances.
2. Handling, transporting and custody of violent or aggressive prisoners.
3. Booking of prisoners.
4. Cell lock downs or restrictions.
5. To protect oneself from harm.

Indications of excessive force used:

1. Force used when it is not necessary to gain control of a situation.
2. When more force than necessary is used.
3. Any force or level of force continuing after the necessity for it has ended.
4. Frequent use of force by a particular officer or officers.

STAFF INTERVENTION

During the normal activities of the day, an officer may have altercations with an inmate not willing to abide by the rules and regulations of the facility.

When an officer and inmate(s) have a conflict that cannot be deterred and is escalating they will notify their immediate supervisor.

The supervisor utilizes the conflict resolution technique by being present, listen and try to reason with the inmate. If the incident escalates further, the supervisor will determine what level of force best fits the current situation.

CELL MANAGEMENT TEAM (CMT)

The CMT is a team of qualified officers training to negotiate with inmates in order to get a problem resolved as quickly and with as little force as possible.

The CMT is used to prevent injuries to officers and inmates and to resolve disturbances that cannot be handled by the officer or the shift supervisors.

The CMT uses whatever scale of force necessary to resolve the situation with the exception of deadly force. The shift supervisor is authorized to call the CMT into operation.

Once the CMT is called into action, the supervisor briefs the team leader and leaves the immediate area so as to not interfere with the process of the CMT. The CMT leader assumes all decisions in resolving the situation.

Once the CMT is called into operation, the situation should be recorded when possible beginning with the negotiation stage and other stages taken to resolve the situation.

If the inmate(s) is willing to listen and comply with the negotiation, the incident is considered to be resolved.

If negotiation efforts fail, the team leader briefs the other team members of the situation and directs the team to suit up in protective gear and take their position.

If the inmate(s) are not willing to comply with the negotiation phase the team leader gives the command and team members use the minimum force necessary to control and retrain the inmate(s). Physical means is the final scale of force used to resolve the situation.

If a sufficient number of CMT members are not available, regular officers are summoned to participate under the direction of the team leader. Regular officer involved in resolving a situation with the CMT take instructions from the team leader. Regular officers utilized in this type of incident are outfitted with the appropriate protective gear.

Once an inmate(s) is subdued, he/she is escorted or taken to the appropriate assigned cell area. Once the CMT has resolved a situation, the medical department is called to check inmate(s) for any injuries.

CMT members and officers that are involved in an incident file a report detailing their involvement, equipment used and any force utilized to gain control and resolve the situation. Reports and recorded video are forwarded to the Jail Administrator. Shift supervisors file any disciplinary actions as required in the departments Disciplinary Plan.

RESTRAINTS AND EQUIPMENT

Correctional officers have several devices to assist with restraining an uncooperative inmate.

Full Body Protective Gear consists of flak jackets, helmets, shields and padding for the knees, shins and elbows.

Hand Cuffs are utilized to restrain an inmate while escorting him/her to another assigned cell or other area within the facility. Handcuffs are placed with the inmates hands behind him/her to prevent the inmate from using their hands and cuffs as a potential weapon. Handcuffs are placed with the key hole facing inwards (toward the inmate) and the double lock access facing upward. Handcuffs are double locked to prevent them from over tightening on the wrist.

Leg Irons are placed around the inmates ankles to prevent them from using their legs as a potential weapon. Leg irons are placed with the key hole facing down (toward the ground) and are double locked to prevent them from over tightening on the ankle.

Body Guard Restraint Systems are used to prevent positional asphyxiation and to securely restrain and immobilize an inmate. The inmate is placed on a flat surface face down. The restraint belt is placed on the ankles and tightened. The inmate is lifted upward and the body guard is placed under the inmate with the larger portion of the restraint towards the upper torso area. The restraint is fastened around the lower torso area. The inmate is placed in a 90° position placing the harness over the inmates head and tightened around the upper torso. This will enable the inmate to maintain a 90° position. This device cocoons the inmate so he/she can be carried to a cell or other area within the facility.

Emergency Restrain Belts are designed to restrain an emotionally disturbed and mentally ill person, juveniles and the elderly. Prior to using an emergency restrain belt, the inmate is handcuffed to the rear. The body of the belt is placed center of the chest area and around the legs. The belt is tightened using the Velcro® strap. The inmate is prepared for transportation to a cell or other area within the facility.

Restrain Chairs are used to restrain an emotionally disturbed and mentally ill person, juveniles and the elderly. Once restrained within the chair, the inmate may be transported to a cell or other area within the facility.

CONDUCTED ELECTRICAL WEAPON (CEW) ELECTRONIC CONTROL DEVICES (ECD) TASER®

A Conducted Electrical Weapon (CEW), Electronic Control Device (ECD), is a device that is designed to use electrical impulses to counter resistive behavior. The CEW is not likely to cause injury however, the user should be aware that other risks, such as those associated with falling,

exist. Additional consideration should be given when making a decision to use the CEW on those recognized to be frail, infirm and pregnant. Use of the CEW on these individuals should be avoided.

Staff members are trained in the use of a CEW before they are authorized to use it. Once authorized to carry and/or use the device, officers remain current in the tactical, medical and legal implications relative to its use. Each use/application of a CEW is to be authorized by the shift supervisor.

There is very low health risk or probability of a CEW causing or contributing to cardiac arrest, however, a CEW application can cause physiologic or metabolic effects including: ACIDOSIS, HEART RATE AND RHYTHM, RESPIRATION and STRESS HORMONES OR OTHER BIOCHEMICAL NEUROMODULATORS. Avoid targeting the frontal chest near the heart to reduce the risk of potential serious injury or death.

The preferred target areas are below the neck area for back shots and the lower center mass (below chest) for front shots. The preferred target areas increase dart-to-dart distance and reduce cardiac risks. Back shots are preferable to front shots when practicable. Avoid intentionally targeting the CEW on sensitive areas of the body such as the face, eyes, head, throat, chest area of the heart, breast, groin, genitals, or known pre-existing injury areas. When deploying the CEW, officers make a diligent effort to place a probe in each hemisphere of the body, remembering each cycle is a separate use of force that must be justified.

Once deployed, every effort is made to control the subject, via restraints, while under power, minimizing the need for the application for multiple cycles. The minimum number of cycles required to control resistive behavior is used and each application will be considered as a major use of force. During deployment, keep slack in the wires and move with the subject if they begin to roll. If only one probe hits or low probe spread, consider follow up with drive stun.

Inmates who receive a CEW deployment receive medical attention as soon as it is practical. Unacceptable uses are any that are not intended to achieve a legitimate law enforcement objective. Probes in sensitive areas may require EMS response.

In each incident involving the use of a CEW, established protocol for evidence collection, storage and retention is followed. Treat probes as contaminated sharps and place in the sharps box. It is preferable that all incidents involving the use of a CEW be recorded using video and audio equipment.

Officers that are involved in the use of a CEW should file a report detailing their involvement. Reports and recorded video are forwarded to the Jail Administrator. Shift supervisors file any disciplinary actions as required in the departments Disciplinary Plan.

CHEMICAL IRRITANTS (OC)

The department authorizes the use of and issues “Oleoresin Capsicum” (OC) spray as an additional weapon for officers.

OC sprays are used for crowd control or to secure an aggressive assaultive inmate. OC provides an alternative method of controlling resistant, violent, or potentially violent inmates and to stop aggressive actions against officers or others.

The chemical reaction varies individually in its effectiveness and officers are to alert to the possibility that other means may be necessary to subdue the inmate.

OC spray, as with any other type of weapon, requires specific training before it is carried or used by an officer.

TRAINING AND CONTINUING EDUCATION

Correctional Officers are trained in the Use of Force as a part of their initial and continued education.

Officers who are members of the Cell Management Team receive specialized initial training and continued education in that field.

Officers, who carry Chemical Agents (OC) and/or Conducted Electrical Weapons (CEW) (Taser®), receive specialized initial training and periodic training in the proper use of those weapons.

In signing this document, you acknowledge the ability to access and download the online General Orders for Bell County Sheriff's Department.

Name: _____

Date: _____