

CONROE POLICE DEPARTMENT



POLICY MANUAL

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CONROE POLICE DEPARTMENT

FOREWORD



MISSION STATEMENT

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CONROE POLICE DEPARTMENT

MISSION STATEMENT

The **Conroe Police Department** is dedicated to **serving our community** through the protection of life and property and the prevention of crime. The Department will work to **enforce the laws, maintain order, educate the public** and **provide public assistance** for the purpose of ensuring the highest quality of life.

As the Police Department serves our community we emphasize:

- **A Service Orientation** - Responsiveness to our community needs by quality of service and respect for the dignity of the human spirit.
- **Enforcement of Law** - The enforcement of laws and ordinances and to uphold the Constitutional rights of all those within our jurisdiction.
- **Maintain Order** - Through vigilance assure the day-to-day activities of the community may proceed in an environment of stability and security.
- **Educate the Public** - Enhance the public's awareness of crime information and educate the general public in crime related matters.
- **Provide Public Assistance** - To respond to non-criminal or non-emergency concerns such as traffic control, suspicious circumstances, possible safety hazards, other citizen requests for assistance and to provide referral and direction to resolve non-criminal problems through local social/humanistic services.

CONROE POLICE DEPARTMENT

DEPARTMENT GOALS

Respond to, investigate and report crime. To respond and make proper reports of all crimes discovered or brought to our attention. Provide for methodological follow-up investigations, as well as, modern techniques in crime scene investigations and evidence procedures.

Apprehend and assist in successful prosecution of criminals. To suppress crime by the apprehension of violators in the commission of unlawful acts, through traditional and proactive patrols, and the apprehension of violators based upon the findings of criminal investigation. To assist and cooperate with other law enforcement agencies with a team orientation in the best interest of justice, and to prepare criminal cases and conduct investigations cognizant of the needs of the courts and prosecutor's office.

Deter Crime. To establish an effective police presence by providing adequate patrol resources that employ modern patrol strategies to suppress crime through apprehensions and prevention of criminal opportunity, and by the provision of effective criminal investigations to identify and remove, by prosecution, criminal perpetrators from our community.

Promote a feeling of safety and security in our community for the citizens' lives, homes and businesses. To provide a professional police response, in a timely manner, to calls-for-service and the investigation of crime, and a police patrol presence throughout all segments of our community during all hours.

Educate the community in proper crime prevention techniques to help eliminate the opportunity for crime. Provide for the distribution of crime prevention information through home and business security surveys, seminars and community meetings, and the media to enhance the community's ability to defend their persons and property from criminal attack.

Provide for a well trained, well equipped, and well disciplined Police Force whose members possess a team-orientation, commitment and focus toward their responsibilities and duty. To enhance the Department's effectiveness by the professional growth and development of our employees through effective education and training. To ensure personnel are properly equipped for their tasks and assignments and for employee safety concerns. To establish a proper level of order in the Department, a voluntary support and compliance for the Department's values and rules and individual adherence to policies and procedures. To promote an environment of mutual respect, courtesy, cooperation, and partnership amongst all employees at every level to establish a team effort to attain mission success. To promote the Department's commitment, as a group and as individuals, to our Department, our fellow employees, and the community we serve. To develop the ability to determine long term goals without allowing the day-to-day operations of the Department to suffer, and at the same time not lose sight of the long-term goal. To focus on our duty to protect and serve the community, but to still be able to see and implement new ideas to enhance our effectiveness.

CONROE POLICE DEPARTMENT

VALUE STATEMENT

The **Conroe Police Department** will fulfill its mission and goals with **integrity** and **leadership**. The **members** of the **Conroe Police Department** will strive to be **fair, courageous, and dedicated** in service to our community and the Department.

Integrity. Commitment and adherence to the highest moral principles and ethical conduct as measured by the policing profession and community standards. A determination by each employee to be truthful and trustworthy, and to value and respect honesty in themselves and others. The recognition of one's self-worth, as well as that of others, and treating each and every person with respect. Lastly, a commitment to the Department over and above that of any individual, reflecting this service to others.

Leadership. To cultivate, through guidance and example, an environment that brings out the best and inspires the individuals in a group towards reaching common goals or accomplishments. To nurture a culture that motivates and even excites individuals to do what is required for the benefit of all. To continually seek to improve the Department's effectiveness through personnel development, service technology, individual self-improvement and personal effort.

Fairness. Providing equal, unbiased application of rules, regulations and law within the Department and in the community as we strive to fulfill our mission and attain our goals. To grasp an awareness of the emotional needs of others and to extend a civil courtesy to all persons within the Department and in the community.

Courage. Meeting all challenges, all adversity, and every level of danger with recognition of the higher standards of our profession for which we are accountable. The commitment to pursue and the tenacity to attain the Department's goals and values.

Dedication. Commitment to the Department, our community, and our fellow employees. A determination to provide quality service and to respect the dignity of the human spirit.

LAW ENFORCEMENT

CODE OF ETHICS

"As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, 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, scorn, or ridicule; develop self-restraint; 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 friendships 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 of 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 service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement."

CONROE POLICE DEPARTMENT

RULES OF CONDUCT MANUAL

FOREWORD

The Rules Of Conduct Manual of the Conroe Police Department is published pursuant to the Code of Ordinances of the City of Conroe, which gives the Chief of Police the authority to promulgate administrative rules and regulations for the Police Department. It is intended to serve the purposes of governance and guidance of Conroe Police officers, Reserve officers, and employees.

The Rules Of Conduct Manual, therefore, contains the specific statements of the expectations to which the behavior and conduct of each employee will be held. Conroe Police officers, Reserve officers, and employees shall adhere to the rules in this manual and officers shall follow the Code of Ethics contained herein.

Subject to the City Charter, ordinances, and rules and regulations of the Civil Service Commission, the Chief of Police may bring disciplinary action against officers and employees of the Department for violation of the rules and regulations promulgated in accordance with this section.

All rules and regulations and such procedures in effect shall be compiled and published under the direction of the Chief of Police, and a copy of all rules and regulations to which each member of the Conroe Police Department is subject to shall be supplied to each and every officer and applicable employee of the Department. It shall be the duty of all Conroe Police Department employees to whom a Policy Manual is issued to familiarize themselves with the contents of the manual and to keep themselves current concerning it.

The right to modify or rescind any of the provisions of this Rule of Conduct Manual is reserved to the Chief of Police. All previous rules, regulations and orders are hereby rescinded.

CONROE POLICE DEPARTMENT RULES OF CONDUCT MANUAL

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SECTION ONE: OBEDIENCE TO ORDERS, RULES AND LAWS

1.1 Obedience to Rules of Conduct

All employees and Reserve officers, regardless of rank or assignment, shall be governed by the following general rules of conduct. Violation of any of these rules by any employee of the Department shall be considered sufficient cause for dismissal, demotion, suspension, or other disciplinary action. Unless otherwise noted or not applicable, the term "officer" or "employee" will be construed as inclusive of Reserve officers.

1.2 Obedience to Laws

Employees shall abide by the laws of the United States and the State of Texas, as well as the ordinances of the City of Conroe.

1.3 Adherence to Departmental Rules

Employees shall abide by the rules of the Civil Service Commission, and the General and Special Orders, Rules of Conduct Manual and other properly issued internal directives of the Police Department.

1.4 Applicability of Rules

Certain rules may not apply in undercover police assignments specifically authorized by supervisors in accordance with General Orders. Officers will be strictly accountable for justifying their actions.

1.5 Insubordination

Employees shall promptly obey all lawful orders and directions given by a superior supervisor, regardless of assignment. The failure or deliberate refusal of employees to obey such orders shall be deemed insubordination and is prohibited. Flouting the authority of a supervisor by displaying obvious disrespect or by disputing their orders shall likewise be deemed insubordination.

1.6 Issuance of Unlawful Orders

No commanding or supervisory employee shall knowingly or willfully issue an order that violates a federal or state law, a city ordinance, or a Departmental rule or policy.

1.7 Obedience to Unjust or Improper Orders

If an employee receives an order they believe is unjust or contrary to a Departmental General Order or rule, they must first obey the order to the best of their ability and then may appeal the order to the Chief of Police via the proper chain-of-command.

1.8 Obedience to Unlawful Orders

No employee is required to obey an order that is contrary to the laws of the United States or the State of Texas or the ordinances of the City of Conroe. If an employee receives an unlawful order, they shall report in writing the full facts of the incident and their actions to the Chief of Police via the chain-of-command.

1.9 Conflicts of Orders

If an employee receives an order that conflicts with one previously given them by a supervisor, the employee receiving the order shall respectfully point this out to the supervisor who gave the second order. If the supervisor giving the second order does not change the order in a way that eliminates the conflict, the second order shall stand and shall be the responsibility of the second supervisor. If the second supervisor so directs, the second order shall be obeyed first. Orders shall be countermanded only when necessary for the good of the Department.

SECTION TWO: ATTENTION TO DUTY

2.1 Performance of Duty

Employees shall be attentive to their duties at all times, and shall perform all duties assigned to them, even if such duties are not specifically assigned to them in any Departmental rules or procedures manual.

2.2 Duty of Supervisors

Supervisors will enforce the rules, regulations, and policies of the Conroe Police Department. They will not permit, or otherwise fail to prevent, violations of the law, Departmental rules, policies or procedures. They will report violations of Departmental rules, policies, or procedures to their immediate superior without delay. Where possible, they will actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

2.3 Conduct and Behavior

Employees, whether on or off-duty, shall follow the ordinary and reasonable rules of good conduct and behavior and shall not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession or the Department. Employees shall follow established procedures in carrying out their duties as police officers and/or employees of the Department, and shall at all times use sound judgment.

2.4 Responsibility to Serve the Public

The Department shall provide 24-hour/7 days per week emergency services to the citizens of the City of Conroe. Employees shall promptly serve the public by providing direction, counsel and other assistance that does not interfere with the discharge of their duties. They shall make every attempt to respond to the inquiry or request for assistance themselves.

2.5 Responsibility to Respect the Rights of Others

Employees shall respect the rights of individuals, and shall not engage in discrimination, oppression or favoritism. Employees shall maintain a strictly impartial attitude toward all persons with whom they come in to contact within an official capacity.

2.6 Truthfulness

Employees shall not knowingly make false or untrue statements.

2.7 Officers Always Subject to Duty

Officers shall at all times respond to the lawful orders of supervisors, and to the call of citizens in need of police assistance. Being off-duty shall not relieve officers from being recalled to duty as needed. This shall not be construed to include *mandatory* enforcement of laws while the officer is off-duty in civilian attire and lacking the proper equipment to safely effect an arrest (gun, holster, badge, handcuffs, means of communicating with Dispatch, etc.), unless their immediate intervention is necessary to cease a violent attack being committed on a person.

While off-duty in their personal vehicle officers shall not enforce, or take any police action to enforce Class "C" traffic offenses. Officers should be cognizant that, dependent on the circumstances (i.e. lacking the proper equipment to safely affect an arrest [gun, holster, badge, handcuffs, body armor, intermediate weapons], presence of their family members, their current attire, etc.), the most prudent course of action may be to contact Dispatch and help keep responding officers updated. Officers should remember that they may be held civilly and/or criminally responsible for their decisions and actions when performing off-duty enforcement of laws.

2.8 Officers Required to Take Action

Except where expressly prohibited, on-duty officers or officers acting in an official capacity (i.e. extra jobs, special events, etc.) are required to take prompt and effective police action conforming to Departmental policy with respect to violations of laws and ordinances coming to their attention or of which they have knowledge. Officers shall promptly and punctually perform all official duties.

2.9 Reporting for Duty

Line officers (Patrol and Communication Officers) shall promptly report for duty properly prepared at the time and place required by assignments, subpoenas, or orders. Line officers shall remain at their posts or place of assignment until properly relieved by another officer or dismissed by a supervisor. All other officers and employees shall promptly report for duty properly prepared at the time and place required by assignment and shall remain at their post, place of assignment, or otherwise engaged in their duty assignment until having completed their tour of duty as set by established procedures or dismissed by a supervisor.

2.10 Availability While On-Duty

Employees while on-duty shall not conceal themselves except for some authorized police purpose. Employees shall keep themselves immediately and readily available at all times while on-duty.

2.11 Prompt Response to All Calls

Officers while on-duty shall respond without delay to all calls for police service. Calls shall be answered in compliance with normal safety precautions, traffic laws and Departmental policy.

2.12 Duty to Report All Crimes and Incidents

Employees shall promptly report all crimes, violations, emergencies, incidents, dangers, hazardous situations and police information that come to their attention. Employees shall not conceal, ignore or distort the facts of such crimes, violations, emergencies, incidents and information.

2.13 Responsibility to Know Laws and Procedures

Employees shall know the laws and ordinances they are charged with enforcing, all Departmental orders and rules, and the duties and procedures governing their specific assignments.

2.14 Responsibility to Know Districts and Locations

Officers shall know the location and boundaries of their assigned areas. Officers also shall be familiar with the names and general locations of Conroe streets and highways and the names and locations of hospitals and major public buildings.

2.15 Keeping Posted on Police Matters

Each day while on-duty and immediately upon returning from an absence, employees shall study and become familiar with the contents of recently issued directives, memorandum, network e-mails, and other communications. Employees shall promptly return work-related voice mails.

2.16 Sleeping on-duty

Employees must be alert throughout their tours of duty. Sleeping while on-duty is forbidden.

2.17 Assisting Criminals

Employees shall not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons guilty of criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.

2.18 Reading on-duty

Employees shall not read newspapers, books or magazines while on-duty and in the public view unless such reading has been appropriately assigned by a supervisor.

2.19 Studying on-duty

Employees shall not, during their regularly assigned working hours, engage in any studying activity that is not directly related to their current job assignments.

2.20 Maintaining Communications

While employees are on-duty or officially on-call, they shall be directly available by normal means of communication, or shall keep their office, headquarters, or supervisors informed of the means by which they may be reached when not immediately available.

2.21 Keeping Notes on Police Activities

Officers shall maintain written notes on police matters such as calls, arrests and other activities to the extent that they may complete official reports and accurately testify in official proceedings.

2.22 Reporting Accidents and Injuries

Employees shall immediately report the following accidents and injuries: all on-duty traffic accidents in which they are involved, all personal injuries received while on-duty, all personal injuries not received while on-duty but which are likely to interfere with performance of assigned duties, all property damage or injuries to other persons that resulted from the performance of assigned duties, and all accidents involving city equipment whether on or off-duty.

2.23 Report Address and Telephone Number

Employees shall have a working telephone or other means of communication in case of emergency, and shall register their correct residence address and telephone number with the Department on the prescribed form. Any change in address or telephone number must be reported immediately to the office of the Chief of Police.

2.24 Testifying in Departmental Investigations

When directed by a competent authority to make a statement or furnish materials relevant to a Departmental administrative investigation, employees shall comply with the directive.

2.25 Carrying of Firearms

Except for senior staff or as approved by the Chief of Police or established procedures, all full-time officers are required to carry sidearms while on-duty. While off-duty, full-time officers may use their own discretion as to whether to carry sidearms.

2.26 Registration of Firearms

All weapons carried and used by officers in the performance of their official duties must be registered with the Department. Required registration information must be kept current.

SECTION THREE: COOPERATION WITH FELLOW EMPLOYEES AND AGENCIES

3.1 Respect for Fellow Employees

Employees shall treat other members of the Department and fellow City of Conroe employees with respect. They shall be courteous, civil and respectful of their superiors, subordinates, and associates, and shall not use threatening or insulting language.

3.2 Supporting Fellow Employees

Employees shall cooperate, support, and assist each other whenever necessary.

3.3 Interfering with Cases or Operations

Employees shall not interfere with cases assigned to others. Employees shall not interfere with the work or operations of any unit in the Department or the work or operations of other governmental agencies. Employees against whom a complaint has been made shall not directly or indirectly contact or attempt to contact for any reason, the complainant, witness or any other persons related to the case in an attempt to intimidate or to secure the abandonment or withdrawal of the complaint, charges, or allegations.

3.4 Cooperation with Other Agencies

Employees shall cooperate with all governmental agencies by providing whatever aid or information such agencies are entitled to receive.

SECTION FOUR: RESTRICTIONS ON BEHAVIOR

4.1 Interfering with Private Business

Employees, during the course of their duties, shall not interfere with the lawful business of any person.

4.2 Use of Intimidation

Employees shall not use their official positions to intimidate persons engaged in a civil controversy.

4.3 Soliciting and Accepting Gifts and Gratuities

Unless approved by the Chief of Police, employees of the Conroe Police Department may not accept any reward, gratuity, gift or other compensation for any service performed as a result of or in conjunction with their duties as employees of the Department regardless of whether the service was performed while said persons were on or off-duty. Employees also shall not solicit any gift, gratuity, loan, present, fee or reward for personal gain.

4.4 Soliciting and Accepting Gifts from Suspects and Prisoners

Employees are strictly prohibited from soliciting or accepting any gift, gratuity, loan, fee or other item of value, or from lending or borrowing, or from buying or selling anything of value from or to any suspect, prisoner, defendant or other person involved in any case, or other persons of ill repute, or professional bondsmen, or other persons whose vocations may profit from information obtained from the Police Department.

4.5 Reporting Bribe Offers

If an employee receives a bribe offer, the employee shall immediately make a written report to his/her immediate supervisor.

4.6 Accepting Gifts from Subordinates

Without approval from the Chief of Police, employees shall not receive or accept any gift or gratuity from subordinates, other than customary celebratory times such as holidays or birthdays.

4.7 Soliciting Special Privileges

Employees shall not use their official positions or identification to solicit special privileges for themselves or others, such as free admission to places of amusement, discounts on purchases, or free or discounted meals or refreshments.

4.8 Giving Testimonials and Seeking Publicity

Employees representing themselves as members of the Conroe Police Department shall not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Employees also shall not seek personal publicity either directly or indirectly in the course of their employment.

4.9 Soliciting Business

Employees shall not, while on-duty, solicit subscriptions, sell books, papers, tickets, merchandise or other items of value nor collect or receive money or items of value for any personal gain to themselves or others. Employees may solicit for projects related to charitable fundraising, but only when done in a manner so as not to disrupt the workplace, and only with the approval of the Chief of Police.

4.10 Drinking on-duty

Employees shall not, unless participating in an authorized undercover operation, drink any intoxicating beverages while on-duty.

4.11 Intoxication

Employees shall not be under the influence of any intoxicating beverage or substance during their tour of duty or immediately prior to their tour of duty. Nor shall officers be intoxicated off-duty while in the public view. While off-duty, officers that have consumed an alcoholic beverage to the extent that their mental and/or physical faculties are impaired shall refrain from exercising any police authority. Officers assigned to special units or assignments where they may consume alcoholic beverage during the performance of their duties shall not do so to the extent that their mental and/or physical faculties are significantly impaired.

4.12 Drinking While in Uniform

At no time shall any employee consume alcoholic beverages while in uniform.

4.13 Liquor on Official Premises

Employees shall not bring containers of intoxicating beverages into a Police Department building or vehicle.

4.14 Entering Bars, Taverns and Liquor Stores

Officers on-duty or in uniform shall not enter or visit any bar, lounge, parlor, club, store or other establishment whose primary purpose is the sale and on-premise consumption of liquor unless for the purpose of official duties, and shall not otherwise enter, remain in or frequent such places. Officers on-duty or in uniform also shall not purchase intoxicating beverages.

4.15 Playing Games on-duty

Employees on-duty or in uniform shall not engage in any games of cards, billiards, pool, dominoes, electronic arcade games, portable electronic games, computer games including both internally programmed games such as solitaire or Internet based games, or other games.

4.16 Political Activity

While in uniform or on-duty, employees are not allowed to actively participate (e.g., make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns.

4.17 Seeking Personal Preferment

Employees shall not solicit petitions, influence or seek the intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, advancement, promotion or change of duty for themselves or for any other person.

4.18 Criticism of the Department

Employees shall neither publicly, nor at internal official meetings, criticize or ridicule the Department or its policies, City officials, or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truthfulness.

4.19 Disruptive Activities

Employees shall not perform any action that tends to disrupt the performance of official duties and obligations of employees of the Department, or which tend to interfere with or subvert the reasonable supervision or proper discipline of employees of the Department.

4.20 Operation and Use of Police Radios

Operation and use of police radios is restricted to authorized and official police business. Personal conversations, or using vulgar, sarcastic or obscene language, or making unnecessary sounds are not permitted.

4.21 Use of Racial Jokes and Slurs

No employee shall engage in any form of speech likely to be construed as a racial or religious slur or joke, whether in the presence of citizens or of other employees.

4.22 Use of Force

Officers shall use only that amount of force necessary to accomplish their police mission. The use of excessive force is strictly forbidden.

4.23 Indebtedness to Subordinates

Supervisors shall not become indebted to their immediate subordinates.

4.24 Inappropriate Relationships

Members of the Department shall not associate or fraternize with known gamblers, prostitutes, drunkards or other persons of bad character or ill repute except to accomplish a police mission. No employee shall establish an inappropriate social relationship with a known victim, witness, suspect, or defendant of a Department case while such case is being investigated or prosecuted as a result of such investigation.

4.25 Duty to be Kind, Courteous, and Patient

Employees shall at all times be courteous, kind, patient, and respectful in dealing with the public. Employees shall strive to win the respect of all law-abiding citizens in the discharge of their official duties. When addressed, employees shall avoid answering questions in a short or abrupt manner, and shall not use harsh, coarse, violent, profane, indecent, suggestive, sarcastic, or insulting language.

SECTION FIVE: IDENTIFICATION AND RECOGNITION

5.1 Giving Name and Badge or ID Number

Employees shall give their name, badge number, or other ID number (employee number or radio number) and other pertinent information to any person requesting such facts unless doing so would jeopardize the successful completion of a police assignment.

5.2 Carrying Official Identification

Officers shall carry their official identification on their persons at all times. Civilian employees will carry their official identification on or about their persons while on-duty.

5.3 Personal Cards

Employees are not permitted to have or use personal cards showing their connection to the Department if such cards bear any information not directly pertaining to their work as Police Department employees.

5.4 Exchange, Alteration or Transfer of Badge

An employee's issued badge shall not be altered or exchanged between employees or transferred to another person except by order of the Chief of Police. Employees retiring or resigning will not be permitted to retain their badge when doing so will hamper normal operations of the Department. All badges must be purchased unless exempted by the Chief of Police.

5.5 Plainclothes Officers - Identification

A uniformed officer shall neither acknowledge nor show recognition of another police officer in civilian clothes unless that officer first addresses the uniformed officer.

SECTION SIX: MAINTENANCE OF PROPERTY

6.1 Use of City Property or Service

Officers shall not use or provide any City equipment or service other than for official City business.

6.2 Responsibility for City Property

Each employee is responsible for protecting Departmental equipment against loss, damage, or destruction. All Department issued property/equipment shall be signed for by the receiving employee. At the employee's separation from the Department, the employee shall deliver all issued property/equipment to the Department Inventory Technician.

6.3 Reporting Needed Repairs

Employees shall promptly report to their immediate supervisor the need to repair any city-owned property.

6.4 Responsibility for Private Property

Employees are responsible for protecting private property or equipment that has come into their possession by reason of their office against loss, damage, or destruction. Officers may release stolen/recovered property in the field to the proper owner in situations where the release will not jeopardize successful prosecution or completion of a case. Officers releasing property in such cases should utilize the Property Receipt/Release form (CPD-053). Both the officer releasing and person receiving the property shall sign the form.

6.5 Care of Quarters

Employees shall keep their offices, lockers and desks neat, clean and orderly.

6.6 Property and Evidence

Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedures.

6.7 Alteration or Modification of Police Equipment

Officers shall not use any equipment that does not conform to Departmental policy or specifications. All equipment shall be carried and utilized only as issued and authorized, and no changes, alterations, modifications or substitutions shall be made to such equipment unless approved by the Chief of Police.

SECTION SEVEN: RELATIONSHIPS WITH COURTS AND ATTORNEYS

7.1 Attendance in Court

Employees shall arrive on time for all required court appearances and be prepared to testify. This includes trials, hearings, or depositions for which they have been subpoenaed, or meetings with prosecutors when requested.

7.2 Recommending Attorneys or Bondsmen

Employees shall not suggest, recommend, advise or counsel the retention of a specific attorney or bondsmen to any person (except relatives) coming to their attention as a result of police business.

7.3 Testifying for a Defendant

Any employee subpoenaed or requested to testify for a criminal defendant or against the City of Conroe or against the interests of the Department in any hearing or trial shall immediately notify the Chief of Police through the chain of command.

7.4 Interviews with Attorneys

Interviews between an officer and a complainant's attorney about a case arising from the officer's employment by the Department shall be done in the presence of, or with the knowledge and consent of, the employee's commanding officer.

7.5 Assisting and Testifying in Civil Cases

Officers shall not serve civil-process papers nor render assistance in civil cases except as required by law. No employee shall volunteer to testify in civil actions.

7.6 Notice of Lawsuits against Officers

Employees who have had a suit filed against them because of an act performed in the line of duty shall immediately notify the Chief of Police in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.

7.7 Notice of Arrest or Citation

Employees who have become the subject of a citation (other than traffic citations) or arrest action shall immediately notify the Chief of Police in writing.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: GRIEVANCE PROCEDURE	PAGE: 1 of 2	G.O.#: 3-01
	EFFECTIVE: JULY 27, 2009	
	REPLACES: G.O.# 200-1 ISSUED 11/19/2001	

1 PURPOSE

In accordance with the provisions of state law, the Department makes a system of grievance procedures available to all Police Department employees and shall follow those procedures whenever a grievance arises. This general order contains guidelines for employees to use when participating in the grievance procedure.

In such instances, the affected employee should use the City's grievance procedure to bring the problem or complaint to his/her Immediate Supervisor's attention. The Immediate Supervisor and other management personnel shall work with the aggrieved employee in an effort to find a proper solution.

2 DEFINITION

A. For the purpose of this policy, a grievance shall be defined as a problem or complaint affecting an employee and their career in the Police Department, including the interpretation or application of topics such as:

1. Policies, rules and regulations, and general orders.
2. Working conditions or safety standards.
3. Treatment of Police employees.
4. Another employee's neglect of duty.

B. A grievance may be submitted by any employee not on probation.

3 GRIEVANCE BOARD

A. Should any employee that feels a grievance has not been adequately addressed having pursued it through the existing Chain of Command or, for whatever reason, does not wish to seek a remedy through the Chain of Command, they may submit a grievance in writing directly to the Chief of Police or his designee. The written grievance should include:

1. A statement of fact upon which the grievance is based.
2. An allegation of the specific wrongful act and the harm that has occurred.
3. A statement of the remedy sought.

B. Upon receipt of the written grievance the Chief of Police or his designee shall notify the person or persons against whom the grievance was lodged and arrange a grievance hearing within ten (10) days unless either party is unavailable to attend. In any event the grieving employee shall be kept informed and the hearing will be held within thirty days. If the Chief of Police or his designee is able to resolve the grievance at this step to the satisfaction of grieving employee, then the grievance is ended.

- C. If the grieving employee is not satisfied with the decision reached by the Chief of Police or his designee, the person or persons against whom the grievance was lodged shall be allowed a reasonable time to deliver a written response to the allegation to the Chief of Police. The Chief of Police shall then impanel a Grievance Board comprised of the Chief of Police or his designee, a Lieutenant, a Sergeant, an Officer, and a civilian employee to convene a hearing into the matter, upon receipt of the written reply from the person(s) against whom the grievance was lodged.
1. The written reply to the grievance must include the following:
 - a. Analysis of facts or allegations made in the grievance.
 - b. Affirmation or denial of the allegations made in the grievance.
 - c. Identification of the remedy or adjustment, if any, to be made.
 2. The Grievance Board shall, at the request of the aggrieved employee, conduct the hearing either in a discussion format with both parties before the board or as a separate weighing of the facts and circumstances as represented by the written memoranda and individual interviews before the board.
 3. Both the aggrieved employee and the employee whom the grievance has been lodged against may object to strike any board member, but both parties shall be limited to only two such objections.
- D. The Grievance Board shall render its findings in writing accompanied with any official action taken by appropriate authority to all members concerned within five days of the hearing.
- E. If the aggrieved employee is not satisfied with the findings or proposed solution of the Board the employee may pursue the grievance as set forth in the City of Conroe Personnel Manual.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 3	G.O.#: 3-03
	EFFECTIVE: OCTOBER 20, 2009	
	REPLACES: G.O.# 200-5 ISSUED 11/19/2001	
TITLE: SEXUAL OR OTHER UNLAWFUL HARASSMENT		

1 PURPOSE

It is the purpose of this policy to define harassment in the workplace, set out responsibilities for preventing such conduct, and to establish procedures for the reporting, investigating, and resolution of any allegations of improper or unlawful harassment.

2 POLICY

Title VII of the Civil Rights Act of 1964, as amended, protects employees from discrimination and harassment on the basis of race, color, religion, age, gender, or national origin in matters of hiring, discharge, compensation, classification, recruitment, and terms or privileges of employment, and prohibits retaliatory discharge.

All employees of the Conroe Police Department should be able to enjoy a work environment free from all forms of discrimination and harassment. The Conroe Police Department prohibits discrimination and/or harassment of any type among its employees and is committed to eliminating negative or destructive patterns of behavior, such as harassment because of race, gender, ethnicity, religion, or sexual harassment, within the workplace. The Department will not tolerate the harassment of other employees or non-employees by any of its employees and will take immediate steps to stop and correct such behavior when it occurs.

3 SEXUAL HARASSMENT

No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

No supervisor or employee shall engage in sexually harassing speech or behavior which has the purpose or effect of unreasonably interfering with an individual's work performance or creating a work environment that is intimidating, hostile, or offensive. Examples of sexually harassing behavior may include, but are not limited to, the following:

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- The display in the workplace of sexually suggestive objects or pictures.

No officer or non-sworn employee shall subject a citizen to any form of sexual harassment as defined in section 39.03 of the Texas Penal Code:

“Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term or condition of a person's exercise or enjoyment of any right, privilege, power, or immunity; either explicitly or implicitly.”

4 REPORTING PROCEDURES

Ideally, any employee who believes that he or she has been the object of sexual or some other type of harassment should ask the offender to stop using the offensive behavior. If such action does not cause the behavior to stop, then the employee should report the alleged act immediately, either in writing or verbally, to his/her immediate supervisor. If the immediate supervisor is the one alleged to be committing the harassing behavior, the aggrieved employee should report it to the first level of supervision not involved in the harassment. An employee may initiate a complaint with a supervisor of their own gender if so desired.

The employee should document the presence of witnesses, and the time, place, and date each incident is alleged to have occurred.

Each employee of the Department has an affirmative duty to report any type of harassment by another employee witnessed by them, irrespective of the desires of the aggrieved employee.

Employees reporting sexual or other type harassment will be free from any type of retaliatory actions or other reprisal by any employee of the Department. Intimidating or vengeful actions by another employee or supervisor are forbidden and will not be tolerated. However, any employee found to have been intentionally dishonest in the reporting of harassment against another employee or supervisor will be subject to disciplinary action under policies governing truthfulness and making false reports.

5 RESPONSIBILITIES

A. Employees shall take the initiative in preventing sexual harassment in the workplace by:

1. Conducting themselves in a professional manner, maintaining a professional attitude, and dressing appropriately for the workplace,
2. Avoiding any type of act or discussion that the employee knows, or should know, that others may regard as offensive,
3. Ceasing immediately any behavior or discussion when told the conduct is offensive,
4. Responding immediately, verbally or in writing, to sexual or other harassment by communicating to the harasser that such conduct is unwelcomed,
5. Advising the harasser(s) that further incidents will be reported to a supervisor.

B. Every supervisor has the responsibility of maintaining a harassment-free workplace for their employees. Supervisors shall take the initiative in preventing sexual or other harassment by:

1. Demonstrating courteous, professional behavior and setting a good example at all times,
2. Actively monitoring the work environment,
3. Ensuring that each employee is aware of the Department's policy regarding harassment or misconduct in the workplace,
4. Advising employees of the range of penalties for harassing behavior, which may include termination dependent upon the severity of the offense,

5. Informing employees of avenues for reporting incidents of sexual or other type harassment,
6. Ensuring that employees are free from retaliation or reprisal for reporting acts of sexual or other harassment,
7. Taking immediate, appropriate, positive action to eliminate any form of sexual or other harassment when it comes to their attention,
8. Attending sexual harassment courses, workshops, or seminars and discussing with employees the nature of sexual harassment.

6 INVESTIGATION OF COMPLAINT

- A. All written or verbal allegations of sexual or other type harassment shall be treated seriously and shall be dealt with promptly and effectively.
- B. Supervisors shall take immediate and positive action to eliminate any form of harassment when it comes to their attention. A supervisor who observes or is made aware of a possible incident of sexual or other type harassment will immediately interview the aggrieved employee to determine the appropriate level and nature of action to be taken.
 1. If the supervisor can resolve the incident to the mutual agreement of all parties involved, the supervisor will document the action taken in an interoffice correspondence and forward it, with any accompanying paperwork, through the chain of command to the Deputy Chief of Police.
 2. If the supervisor is unable to resolve the incident, or if the incident is of serious enough nature as to require a stronger response which exceeds the authority of the supervisor, the supervisor shall immediately complete a Personnel Complaint Form and follow the procedures outlined in General Order 3-05 PERSONNEL COMPLAINTS.
 3. All complaints resulting in the completion of a Personnel Complaint Form will be forwarded to the office of the Chief of Police pursuant to G.O. 3-05. Any administrative or criminal investigation will be conducted under the guidelines of that General Order.
 4. The failure of a supervisor to take proper corrective action on a sexual or other type harassment complaint shall be documented and forwarded to the Deputy Chief of Police.
 5. The Chief of Police will be notified as soon as possible if the employee being complained of is a staff officer.

If the employee is not satisfied with the action taken by the supervisor, or feels that that supervisor would not receive the complaint objectively, the employee may bring the complaint directly to the attention of the Chief of Police or the City of Conroe's Human Resource Director. The complaint will be investigated and the employee will be advised of the findings and conclusion. All actions taken to resolve complaints of sexual harassment through internal investigation shall be confidentially conducted.

Any employee who is found, after appropriate investigation, to have engaged in sexual or other type of harassment of another employee shall be subject to disciplinary action, up to and including discharge.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: PERSONNEL COMPLAINTS	PAGE: 1 of 8	G.O.#: 3-05
	EFFECTIVE: APRIL 14, 2015	
	REPLACES: G.O.# 200-10 ISSUED 06/25/2010	

1 PURPOSE

The purpose of this order is to establish within the Conroe Police Department procedures for handling complaints and disciplinary actions against members of this agency, thereby preserving the integrity of this Department. These procedures will assure the prompt and thorough investigations of incidents to clear the innocent, establish guilt, and facilitate suitable disciplinary action. This order is based on the premise that discipline is a function of command and a well-disciplined force is a force which voluntarily and ungrudgingly conforms to all Departmental Rules and Regulations.

2 SCOPE

- A. The incidents which are to be handled in accordance with the provisions of this order are; alleged or suspected violations of statutes, ordinances, or Departmental rules or regulations, by members (sworn and civilian, including temporary employees), of the Conroe Police Department.
- B. The incidents include, but are not limited to:
 - 1. Those reported to supervising or commanding officers by members of the Department, either orally or in writing, by telephone or by correspondence, either signed or anonymous.
 - 2. Those reported by citizens.
 - 3. Those referred by the City Administrator.
 - 4. Those observed by supervisory or commanding officers.

3 STATE LAW PERTAINING TO COMPLAINTS

- A. The Texas Government Code, Chapter 614, Subchapter B. [Complaint Against Law Enforcement Officer or Fire Fighter], Sections 614.021 – 614.023, require that, to be considered by the head of a police department, a complaint must be placed in writing and signed by the person making the complaint. A copy of the signed complaint must be presented to the affected officer or employee within a reasonable time after the complaint is filed and before any disciplinary action may be taken against the affected employee.
- B. The handling of complaints against all personnel of this Department will be conducted in compliance with the above cited sections of Chapter 614 of the Texas Government Code.
 - 1. Complaints must be reduced to writing in the form of a statement (affidavit), and must contain a sworn oath in which the signer attests to the verity of the statement. The complaint must be signed by the person making the complaint and notarized.
 - 2. A signed letter complaint will be sufficient only after it has been verified that it is not a fictitious letter signed with a fictitious name.

3. Anonymous complaints will be investigated only on the specific direction of the Chief of Police. Once the determination to investigate has been made, the complaint will be prepared and signed by the investigator who is assigned the investigation and who is aware of the facts. The employee may not be questioned regarding the complaint until it is signed and becomes official.
- C. A complaint memorandum informing the employee that a complaint has been lodged against him/her, the nature of the complaint, that an administrative investigation has been initiated and outlining the employee's rights and responsibilities in regard to the administrative investigation will be issued to the employee at the time he/she is requested to make a written response to the allegation contained in the complaint.

Also, a copy of the signed complaint will be given to the accused employee at the time the accused employee is requested to make a written reply to the allegation contained in the complaint. Copies of other statements or affidavits will not be provided to the employee.

4 AUTHORITY AND RESPONSIBILITY

A. Individual Responsibility

1. Each member of the Department will perform the duties and assume the obligations of their rank in the investigation of complaints or allegations of misconduct against members of the Department, and will cooperate fully with personnel of the Department conducting such investigations. Supervisory and Command personnel will, themselves, initiate investigations when the subject complained of or observed in an infraction is within the scope of their authority for the initiation of this action.
2. All alleged or suspected violations will be reported to the Deputy Chief of Police by the Supervisor or Commanding Officer who first received information of the alleged violation, even when it is believed to be unfounded. Complaints may be classified as *confidential* if criminal acts are alleged, or *open* if a complaint alleges misconduct or policy violations.
3. Exception:
 - a. Complaints relative to a difference of opinion between a police officer and a citizen over the issuance of a traffic citation or arrest, unless there is an allegation of a violation of law or of Departmental rules and regulations on the part of the Officer. In such instances, the investigation will be restricted to the specific allegation of misconduct.

B. On-Duty Supervisors

1. The Supervisor on-duty will be responsible for the preliminary acceptance and screening of the following types of complaints:
 - a. All charges by citizens against Departmental personnel.
 - b. All referrals from the City Administrator.

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- c. Allegations against Departmental personnel involving the commission of a criminal offense, gross misconduct or negligence of duty.
 - d. All offenses observed by members of this Department.
- 2. The On-Duty Supervisor will:
 - a. Upon receipt of an alleged violation:
 - (1) Interview the complainant, complete the Personnel Complaint Form, and obtain a written, notarized statement from the complainant.
 - (2) Forward the Personnel Complaint Form and completed statement(s) to the Chief of Police
 - b. Conduct a preliminary investigation at the request of any member of the Department who justifiably feels threatened by a false accusation or a contrived situation involving false evidence. Such persons are authorized to report their situations directly to their Division Commander.
- 3. The Chief of Police will cause a Complaint Register Log to be maintained on written complaints only. Spaces will be provided in the log for the complainants' names, employees' names, Personnel Complaint number, date of complaint, investigating officer, date of assignment, final classification, and the date of final classification. This log will be securely kept in the Office of Professional Conduct office, or other approved storage location consistent with current Public Information Act requirements. The log will be open to inspection by any supervisory officer of this Department.

5 COMPLAINT ORIGINATION

- A. Sometimes mistaken or even false reports and accusations are made against members of the Department. In some instances, the most conscientious and hard working member will be the subject of such allegations. In order to insure the integrity of the Police Department and its members, it is necessary to record all reports and accusations from all sources. At the same time, in the interest of fairness and effectiveness of police operations, the reputations and good names of innocent members must be protected. Therefore, the following procedures will be applied in reporting all complaints.
 - 1. The Supervisor interviewing the complainant will obtain all of the information pertinent to the complaint in order that the Personnel Complaint Investigation Request form may be completely filled out. Supervisors shall only accept complaints involving non-criminal conduct alleged to have occurred within the preceding 180 days. All complaints alleging criminal conduct by the employee shall be accepted.
 - 2. The supervisor will then advise the complainant that, in order to proceed any further with the complaint or to take action against police personnel, the complaint must be made in writing and signed by the complainant (see section 3-B. above).

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3. When the complainant has appeared in person and has shown a desire to reduce his/her complaint to writing, a statement form (affidavit) will be completed, sworn to, and signed by the complainant and notarized.
4. When the complainant cannot appear in person, he/she will be advised that no further action will be taken by the Department until a signed, sworn, and notarized statement (affidavit) is received. The complainant should be directed to mail the completed statement to the Office of Professional Conduct.
5. If the complainant will not sign a statement and the complaint alleges that the employee committed a crime, and other evidence exists tending to show the incident did occur, the supervisor will submit an interoffice correspondence to the office of the Chief of Police detailing all information obtained.
6. Once the Personnel Complaint Investigation Request form and statement (affidavit) have been completed, they will be forwarded to the office of the Chief of Police, who will determine the appropriate investigation level (OPC, Division Commander, Line Supervisor, etc.) and assign the investigation as appropriate. A copy will be provided to the employee in question at the appropriate time depending upon the classification assigned and investigative processes initiated.

6 CONDUCT OF THE INVESTIGATION

- A. The assigned investigator will be responsible for insuring a complete and expeditious investigation. Administrative investigations shall be completed (up to and including administrative notification of discipline) within sixty (60) days of being assigned unless specifically extended by authorization of the Chief of Police. If such extension is needed, the assigned investigator will submit an interoffice correspondence to the Chief of Police requesting the extension and explaining the reason(s) for it.
- B. Each member participating in any way in the investigation or having knowledge of the reported incident will submit an individual written statement to the investigator. The statement will be accurate and complete, and will include all facts relating to the incident known or reported to him/her. An employee can be required to answer questions relating to their duties and can be disciplined with measures up to and including dismissal for refusal to answer such questions. Any such required statements may be used against the employee in a disciplinary action or other civil proceeding.
- C. Compulsory Polygraph Examinations.
 1. The Chief of Police may order any member of the Department to submit to a polygraph examination regarding matters of alleged misconduct which are directly related to the performance of the employee's duties.
 2. Before ordering a polygraph examination, the Chief of Police must determine that extraordinary circumstances exist which call into question the integrity of the employee or the Department.
 3. A polygraph examination may be required both in the connection with alleged criminal misconduct or noncriminal misconduct.

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4. Refusal to submit to a polygraph examination as ordered by the Chief of Police shall constitute insubordination and shall be independent grounds for disciplinary action.
5. Whenever possible, the complainant will be required to take and pass a polygraph examination prior to the employee being ordered to take a polygraph examination.

D. Non-Compulsory Polygraph Examinations.

1. The Chief of Police may offer to any member of the Department a polygraph examination regarding matters of alleged misconduct that are not directly related to the performance of the employee's duties. This offer will be made only if the complainant has taken and passed a polygraph examination. Refusal of the polygraph examination by the accused employee may not be considered a factor in weighing evidence to determine guilt.
2. A member of this Department who is the subject of an administrative investigation may request, in writing to the Chief of Police, the opportunity to voluntarily take a polygraph examination. The discretion to approve or deny such a request shall rest solely with the Chief of Police.

E. Protection of Employee's Constitutional Rights.

Submission to a polygraph examination, compulsory or non-compulsory, shall not constitute a waiver of the employee's privilege against self-incrimination or of any other right guaranteed by the federal or state constitutions. Neither the results of the polygraph examination nor any statements made by the employee during the examination shall be used by the Department for any purpose other than reaching an administrative determination regarding the alleged misconduct and any appropriate disciplinary action.

F. Polygraph Examiner.

Polygraph examiners utilized to examine members of this Department shall be currently licensed through, and in good standing with, the Texas Department of Licensing and Regulation, and shall comply with all rules, standards, and laws governing the conduct of polygraph examinations.

- G.** The employee may be interrogated only during their normal duty-hours, unless the Chief of Police or his designee determines that the seriousness of the investigation requires interrogation at another time. The employee will be paid overtime for that period. The Chief may not hold the employee responsible for normal duty-time missed because of their participation in an investigation. The employee may not be interrogated at their home without the employee's consent. The interrogation may not be unreasonably long, and provision must be made for physical necessities.

- H. When there are indications that the employee complained against has been drinking, he/she may be required to submit to a blood test and/or a Breathalyzer test. The elapsed time, expressed in minutes, between the initial report or observations of the person's condition and the intoxication test will be accurately recorded. Where driving a vehicle is also involved, the accused will be required to comply with State Law regarding alcohol tests.
- I. The Chief of Police or a Deputy Chief may designate a complaint as *confidential* and may restrict access to the file of the investigation to only those persons they deem necessary. The investigator assigned the responsibility of investigating a *confidential* investigation may, if necessary, report any matter directly to the Chief of Police. He must however, inform the appropriate Deputy Chief as soon thereafter as possible.
- J. If an officer or employee is the subject of a complaint, the supervisor to which the officer is assigned will notify the officer or employee that a complaint has been received. If the complaint is designated *confidential*, the officer or employee will not be notified.
- K. Upon conclusion of the investigation, each allegation of the complaint will be classified, upon evidence determined through investigation, as one of the following:
 - 1. Unfounded - Allegation is false or not factual.
 - 2. Exonerated - Incident complained of occurred but was lawful and proper.
 - 3. Not Sustained - Insufficient evidence to either prove or disprove the allegation.
 - 4. Sustained - The allegation is supported by sufficient evidence.
 - 5. Misconduct Not Alleged in Complaint – Act(s) of misconduct not alleged in complaint but discovered during the investigation.
 - a. Any sustained allegation regardless of its classification may form the basis for disciplinary action.
- L. Special Procedures:
 - 1. Where the investigation of an incident reveals other misconduct or violations of rules and regulations, or orders, these other acts will be investigated in accordance with this order.
 - 2. Investigation of incidents involving the discharge of firearms will be investigated to determine if a violation occurred and to make a written record of the incident for the employee's protection if no violation did occur.
 - 3. All allegations of violations of criminal statutes by officers or employees will be investigated by the Criminal Investigations Division.

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7 REPORTING

- A. All pages of report of investigations and other documents relating to complaint cases will be identified by the control number secured from the complaint register log.
- B. The Commander of the Office of Professional Conduct will be responsible for notifying the complainant of the final disposition of the investigated complaint, except in those cases where a pending criminal case might be compromised by the disclosure of this information.
- C. All pages/parts of completed complaint investigations shall be securely kept in the office of the Office of Professional Conduct or other designated controlled-access storage area, and will be maintained pursuant to appropriate records retention requirements.

8 EMERGENCY RELIEF FROM DUTY

- A. Any Supervisory Officer has the authority to impose emergency relief from duty until the next business day on a member or employee when it appears that such action is in the best interest of the Department.
- B. A member or employee receiving an emergency relief from duty will report with his/her Division Commander to the Chief of Police on the next business day at 9:00 A.M. unless otherwise directed by competent authority.
- C. The Supervisory Officer imposing the emergency relief from duty will also report to the Chief of Police at that time, unless otherwise directed by competent authority.

9 RESULTING ACTION

- A. When the investigation results in a finding of unfounded, exonerated, or not sustained, the Deputy Chief of Police will so notify the accused, and the accused will be continued of duty. Should he/she have been placed on leave without pay status, he/she will be paid for that period of time.
- B. When the investigation is classified as sustained:
 - 1. The reports will be forwarded to the Chief of Police who will review the investigation and take such action, as he deems appropriate.

10 FORMS OF POSSIBLE ACTION AVAILABLE

- A. Oral Reprimand
- B. Written Reprimand
- C. Suspension.
- D. Reduction in Rank
- E. Dismissal from Employment
- F. Filing of Criminal Charges.

The administration of discipline to sworn officers as a result of a complaint investigation shall be within the guidelines of the Texas Local Government Code, Chapter 143 [Municipal Civil Service for Firefighters and Police Officers]. Any such discipline shall be administered within 180 days of the receipt of the initial complaint, exclusive of any subsequent appeal by the officer.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 6	G.O.#: 3-07
	EFFECTIVE: March 06, 2019	
	REPLACES: G.O.# 3-07 ISSUED 11/19/14	
TITLE: TRAVEL AND TRAINING		

1 PURPOSE

The purpose of this General Order is to provide a coherent guide to the development of Departmental personnel through in-service training in a manner that provides uniform opportunity for all personnel and is of optimum benefit to the Department.

2 POLICY

It shall be the policy of the Department to regulate in-service training in a positive manner to the benefit of all employees and the Department.

- A. Each officer, Regular, Reserve or Communication shall accrue at least the minimum amount of in-service training hours per training cycle as set forth by T.C.O.L.E. Rules and Regulations.
- B. No officer or civilian member of the Department shall accrue more than 80 hours of in-service training per fiscal year without the authorization of the Chief of Police, exclusive of the mandatory training provided by the Department.
- C. All in-service training requests shall demonstrate an immediate benefit to the employee, their current assignment or professional goals and the mission of the Department.

3 SPECIFIC RESPONSIBILITIES

- A. It shall be the responsibility of Division Commanders and supervisors to ensure that in-service training requested is pertinent to the employee's assignment or professional goals and will provide an immediate benefit to the employee and the Department.
- B. It shall be the responsibility of Division Commanders to ensure that all assigned personnel receive the minimum number of training hours set forth herein and do not exceed the maximum number of hours without proper authorization.
- C. It shall be the responsibility of the designated Training Coordinator to maintain training records and to inform Division Commanders when an employee is deficient, or has reached the maximum, in the number of training hours he/she has accrued for the training cycle.
- D. It shall be the responsibility of the individual employee to be familiar with the type and amount of training mandated by law, policy, or procedure and to submit School Request forms in a timely manner to ensure that they receive the necessary training.

4 REQUIRED TRAINING

- A. It shall be the responsibility of the designated Training Coordinator to ensure that all training, required either by statute, T.C.O.L.E. rule, Department policy, or other mandate be conducted in a manner consistent with such statute, rule, policy, or mandate in both content and timeliness.

- B. Such required training may be performed, as allowed by appropriate regulations, in regular classroom sessions, Roll Call training, internet or other computer sessions, or in conjunction with quarterly firearms training. Some examples of training required, in addition to the T.C.O.L.E. mandated training cycles include, but are not limited to:
1. Annual Hostage Negotiations training (all SWAT hostage negotiators)
 - (a) Must include electronic intercept training consistent with CCP art. 18.20 (23)
 2. New Supervisor training (Full-time sworn positions, civilian supervisory positions)
 - (a) Must be completed within 12 months of any new promotion
 - (b) Training must be appropriate for duties of each new rank
 3. Administering Performance Evaluations (all supervisors, full-time sworn and civilian)
 - (a) All supervisor level employees shall receive initial training
 - (b) Afterwards, newly promoted supervisors shall receive training within one year
 4. Annual Use of Deadly Force training (all full-time sworn and Reserves)
 - (a) Review of applicable Departmental policies
 - (b) Review of reporting procedures
 5. Biennial Use of Force training (all full-time sworn and Reserves)
 - (a) Review reporting procedures
 - (b) Review of Departmental policy
 - (c) Recertification training and proof of proficiency with intermediate weapons
 6. Basic SWAT class
 - (a) New SWAT officers within one year of acceptance to team
 - (b) All SWAT members shall recertify proficiency per that Unit's policies
 7. Arrests (biennially for all officers, full-time sworn and Reserve)
 - (a) With warrant (including obtaining and serving warrants)
 - (b) Warrantless arrests
 - (c) Use of Miranda warning
 - (d) Restraint techniques, handcuffing techniques, and self defense tactics
 8. Vehicle Pursuits (biennially for all officers, full-time sworn and Reserve)
 - (a) Statutes and Policy
 - (b) Review reporting procedures
 - (c) Use of Tire Deflation Systems
 9. Investigations
 - (a) Preliminary investigations (all newly appointed officers in Field Training Program and/or BPOC training in Academy)
 - (b) Interview and Interrogation (all newly appointed investigators within one year of appointment)
 - (c) Basic Criminal Investigations or equivalent course (all newly appointed investigators within one year of appointment)
 10. Background Investigations
 - (a) Any employee assigned duties of background investigation must receive background investigator training course within one year of assignment.

11. Emergency Telecommunicator

- (a) Any person appointed as an Emergency Telecommunicator at this agency is required to successfully complete the Communications Officer Field Training program as established by the policies of that section.
- (b) Any person appointed as an Emergency Telecommunicator at this agency shall, within one year of their employment date, complete the Basic Telecommunicator course and the TCIC/NCIC Full Access Operator training.

12. National Incident Management System (NIMS)

- (a) It is the intent of the Conroe Police Department to comply with the Federal Emergency Management Agency (FEMA's) NIMS Training Plan.
- (b) To that end the Departmental Training Coordinator will ensure the appropriate Department personnel complete the corresponding courses required for their position.
- (c) Afterwards, the Departmental Training Coordinator will ensure that new personnel have completed the appropriate training before their second employment anniversary date.

5 REQUESTING TRAINING

- A. Employees shall submit requests for training, utilizing the Department's School Request form, to their immediate supervisor. School requests shall be submitted 15 days prior to the first day of instruction if the school does not require any hotel or per diem. School requests that require hotel or per diem shall be submitted 30 days prior to the day of departure.
- B. If approved at each step, the form shall be forwarded up the chain of command to the training coordinator in a timely manner. If disapproved at any step in the routing process, the employee shall be notified and the denied request will be forwarded to the training coordinator.
- C. If an employee has been approved and scheduled for training and becomes aware of a situation which will prohibit the employee attending the training, the employee shall notify their immediate supervisor and the training supervisor as soon as possible.
- D. If an employee has requested training, been approved, and the training scheduled or registered for, but fails to attend the training due to their own negligence, the employee may be subject to punitive and/or disciplinary action as determined by the Chief of Police.
- E. Any training that an employee receives due to the status of their employment with this agency shall be approved in the manner detailed above. ***No employee shall attend job related training, whether on or off-duty, without a School Request form having been submitted and approved.*** This does not preclude employees, while off-duty, from attending colleges, universities, etc., or participating in on-line educational programs or completing on-line law enforcement courses at their own expense. However, the Department will only pay for and employees will only be compensated (on-duty, overtime or comp time as appropriate) for mandated training or requested training that was approved in the prescribed manner.

- F. Employees that are approved to take voluntary on-line courses or webinars may take the course on-duty if approved by their supervisor. Department mandated or approved voluntary on-line courses taken while off-duty will **not** be compensated with overtime or comp time.

6 SPEAKING ENGAGEMENT REQUESTS

All employees shall submit a Speaking Engagement Request on the form designated for that purpose and receive approval prior to representing the Department, or themselves as a member of the Department, at **any** group function. This includes any presentation, instruction, tour or participation in any fundraising or promotional event the employee is attending due to their employment status with the Department. This does not include Department or City sponsored events such as KidzFest or National Night Out.

7 MODE OF TRANSPORTATION

- A. City Vehicle – Whenever a city vehicle is available for use, one shall be utilized for any business related travel unless exigent circumstances exist that would warrant the use of a privately owned vehicle. When a city vehicle is used, the Department will make available a gasoline credit card to be used while traveling. The employee will ensure the vehicle is fully fueled using City fuel before leaving the city limits. The gasoline receipts will be returned along with all other appropriate receipts. If, while traveling by city vehicle, that vehicle becomes disabled, the employee will notify a supervisor who will then gain proper authorization and procedure to be used in the repairs of the vehicle.
- B. Privately Owned Vehicle – In the event a city vehicle is unavailable for business related travel the employee may be authorized to use a privately owned vehicle with approval from the Chief of Police in accordance with the City Travel and Training Policy. If for personal preference an employee elects to use a privately owned vehicle for business related travel there will be no mileage, fuel or towing reimbursement to the employee.
- C. Public Transportation/Parking – Will be governed by current city policy. Public carriers will be notified in advance of any special conditions that need to be addressed, such as the need to be armed, transportation of suspect, etc. The carrier will then advise their requirements. These requirements shall be followed. If for some reason the specified requirements would hinder the completion of the assignment or cause unreasonable problems, another carrier or mode of transportation shall be used.
- D. Any motor vehicle related accident that occurs while traveling must be investigated by the law enforcement agency under whose jurisdiction the accident occurred. A copy of the accident report or information regarding the acquisition of said report will be forwarded to the Chief of Police via the appropriate chain of command.

8 PER DIEM EXPENSES

Per Diem expenses shall be restricted to meals and toll road passage. Per Diem for meals will be calculated at the approved GSA rate in accordance with City of Conroe Travel and Training Policy and a check will be provided to the traveling employee prior to departure. Toll road expenses will be separate from the per diem for meals. Employees will submit toll road receipts upon return for reimbursement.

9 REQUIRED ATTENDANCE

Employees granted leave to attend professional seminars or conferences are required to attend a significant portion of these functions, specifically any portion that directly relates to the original reason for the travel request. Employees granted leave for attending TCOLE approved in-service training are required to attend ALL of the scheduled training for which credit hours will be submitted to TCOLE. If the course provider issues a certificate of attendance/completion, a copy will be submitted upon return with any related receipts.

10 MULTIPLE TRAVELERS

Whenever more than one employee is attending an event that requires travel, the employees will travel together in the same vehicle unless approved by the Chief of Police.

11 APPROPRIATE ATTIRE

- A. Employees of this Department are expected to present a professional image when representing the Department at all times, including time devoted to training. Employees are expected to ensure that their dress is as appropriate as possible for their position in the agency and the status of the event being attended. Employees attending training courses, conferences, or seminars, whether locally or out-of-town, shall abide by the dress standards established under this policy.
- B. Dress standards for employees attending training courses, conferences or seminars shall be:
1. Male employees shall wear their issue uniform, dress shirts or polo-type shirts with dress or casual slacks, BDU/fatigue trousers, or well kept jeans, providing the attire is appropriate to a business environment.
 2. Female employees shall wear their issue uniform, dresses or slacks/skirts/ jeans with shirt/blouse, which are appropriate to a business environment.
 3. Footwear will be appropriate for the class assignment and by its construction or condition not present a safety hazard.
 4. Unacceptable attire includes, but is not limited to:
 - Form fitting stretch pants or stirrup-type pants
 - Capri or ¾ length pants
 - Shorts or skorts (see exception in 5. below)
 - T-shirts (see exception in 5. below), tank tops, muscle shirts
 - Denim jeans that are torn or unkempt
 - Excessively worn or torn apparel
 - Shoes without an enclosed heel or a heel strap, such as slippers, clogs or mules, sandals, flip-flops, etc.
 - Clothing that shows bare shoulders (strapless or spaghetti straps) will not be worn unless a coordinating jacket or blouse is worn as a top garment at all times
 - Attire which reveals midriffs or excessive cleavage
 - See-through clothing, unless proper undergarments are also worn
 - No hats or caps of any type shall be worn in the classroom

5. At the discretion of the training provider, employees may be directed to wear other attire that is more appropriate to unusual training activities or conditions. This may include firearms courses involving actual firing on the range, tactical or other physically demanding courses, courses requiring extended outdoor activities, or courses that by their nature may cause damage to the student's clothing.
 - a. Any optional clothing approved by the training provider may not display any vulgar, profane, or offensive writings, logos, symbols, pictures, or depictions.
 - b. T-shirts approved as optional clothing by the training provider shall have sleeves and either standard crew or v-neck banded collar.
 - c. When on a firing range during firearms training, **STUDENTS WILL NOT WEAR ANY FORM OF RED CLOTHING OR RED BASEBALL CAPS.**
 - d. No open-toed shoes will be worn on any firing or tactical range.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 2	G.O.#: 3-09
	EFFECTIVE: February 12, 2019	
	REPLACES: G.O.# 3-09 ISSUED 07/27/2010	
TITLE: OVERTIME		

1 POLICY

It shall be the policy of the Department to provide overtime pay, at a rate of time and a half, for all required work or work-related activity conducted outside normal duty hours that causes the employee's workweek to exceed 40 hours.

2 SPECIFIC GUIDELINES

A. Overtime pay and compensatory time for non-exempt employees:

1. An employee's right to overtime compensation is governed by the provisions of the FLSA and the City of Conroe Personnel Manual. Employees who are exempt from the overtime compensation requirements of the FLSA are ineligible for overtime compensation.
2. Overtime pay will be authorized for all service-time, other than assigned duty-hours, rendered for situations that are emergency in nature requiring extended police services, or are the result of a call-out response or other Departmental mandated functions. These situations would include, but not be limited to, major crime scenes, major investigations, emergency or life threatening situations, court related duties, and Departmental mandated in-service training, counselings, meetings or hearings.
3. "Hours Worked" defined:
 - (a) "Hours worked" specifically excludes time spent on sick leave, military leave, personal leave, jury duty, or compensatory leave.
 - (b) "Hours worked" specifically includes time spent on vacation leave, holiday leave, or funeral leave.
4. Time worked on holidays may consist of (a) previously scheduled work time, or (b) holiday call out time.
 - (a) Scheduled work occurring on a holiday does not result in any premium pay. Scheduled work is considered to have occurred on a holiday only where a majority of the time worked falls within the calendar day on which the holiday occurs. An employee who is scheduled to work on a holiday is awarded compensating holiday leave. Eight (8) hours of holiday leave are awarded for each holiday worked.
 - (b) Where hours worked result from call out on a holiday which the employee was not previously scheduled to work, all hours actually worked during such work day will be compensated at a holiday premium rate equal to one and one-half (1-1/2) times the employee's regular hourly rate, regardless of whether or not hours worked within the work period exceeds the maximum hours standard. Additional compensatory holiday leave shall not be granted for holiday time lost as a result of a call out.

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- B. Compensatory time accrued by exempt employees under this section is not compensable at any time for any reason, including upon termination.
- C. When on-duty it is the responsibility of the employee to contact his/her immediate supervisor for approval prior to remaining on-duty past the normal tour of duty.
- D. Unit supervisors are responsible for regulating overtime within these guidelines.

3 VOLUNTEER SERVICE

- A. Overtime pay shall not be authorized for voluntary or individually requested in-service training conducted outside the officer's assigned tour of duty and that is not mandated by the Department.
- B. The above and all other work or work-related activities construed to be voluntary shall be compensated by compensatory time at a rate of time and a half. Specialized units such as S.W.A.T. or Honor Guard will be governed by their respective policies.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 4	G.O.#: 3-11
	EFFECTIVE: AUGUST 14, 2020	
	REPLACES: G.O.# 3-11 ISSUED 08/29/13	
TITLE: RELEASE OF INFORMATION TO THE NEWS MEDIA		

1 PURPOSE

The purpose of this order is to establish a fair and reasonable policy and procedures for cooperation with and release of information to the news media.

2 GENERAL POLICY

- A. The policy of this Department is to engage in a positive program to make available to the news media timely information pertaining to matters within the purview of this Department, except in those instances where the law enforcement process or fair administration of justice might be hampered by premature disclosure of information to the public. Members of the Department shall make every effort to be courteous and diplomatic in dealing with the news media.
- B. Included in this order are guidelines for members of this Department which, when adhered to, will discharge the responsibilities of this Department with regard to fair administration of justice and privacy of individuals. Beyond adherence of Department personnel to these guidelines, it is neither the responsibility nor policy of this Department to restrict activities of the press, either to ensure fair trial or to protect privacy of individuals not employed by the Department.
- C. This Department will comply with the provisions of the Texas Open Records Act, Article 6252-17a, V.T.C.S.
- D. Beyond the explicit constraints set forth in the policy, members of this Department are encouraged to be cooperative with the news media. When at all possible, the members of this Department will refer the news media to the Department's spokesperson (Public Information Officer) as designated by the Chief of Police.

3 CRIMINAL INVESTIGATIONS AND MAJOR INCIDENTS

- A. Members of the news media shall not be denied access to the perimeter (as established by crime scene barrier tape, police personnel, or other appropriate markers or barricades) of crime scenes, incidents, natural disasters, etc., except:
 - 1. When the crime scene is on private property, unless the owner requests that the media be allowed to remain.
 - 2. When the presence of the media members might adversely affect the preservation of the crime scene or interfere with an investigation.
 - 3. When the presence of the media members would interfere with a police operation (hostage situation, aftermath of disaster, etc.).
 - 4. When media members, in the judgement of officers at the scene, are exposed to danger, whether present or potential.

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- B. Photographs, pictures or video may be taken in or from any area to which media members have been given access, except:
 - 1. Members of the Department shall take no action to assist media members.
 - 2. Photographs of officers working in an undercover type situation shall not be allowed.
 - 3. The media shall be restricted to the extent possible from photographing or taking video of evidentiary items, personal property of a victim, or of a victim at a death scene.
- C. Interviews by the news media of persons in custody of the Department shall not be authorized without written consent of the person in custody, after such person has been informed of right to counsel and right to refuse to give the interview.

4 POLICE REPORTS AND FACTUAL INFORMATION

- A. Supervisors and the Department's spokesperson (PIO) are authorized to release to the news media the following information related to a current active scene, subject to the restrictions of Paragraph B. Any information that is not related to a current or active scene shall be referred to the Department's spokesperson (PIO).
 - 1. Original offense report information, to include the offense committed, location of the offense, identification and description of complainant, premises involved, description of weather, description of offense, and the names of the investigating officers.
 - 2. Arrest Report information of accused adults, after they have been jailed, including the accused's name, age, occupation, the time and place of the arrest, the name of the arresting officer (if it does not compromise an undercover operation), the facts and circumstances of the arrest (including resistance, pursuit, and the use of weapons); and the general description of evidence seized (avoiding that which might hinder an investigation or prejudice the case).
 - 3. Accident Report information.
 - 4. Any additional information that may assist in an investigation.
- B. No member of the Department shall release for publication, or in a manner likely to result in publication, information falling into the following categories, except when released as part of a record open to public inspection:
 - 1. Information that may jeopardize the successful conclusion of an investigation (access to crime scenes also may be restricted for this reason). This includes all supplementary investigative reports, and all reports from the Crime Scene Unit of this Department.
 - 2. The identity of any suspect prior to arrest or the results of any investigative procedures except to the extent necessary to aid in the investigation, to assist in the apprehension of the suspect, or to warn the public of dangers.

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3. Any opinions as to the guilt or innocence of the accused or as to the merits of the case or the evidence in the case.
 4. The prior arrest records of a suspect or arrestee, or statements or information regarding the character or reputation of a suspect or arrestee.
 5. The existence or contents of admissions or confessions.
 6. The performance of any examinations or tests or the refusal or failure of any examination or requests.
 7. The identity, testimony, or credibility of any prospective witness.
 8. The possibility of a plea of guilty to the offense charges or to a lesser offense.
 9. Information relating to, or statements by, informants.
 10. The construction, content, and mechanism of any explosive or incendiary device.
 11. Photographs of crime scenes, suspects prior to arrest (except to obtain public assistance in effecting an arrest), victims of crimes, juveniles, or police officers holding sensitive positions.
 12. Information furnished by members of the Department to promote publicity for themselves.
 13. The names of victims killed or injured (police or civilian), until next of kin have been notified.
 14. Any information concerning the identification of juveniles in police custody or juvenile victims or witnesses.
- C. Media representatives should be reminded that it is normal practice, even though they may see the information in a report to which they have been given access, not to publish the names and addresses of:
1. Victims of sex offenses.
 2. Juvenile defendants and victims.
 3. Witnesses or Informants.
 4. Deceased persons before the next of kin is notified.
- D. The personnel records of members of the Department are not open to routine public inspection. The residence address or telephone number of a member of this Department shall not be released to anyone without the expressed consent of the member. A violation of this policy will be considered a most serious offense and shall require disciplinary action. The purpose of this provision is to strengthen the off-duty privacy and safety of the officer and family, but not to make the officer inaccessible to legitimate contact by the public. Therefore, every reasonable effort shall be made to ensure the members of the Department receive business-related messages through the units to which assigned and, when appropriate, are made available for interview or telephone contact.

- E. Members of this Department will not discuss personnel investigations with non-police personnel. Inquiries of this nature will be referred to the Chief of Police. No other member of the Department may be authorized to make a statement to the media regarding an investigation of this type.

5 ADMINISTRATIVE RESPONSIBILITY

- A. Staff supervision over all matters pertaining to the release of information to the news media shall be exercised by the Chief of Police or his designee.
 - 1. Policy statements shall be revised as necessary to ensure prompt and responsible release of information to the public.
 - 2. All formal press releases emanating from the Police Department shall be issued under the authority of the Chief of Police.
 - 3. It will be the duty of the Department's spokesperson (PIO) to make the authorized information available to the press. The designated spokesperson (PIO) will cause a file to be created to ensure that all press releases will be maintained for future referral. In the event the Department's spokesperson (PIO) cannot be available for the media, during normal business hours or a predetermined time, an on-duty supervisor may make the information available to the press, in the prescribed manner.
- B. Information pertaining to administrative matters, such as organizational changes in tour of duty, shall be released to members of the Department prior to public release whenever feasible.
- C. Officers or Supervisors in charge of details or units assigned at the scene of a special event or emergency shall direct all inquiries to the Department's spokesperson. An exception to this would be a situation where the event is of a public relations type. In this type of situation, the Supervisor in charge may make a reasonable effort to provide appropriate information to news media representatives on the scene.
- D. The Department's spokesperson (PIO) designated by the Chief of Police shall, within their first year of appointment, receive training designed specifically for that position (i.e. media relations, open records, etc.).

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 1	G.O.#: 3-13
	EFFECTIVE: March 6, 2019	
	REPLACES: G.O.# 3-13 ISSUED 06/14/2004	
TITLE: TRAVEL ORDERS		

This General Order is permanently rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 3-15
	EFFECTIVE: AUGUST 14, 2020	
	REPLACES: G.O.# 3-15 ISSUED 01/10/2018	
TITLE: INSPECTIONS		

1 POLICY

Each Division of the Conroe Police Department will conduct regular line inspections (one that is carried out by personnel in charge of the employees, facilities or procedures being inspected), using procedures appropriate to the structure and mission of the unit. Commanders and supervisors at all levels shall participate in the responsibility for such inspections and for the correction of conditions discovered by the inspections. Copies of ALL personnel and equipment inspections will be forwarded to the Recognition Program Manager for the Department's Program files.

2 INSPECTIONS GENERALLY

Division Commanders are responsible for overseeing and documenting inspections and shall create form(s) specific for their Division to record any deficiencies discovered. These forms shall be maintained for evaluation and disciplinary purposes.

3 PERSONNEL INSPECTIONS

First line supervisors will conduct monthly inspections of ALL officers and civilian personnel for compliance with uniform and equipment regulations. Division Commanders will monitor such inspections and will be accountable for enforcing regulations within their Division. All personnel shall be inspected at least once each month, with the results and any corrective actions forwarded to Division Command. Inspection forms are due by the 15th of every month. Follow-up for any deficiencies noted will be completed by the end of each month.

4 VEHICLE INSPECTIONS

All vehicles regularly assigned to organizational units for routine use shall be inspected monthly by the supervisors of those units. Vehicle condition, presence and proper function of prescribed equipment, and a check for contraband/evidence shall form the basis for such inspections. Officers assigned to a marked unit will inspect their unit at the beginning and end of their shifts and report their findings on the forms provided for that purpose. In lieu of completing a form officers may record the inspections on their BWC's. Officers will notify the on-duty supervisor of any deficiencies discovered on the form designated for that purpose and the supervisors will see that the noted deficiencies is corrected as expeditiously as possible.

5 INSPECTIONS OF STORED PROPERTY

Commanders of specialized units that possess vehicles, equipment and/or property usually stored for use in emergencies and specialized situations (SWAT, CID, Crime Scene Unit, etc.) are responsible for keeping the vehicles, equipment and property in a state of operational readiness. Commanders shall oversee quarterly inspections of such vehicles, equipment and property and correct any deficiencies identified during such inspections. Checklists should indicate the unit, date inspected, condition of each item, and the person who inspected the equipment. Any maintenance needs will be identified. Copies of each unit Checklist shall be forwarded to the appropriate Bureau Chief for review.

6 EVIDENCE/PROPERTY INSPECTIONS

Inspections of the Evidence and Property storage area shall be conducted in accordance with General Order 9-05 (Evidence and Property Procedures).

7 CAPITAL ASSETS INSPECTIONS

Inspection and inventory of all capital assets assigned to this agency shall be conducted not less than annually, and shall be conducted in accordance with the City of Conroe fixed asset accounting and management procedures manual. Per that manual, the Conroe Police Department Asset Coordinator shall be the department's Fixed Asset Coordinator (DFAC), and shall perform all of the duties proscribed for the DFAC in the manual. The DFAC will ensure that a report detailing the results of the inspection/inventory is forwarded to the office of the Chief of Police.

8 STAFF INSPECTIONS

A. Periodically, the Chief of Police may assign a member of the department to conduct a Staff Inspection of a department function or operation. They should be conducted by personnel who have no direct supervisory responsibility for the divisions, personnel, equipment, or facilities being inspected, and are not subject to the command authority of those who have such supervisory responsibility.

B. Staff inspections are conducted to make the following types of assessments or evaluations:

1. Effectiveness of the department's organization, including command and supervisory structure and functioning.
2. Proper compliance with and enforcement of departmental policies.
3. Effectiveness of departmental operations and compliance with best practice standards and other contemporary professional practices.
4. Accuracy and timeliness of written reports and other required documentation.
5. Proper preparation and maintenance of written and computer records.
6. Adequacy, security, and safety of departmental equipment, facilities, and furnishings.
7. Effectiveness and productivity of investigative procedures and case handling.
8. Adequacy of recruitment mechanism.
9. Appropriateness and effectiveness of departmental training programs.

C. The results of staff inspections will be formally recorded and submitted to the Chief of Police.

9 FREQUENCY OF INSPECTIONS

While the inspections described above should be carried out on a regular basis, frequently enough to be useful and effective, nothing precludes a commander from holding an unannounced inspection at any time.

10 MAINTAINING COMPLIANCE WITH TEXAS LAW ENFORCEMENT BEST PRACTICES

- A. The department's assigned Program Manager for the TPCA Recognition Program is responsible for ensuring continued compliance with the Texas Law Enforcement Best Practices.
- B. The Program Manager will design and implement a system to ensure all continuing compliance requirements are met and provide immediate feedback to the Chief of Police if a continuing compliance issue is not met.
- C. The Program Manager shall provide the Chief of Police with a memorandum at least quarterly advising the status of Best Practices Compliance.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 3-17
	EFFECTIVE: February 25, 2020	
	REPLACES: G.O.# 3-17 ISSUED 11/16/2009	
TITLE: PERFORMANCE EVALUATIONS		

1 PURPOSE

The Police Department will assess, appraise and evaluate the performance of Departmental employees and will use the performance evaluations as one instrument for assessing efficiency and effectiveness, and for planning departmental training needs. This General Order establishes the procedures for carrying out performance evaluations.

2 RECORDS AS A BASIS FOR EVALUATIONS

It shall be the responsibility of all supervisors to keep performance records for each employee they supervise.

Performance records shall be defined as a record of supervisory observations regarding an employee's performance of his/her tasks and duties. These observations shall be specific rather than general and shall reflect the positive and negative aspects of an employee's performance.

Tasks and duties should be based on the job description (classification analysis) completed for each working title. This job description lists the duties and tasks that provide a basis for a supervisor's evaluation of employee performance. These records shall be used as the basis for the performance evaluations completed on each employee. Performance evaluations for classified employees shall be completed every January for the preceding calendar year. Performance evaluations for civilian employees shall be completed annually on their anniversary month and will be based on the preceding twelve-month period.

3 SUPERVISORY RESPONSIBILITIES

Supervisors shall counsel each employee at the beginning of each grading period with regard to the tasks expected for the position the employee occupies.

Reference should be made to the job description (classification analysis). The employee should be counseled regarding the level of performance expected and the criteria that will be used for the performance evaluation.

The same counseling session shall be used to discuss the employee's performance during the previous grading period. The employee disagrees with a performance rating the employee shall have ten (10) days from the date of receipt of the written performance evaluation to respond in writing, if desired. This written document shall be attached to the performance evaluation and shall become a part of the employee's permanent personnel file.

To contest a written performance evaluation an employee must file a grievance according to the Department's Grievance Procedure within ten (10) days from the date of receipt of the written performance rating. A disagreement about a category rating is not a grievance.

Supervisors shall monitor each employee's performance periodically and advise each employee in writing as to his/her status. Supervisors may issue unscheduled performance evaluations whenever an employee's performance has become unsatisfactory and counseling has failed to correct the situation. Unscheduled written performance evaluations may also be issued to reflect improved performance by an employee.

In addition to counseling, supervisors shall use training as a means of improving employee productivity and effectiveness. Personalized remedial training should be viewed as an opportunity to correct specific deficiencies in a positive and constructive manner. Formal training should be used to broaden the scope of the employee's job skills, knowledge and abilities.

Supervisors shall issue a written performance evaluation for a transferring employee. This performance evaluation shall be a reflection of the employee's performance from the date of his/her last performance evaluation until the date of transfer. An exception to this rule shall be employees who were evaluated fewer than thirty (30) days prior to the transfer.

4 RETENTION OF PERFORMANCE EVALUATION REPORTS

Performance evaluation reports will become part of an employee's permanent personnel file and shall be retained in accordance with Civil Service regulations for classified employees, and in accordance with the Texas State Records Retention Schedule developed pursuant to the Texas Administrative Code, Title 13, Chapter 6, Section 6.10 for all employees.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 3-19
	EFFECTIVE: AUGUST 21, 2020	
	REPLACES: G.O.# 3-19 ISSUED 10/05/2010	
TITLE: EMERGENCY MOBILIZATION		

1 PURPOSE

Provide for a rapid and systematic mobilization of Conroe Police Department personnel to the degree required to adequately address the personnel needs of operations related to major emergencies, special threats, disasters, or special event management.

2 MOBILIZATION

For those situations that require an increased police response through the augmentation of conventional personnel deployments. The increased police response shall be gained by the reinforcement of the Department's existing sub-units by off-duty personnel as follows:

- A. Cancellation of all days off, holidays, compensatory time off, and vacations.
- B. Personnel will report to their normal duty-assignment and shift-assignment adequately equipped and properly uniformed.

3 FULL FORCE MOBILIZATION

For those situations that require a maximum effort that will pool the total personnel resources of the Department into two (2) Provisional Commands responsible for all police operations for a twelve (12) hour tour each. The augmentation of on-duty personnel by off-duty personnel will be accomplished as follows:

- A. Cancellation of all days off, holidays, vacation and compensatory time off and immediate recall to duty from effective leave.
- B. Personnel shall report adequately equipped and properly uniformed to the Conroe Police Department headquarters facility or to other marshalling areas as directed.

4 DUTIES

- A. Non-Supervisory Personnel:
 - 1. Be watchful for conditions and/or information pertinent to command decisions, and rapidly transmit that information to a supervisor and/or dispatcher.
 - 2. Maintain radio communications with the Communications Center at all times.
 - 3. Review duties and responsibilities of all applicable General Orders, S.O.P.s, and Emergency Operations Guidelines.
 - 4. Should all communication systems become inoperative, assume a leadership role in protecting lives and property within your span of control.
 - 5. All personnel shall report with adequate equipment and in proper uniform. Consideration should be given to the possibility of extended deployment during both day and night and the assignment to 12-hour tours of duty.

B. Supervisory Personnel:

1. Assist in efforts to mobilize personnel.
2. Assume command and initiate necessary police actions until relieved by a higher-ranking supervisor.
3. Expedite information and intelligence reports to central headquarters and/or field command post.
4. Be familiar with the duties and responsibilities specified in all applicable General Orders, S.O.P.s, and Emergency Operations Guidelines.
5. Be prepared to assume other duties in the command.
6. Keep aware of the location of all personnel assigned under your command.

5 AFTER-ACTION REPORT AND REVIEW

The SWAT Team Commander, or other Incident Commander as designated by the Chief of Police or Deputy Chief of Police, shall be responsible for compiling and forwarding an After-Action Report to the office of the Chief of Police after any terrorism-related event, natural or man-made disaster, significant civil disturbance, or other incidents involving large-scale police resource response. The report will be made as soon as practical after the incident is resolved. The report should contain:

- A. Date, time, and location of the initial incident,
- B. An explanation of the incident, including cause and /or contributing factors, if known,
- C. Description of Departmental response to the incident including:
 1. personnel utilized (attach copies of any rosters available),
 2. special equipment utilized,
 3. other resources utilized, and
 4. actions and functions carried out by the Department to resolve the incident.
- D. Summary of the resolution of the incident. Included should be:
 1. description of noteworthy and/or meritorious actions of individuals or units involved in operations,
 2. description of any noted deficiencies in availability or performance of equipment or personnel,
 3. description of any training needs noted,
 4. description of any deficiencies in policy/procedures noted during the incident.

EFFECTIVE: AUGUST 21, 2020	PAGE: 3 OF 3	G.O.#: 3-19
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The Chief of Police or his designee shall review each After-Action Report with the command staff and others, as appropriate, to determine sufficiency of the Department's response and to implement any needed changes to policy/procedures, or address any other issues resulting from the incident.

The Chief of Police will cause a review of emergency operations plans to be conducted at least once every two years. The review will include General Orders 3-19, 8-09, 8-10, 8-11, 8-13, City of Conroe Emergency Management Plan, and any other policies or guidelines concerning emergency operations involving natural or man-made disasters, large-scale civil disturbances and/or mass arrests. The purpose of the review will be to determine sufficiency and relevance of the policies and guidelines, and to implement any needed changes.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 3-21
	EFFECTIVE: January 03, 2022	
	REPLACES: G.O.# 3-21 ISSUED 04/13/2021	
TITLE: RELATED EMPLOYEES		

1 PURPOSE

The purpose of this order is to provide for the equitable and effective assignment of department employees, classified or non-classified, who are of common and immediate kinship by marriage, blood, or other personal relationship.

2 DEFINITIONS

- A. ***Immediate kinship*** is defined as the immediate family whether by marriage (husband, wife, step or half-relationships), by consanguinity [blood relation] (father, mother, sister, brother, daughter, son), or other relationships by affinity (fiancés/fiancées, guardians, wards and live-in significant others including same sex relationships).

3 ASSIGNMENT

- A. Employees of immediate kinship shall not be permanently assigned to the same unit or shift. Employees of immediate kinship may be temporarily assigned to the same unit or shift to cover personnel shortages, shift trades, or special assignments.
- B. Employees of immediate kinship **shall not** respond to the same call for service or investigation unless authorized by a supervisor.
- C. No employee shall be assigned to a position where he/she would be directly supervised by another employee who is a member of their immediate kinship.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 7	G.O.#: 3-22
	EFFECTIVE: November 23, 2020	
	REPLACES: G.O.#: 3-22 ISSUED 08/07/2017	
TITLE: EMPLOYEE SELECTION PROCESS		

1 PURPOSE

The purpose of this general order is to address the process for hiring employees at the Conroe Police Department and to establish procedures for internal transfers and applicant recordkeeping.

2 POLICY

The City of Conroe/Conroe Police Department is an equal opportunity employer. It is the goal of the Conroe Police Department for the hiring process for all employees to be completed with fairness, equality, and within federal, state, and local statutes. In addition to the guidelines below, the sworn employee hiring process is also governed by the Texas Local Government Code [Chapter 143 - Municipal Civil Service for Firefighters and Police Officers] and the rules of the City of Conroe Civil Service Commission.

3 APPLICATION AND HIRING PROCESS

A. Police Officers

1. Civil Service law requires the City of Conroe to conform to specific notice and testing requirements when hiring. All positions are filled through a process of written examinations and physical agility tests.
2. Applications are submitted to the City's HR Department and Letters of Intent are returned to the HR Department by applicants after Civil Service Entry test date is scheduled.
3. Applicants appear at the specified location on the date/time scheduled for testing. Once an individual has taken and passed an entry level exam, they must then meet the employment requirements, including physical agility testing.
4. An individual not meeting the published requirements will not be eligible for employment even though they may have passed the entry exam.
5. Eligibility list is established by the Civil Service Director.
6. Applicants complete and turn in Departmental Personal History Statement forms and background investigations are performed.
7. Examinations which may include, but are not limited to, physical and psychological examinations by a licensed physician, drug/alcohol screening, and polygraph.
8. Applicants who successfully complete and pass all phases of the testing, interview, and background investigation will be hired based on the current eligibility list. Applicants not meeting employment requirements will receive a formal letter of rejection.
9. Final interview. Applicant is made job offer or dismissed from consideration.

10. Applicants who do not possess a T.C.O.L.E. Peace Officer license must successfully complete both the T.C.O.L.E. Basic Peace Officer Course and licensing examination before being commissioned as a Conroe Police Officer and being allowed to perform police duties.

B. Civilian

Applicants for the positions of secretary, clerk, Communications officer, or other similar positions will apply to the City's Human Resources Department and successfully complete a process that may include:

1. Meet qualifications for the particular position
2. Entrance examination, if applicable
3. Typing test, if applicable
4. Pre-employment interview
5. Background investigation
6. Complete or partial physical examination by licensed physician
7. Drug/Alcohol screening
8. Psychological examination
9. Polygraph examination
10. Final interview

- C. The Department will place emphasis on Departmental personnel to fill all advanced positions as much as possible, provided qualified personnel are available. However, the Chief of Police reserves the right to reject any and all applicants and/or select an external candidate to fill any position if he/she better meets the qualifications and needs of the Department.

4 BACKGROUND INVESTIGATIONS

The Department will perform background investigations on all candidates for employment with the Conroe Police Department. Background investigations shall only be performed by employees who have received appropriate training in conducting such investigations. The investigations will be performed following the procedures outlined below for both sworn and civilian candidates.

A. Personal History Statement form

After successfully completing any required pre-employment skills/knowledge testing, applicants will complete a Personal History Statement form and submit it to the Department in the manner and within the timeframe indicated on the form. Background investigators are responsible for maintaining security and confidentiality of the Personal History Statement during the background investigation.

B. Interview

An interview should be conducted with the candidate. The object of the interview is to determine the accuracy of paperwork that has been turned in and to clarify any questions or confusion. The interview should be conducted after the Department's Personal History Statement has been turned in.

C. Personal Information

Personal information for the candidate will contain the candidate's name, date and place of birth, the candidate's driver's license number, TCOLE PID number if applicable, SSN, and any identifying marks (scars, marks and tattoos) should also be included where applicable.

D. Residential History

This section is to list all addresses at which the candidate has lived within the indicated time period. This will show the stability of the candidate and could also lead to unlisted references (neighbors) to speak with about the character of the candidate.

E. Employment History

This is a statement that includes all full-time and part-time employment held by the candidate during the indicated time period. The investigation should include contact with all previous employers. The investigation should list any disciplinary actions and eligibility for rehire. Time gaps in employment should also be listed and explained. This section will show the candidate's consistent or inconsistent work behavior.

F. Military Service History

This section will list any military service history when applicable. If the candidate has prior or current, active or reserve, military service then all pertinent documentation should be gathered and documented on the final investigative report. Documentation should include discharge paperwork (DD214 or equivalent), which should be supplied by the candidate.

G. Educational History

This portion of the investigation will include all educational history for the candidate. The candidate will be required to provide all diplomas, transcripts and certificates. The investigator will attempt to determine if the candidate is currently enrolled in any school. The investigator should also request explanations for deficiencies in grades and scores during the interview.

H. Arrest, Detentions, and Litigations

This will contain a Criminal History check on the candidate. The investigator should also attempt to call local jurisdictions where the candidate lived to determine if any misdemeanor crimes have been committed by the candidate that have not been listed. Local jurisdictions can also share information on calls for service at the locations in which the candidate lived (disturbances, intoxications, etc.). Any traffic detention or arrest should also be listed in this section. The investigation should also reflect any litigation (civil suits) in which the candidate has been involved. The candidate should be questioned about any criminal history inconsistencies found during the investigation.

I. Traffic Record

A driver's license check on the candidate will be completed. The number of citations, crashes, and suspensions they have had should be included. The candidate should be asked if he/she has lived in any other state or country and if they have received citations or been involved in motor vehicle crashes.

J. Marital and Family Information

The information in this section should include the candidate's father, mother and siblings' names and addresses. If the candidate is married, or has previously been married, their spouse(s) should also be listed with name and address. The investigator should attempt to make contact with all past and present family members. The character of the relationship the applicant has with his/her parents, siblings, spouse, ex-spouse(s) and children should be asked of the candidate and the family. The information about the family will help determine the emotional stability of the candidate.

K. Financial History

A credit report will be provided by the candidate with the designated credit service. The credit report should include all outstanding balance owed by the candidate as well as any accounts that are in collections. The investigator's report should identify problem areas in the candidate's credit and an explanation for the problem area given by the candidate. All non-disclosed accounts that are found should also be discussed in the report.

L. References

This section should include the candidate's listed references and any letters of recommendation. Attempts should be made to contact all references to help develop an opinion of the candidate.

M. Personal Declarations

Personal Declarations should include any and all personal statements made about inconsistencies or disqualifiers on the candidate's Personal History Statement and during all interviews. Personal declarations include, but are not limited to, the following; drug use, alcohol use, personal beliefs, ability to do the job and any other information that is identified as important to the position.

N. Summary

The summary of the background investigation will be a presentation of the facts and should note all deficient sections, disqualifiers of the candidate, and a list of the attributes of the candidate. It shall contain the recommendations by the investigator for the qualification or disqualification of the candidate.

O. Completed Report

Once the Background Investigation report is completed it shall be turned over to the Professional Services Division for processing.

5 LATERAL TRANSFERS

This section is intended to standardize the procedures for officers applying for open positions within the Police Department (lateral transfers). Officers that request to move from a specialized assignment back to Patrol must have completed the length of commitment for the position. Civilian employees will interview for an open position the same as a new hire applicant.

A. Lateral Transfers are defined as the movement of personnel within the Police Department between divisions or sub-units that does not involve a promotion. Some examples of lateral transfers are:

1. A patrol officer moving from a shift to a specialized assignment.
2. A patrol officer or crime scene investigator moving to an investigator position in the Criminal Investigations Division (C.I.D.).
3. An investigator moving to an instructor position at the Firearms Training Facility.

B. Procedure

1. A division, section or sub-unit that has been given the authority by the Chief of Police to begin the lateral transfer process shall post the job opening, detailing any specific conditions that may be required of candidates, for a period of fourteen (14) days unless otherwise directed by the Chief of Police.
 - a. Specific requirements can include a minimum length of service with the Department, specialized training/experience, or other requirements as needed.
2. The job posting will definitively state the dates that candidates may submit an application packet for the open position. No application packets will be accepted beyond the posted dates.
3. Employees who wish to apply for a lateral transfer, and who meet the minimum requirements posted in the job opening, may submit an application packet to the Division Commander of the unit posting the opening. Application packets should, at a minimum, consist of the following documents:
 - a. A résumé that documents the applicant's relevant work and educational history. This can include both formal education and continuing education, schools or training. Relevant work history can be from outside of the Department.
 - b. The applicant's two most recent performance evaluations.
 - c. A report of the applicant's work attendance history from the twelve (12) consecutive months prior to the date of the application.
 - d. Any other documents or certificates that would show the candidate's qualification for the position.
4. All documents for the application packets will be obtained or prepared by the applicant. The documents described in 3. b. and 3. c. above should be obtained by the applicant through their current supervisor.

5. After the final date to submit application packets has passed, all packets will be forwarded to a committee for review. The committee will be comprised of the Chief of Police, senior staff members, division commanders, and all sergeants (particularly Sergeants of the applicants).
 - a. The committee will review packets for qualifications and relevancy.
 - b. The committee will also research the candidate's history for work performance, disciplinary issues, etc.
 - c. The committee will hold a meeting with all members that are available to discuss the candidates and choose three (3) candidates based on their complete application packet and work history with the Department for the open position. If there are two or more open positions, a sufficient number of candidates will be chosen to ensure that there is always three (3) candidates to consider for each open position (2 openings = 4 candidates, etc.).
 - d. All candidates not selected for interview will be personally notified by the Division Commander with the open position of their removal from consideration and advised of the reason for their removal.
6. A panel will be convened to conduct interviews of the candidates forwarded from the committee.
 - a. The panel will consist of available Command Staff members, including the Division Commander of the unit with the opening and at least one first-line supervisor from the unit with the opening.
 - b. After completing the interviews of the candidates, the panel will make a majority recommendation to the Chief of Police as to the candidate best suited to fill the open position. All application packets will be returned to the candidates.
 - c. The Chief of police will make the final determination to approve a candidate to fill the position. Approval of a lateral transfer conveys no right or ownership of that position and may be revoked at the discretion of the Chief of Police.

6 NEW APPLICANT RECORDS

- A. Applicant records will be maintained in compliance with City of Conroe policies, which have adopted the Record Retention Schedule of the Texas State Library.
- B. Records of applicants hired by this agency, sworn or non-sworn, will be maintained as follows:
 1. Applications will be maintained by the Human Resources (H.R.) Department.
 2. Personal History statements
 - a. Original will remain in department file. All investigative notes will be made on the original. No copies of the original will be made for any reason.

3. Test
 - a. Civil Service examinations for sworn employees are maintained by H.R.
 - b. Tests for non-sworn employees will be maintained in Departmental file.
4. Background Investigations for all employees will be maintained in Departmental file.
- C. Records of applicants not hired by this agency, sworn or non-sworn, will be maintained as follows:
 1. Applications will be maintained by H.R.
 2. Original Personal History statement will be filed in Past Employee / Not Hired files.
 3. Test
 - a. Civil Service examinations for sworn employees are maintained by H.R.
 - b. Tests for non-sworn employees will be maintained in Department file.
 4. Background investigations will be filed in Past Employee / Not Hired files.

7 RESPONSIBILITY

- A. It is the responsibility of every member of the Department to ensure the impartial, equitable treatment of every applicant for employment with this agency. Discrimination against any applicant because of their race, gender, ethnicity, or religious beliefs is strictly forbidden.
- B. Responsibility for maintaining hiring records as described above rests with the Administration Division.
- C. All members of the Department are responsible for knowing and complying with all aspects of this directive.
- D. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 3-23
	EFFECTIVE: NOVEMBER 16, 2009	
	REPLACES: G.O.# 3-23 ISSUED 11/19/2001	
TITLE: LIGHT DUTY ASSIGNMENT		

1 PURPOSE

It is the purpose of this policy to establish the authority for temporary light-duty assignments and procedures for granting temporary light duty to eligible officers and civilian personnel within this agency.

2 POLICY

Temporary light-duty assignments, when available, are for officers and other eligible personnel in this agency who because of injury, illness or disability, are temporarily unable to perform their regular assignments, but who are capable of performing alternative duty assignments.

3 DEFINITIONS

"Eligible Personnel" - For purposes of this policy, any full-time sworn or civilian member of the Department suffering from a medically certified injury, illness or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform their regular assignment but is capable of performing alternative assignments.

4 PROCEDURES

A. General Provisions

1. Temporary light-duty assignments are limited by the needs of the Department in number and variety. Therefore:
 - a. Personnel injured or otherwise disabled in the line of duty shall be given preference in the assignment to light-duty,
 - b. Assignments may be changed at any time if deemed in the best interest of the Department or the employee.
2. This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
3. Assignment to temporary light-duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits.
4. Employees may be required to use paid leave balances (sick time and vacation time), except in the case of duty related injury or illness.
5. No specific position within this agency shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light-duty.

6. Light-duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary light duty who are not capable of returning to their original duty assignment shall:
 - a. Present a request for extension of temporary light duty with supporting documentation to the Chief of Police or his designee; or,
 - b. Pursue other options as provided by employment provisions of this agency or federal or state law.
7. Employees on temporary light duty are prohibited from engaging in outside employment in which they may be expected to perform law enforcement functions or any other function for which they have been determined physically or mentally unable to perform on behalf of this agency and that form the basis for their temporary light-duty assignment.
8. Depending upon the nature and extent of the disability, an employee on temporary light duty may be prohibited or restricted from wearing the departmental uniform and limited in employing police powers as determined by the Chief of Police.
9. Light-duty assignments shall not be made for disciplinary purposes.
10. Employees may not refuse temporary light-duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health care provider although employees may protest such assignments through established Department grievance procedures.

B. Temporary Light-Duty Assignments.

1. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 - a. Administrative functions (e.g. special projects),
 - b. Desk assignments (e.g. telephone/walk-in report taking),
 - c. Clerical functions (e.g. data entry, filing),
 - d. Communications (e.g. telephone, radio operations),
 - e. Field Assignments (e.g. traffic surveys, Training Center projects).
2. The determination of the light-duty to be assigned shall be based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities, actual light-duty assignments available, and the physical limitations of the applicant.
3. Every effort shall be made to assign employees to positions consistent with their rank and permanent assignment. However, when deemed appropriate, employees may be assigned to positions designated for personnel of lower rank or pay classification. Employees thus assigned shall retain the privileges of their rank but shall answer to the supervisory officer of the unit to which they are assigned with regard to work responsibilities and performance.

C. Requests for and Assignment to Temporary Light Duty.

1. Requests for and assignment to temporary light duty assignments shall be submitted to the employee's immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed by the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery and the nature of work restrictions medically required.
2. The request for temporary light duty and the physician's statement shall be forwarded to the Chief of Police or his designee for approval. The Department may require the employee to submit to an independent medical examination by a health-care provider of the Department's choosing. In the event the opinion of the second health-care provider differs from the initial health-care provider, the employee may request a third opinion at the employer's expense. The employee and the Department shall act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.
3. As a condition of continued assignment to temporary light duty employees may be required to submit to monthly physical assessments of their condition as specified by the Chief of Police or his Designee.
4. An employee on medical leave who has not requested temporary light duty may be reassigned to light duty when there is a demonstrated need for the employee's particular knowledge, skills or abilities or as part of an overall Departmental mobilization during critical incidents.

D. Pregnant Employees

1. Pregnant employees are eligible for temporary light-duty assignments as available and as appropriate to their physical capabilities and well-being.
2. Where appropriate temporary light-duty assignments are unavailable, pregnant employees may pursue other forms of medical, disability, or family leave (FMLA) as provided by this agency and state or federal law.
3. On a monthly basis, pregnant employees shall submit physician's medical certificates that document the employee's physical ability to perform the present assigned duties, the physician's appraisal that the type of work being performed will not injure the employee or her expected child, and any recommended duty restrictions or modifications including temporary light duty.
4. Pregnant employees shall be permitted to continue working on regular duty or temporary light-duty assignments as long as they present monthly physician certificates or until such time as a physician recommends that work be curtailed.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 3-25
	EFFECTIVE: November 9, 2020	
	REPLACES: G.O.# 3-25 ISSUED 10/14/2010	
TITLE: PURCHASING EQUIPMENT AND SUPPLIES		

1 PURPOSE

The purpose of this order is to establish a uniform method for the acquisition of supplies and equipment used by Department personnel.

2 PROCEDURE

All purchases by Department personnel will be made within the guidelines established in the current City of Conroe Purchasing Policy.

The following schedule of dollar thresholds will determine the appropriate action that needs to be taken to approve and complete a purchase.

A. **\$1.00 TO 499.99**

Oral Quotes. Each division will be responsible for associated paper work. Any purchase other than monthly replenishing of regular consumables must have prior approval from the Division Commander.

B. **\$500.00 TO \$2,999.99**

Quotations (minimum of 3) should be solicited (by telephone, internet, in writing, or in-person) and documented on a quote sheet. Each division shall be responsible for completing quote sheets and submitting them with purchase order requisitions and associated paperwork to the Department Asset Coordinator. Purchase must have prior approval from a Deputy Chief or Chief of Police.

C. **\$3,000.00 TO \$49,999.99**

Formal written quotations will be obtained. The Purchasing Department may assist with quotations. Purchase must be approved by the Chief of Police.

D. **Purchases Exceeding \$50,000.00**

Solicitation will be conducted by the formal, sealed, bid process, which is governed by statute. All purchases for materials and/or services in excess of \$50,000.00 must have the formal approval of City Council.

Approved requisitions will be forwarded to the Police Asset Coordinator who will arrange for the purchase, or through the current process approved by the City. Should the item be a specific type of chemical, equipment, or other item familiar only to the person making the request, the **approved** requisition will be forwarded to that person who will arrange for the purchase themselves.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O. #: 3-26
	EFFECTIVE: November 12, 2020	
	REPLACES: GO # 3-26 ISSUED 06/28/2010	
TITLE: AGENCY ISSUED PROPERTY/EQUIPMENT		

1 PURPOSE

The purpose of this directive is to require all personnel to sign for any Department owned property/equipment issued to the employee, and includes a process for recovering the property/equipment when the employee leaves the Department.

2 POLICY

It is the policy of the Department that all personnel will sign for any Department owned property/equipment that is issued to them. It is also the policy of the Department that all personnel will return any Department owned property/equipment for which they have signed or otherwise been issued when they leave the Department. This does not include consumable items such as small batteries, pens, file folders, legal pads, etc.

3 ISSUANCE OF PROPERTY/EQUIPMENT

The Departmental Asset Coordinator shall be responsible for the management and issuance of uniforms, equipment and other supplies as needed. Personnel will sign for and note the condition of any property/equipment at the time of its issuance on the Uniform/Equipment Issue/Return form CPD-015.

Employees may be issued certain items that are deemed personal such as caps or t-shirts that are not subject to being returned on separation from the Department. Such items may be designated by the Chief of Police or a Deputy Chief at the time of issue and will not be placed on the employee equipment list. Any item with a Department logo or insignia shall be returned upon separation from the Department.

Employees who have lost, damaged, or destroyed any equipment issued to them by the Department may be required to reimburse the City for that piece of equipment at current replacement value if the loss or damage is the result of negligence on their part.

Employees will promptly report the loss, damage or need for repairs to any city-owned property issued to, used or possessed by them to their immediate supervisor. A supervisor so notified will take proper steps to ensure that repair/replacement of damaged equipment is affected within a reasonable time. Supervisors will also be responsible for ensuring that any loss of, or damage to, equipment or property is properly documented in the format so designated by the administration. All damaged or unserviceable equipment, uniform or accessory items, or property in need of replacement should be turned in at the time the replacement is issued and be forwarded to the Departmental Asset Coordinator.

Employees will not alter, make substantial repairs to, or in any way change, add to or remove any parts or accessories of any city-owned property without permission of the Chief of Police. This includes, but is not limited to, buildings, office equipment or motor vehicles. This is not to be interpreted to preclude officers from having minor repairs made to vehicles or other essential equipment to enable the equipment's continued use on duty.

EFFECTIVE: November 12, 2020	PAGE: 2 OF 2	G.O.#: 3-26
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Any key issued to an employee, other than one for a vehicle assigned to them, may not be copied unless authorized by the Chief or a Deputy Chief of Police.

Employees will not convert or use Departmental equipment for personal advantage outside the scope of their employment.

Police identification cards and codes issued to an employee will not be used by or given to any other person.

4 RETURN OF PROPERTY/EQUIPMENT

All Department-owned items must be returned to the Department Asset Coordinator or their designee and accounted for upon or before the last day of employment by any employee.

All uniforms and equipment must be returned in serviceable condition upon termination of employment. Shirts, trousers, coats and jackets will be cleaned and pressed.

5 DISPOSITION OF PROPERTY/EQUIPMENT

It shall be the responsibility of the Departmental Asset Coordinator to document all replacements of damaged or unserviceable equipment, uniforms, accessories, etc. and ensure that the items are properly disposed of. All items returned in usable condition shall be placed back into inventory for future re-issue.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: AWARDS/DECORATIONS	PAGE: 1 OF 3	G.O.#: 3-27
	EFFECTIVE: April 6, 2021	
	REPLACES: G.O. # 3-27 ISSUED: 01/19/2012	

1 PURPOSE

The purpose of this order is to authorize the presentation or issue of appropriate awards and decorations to provide Departmental recognition of distinguished acts or services rendered by Department employees.

2 DECORATIONS

Authorized decorations, awarded at the discretion of the Chief of Police, shall consist of a medal (formal award) and a corresponding uniform citation bar (see Attachment-A) for the following acts or service:

- A. Medal of Honor - Valor. An outstanding act, in the line of duty, at imminent personal hazard to life with full knowledge of the risk involved.
- B. Medal of Honor - Posthumous. To the family of a Conroe Police Officer killed in the line of duty.
- C. Lifesaving Medal. An act performed in the line of duty, which through disregard of personal safety or prompt and alert action, results in saving a human life.
- D. Wounded in the Line-of-Duty. A wound received in the line of duty, inflicted intentionally by an armed or hostile adversary that results in serious injury suffered by the Officer.
- E. State of Texas Law Enforcement Achievement Awards. Submitted through TCOLE, approved and presented to peace officers, reserve officers and jailers who have exceeded the normal expectations of job performance through acts of Professional Achievement, Public Service, or Valor.
- F. Peace Officers' Star of Texas Award. Awarded by the Governor of Texas to an officer who is seriously injured in the line of duty, or to the next of kin of an officer who is killed or sustains a fatal injury in the line of duty.
- G. United States Department of Justice Medal of Valor. Awarded upon successful nomination and approval to the United States Department of Justice for service distinguished by having exhibited exceptional courage in protecting and saving lives.

3 DEPARTMENT ANNUAL AWARDS

Authorized Department Annual Awards shall recognize Exceptional, Outstanding and Meritorious acts or service and shall consist of a plaque and corresponding uniform citation bar (see Attachment-A) for the following:

- A. Exceptional Achievement. For recognition of an act, service, achievement or performance of duty that is exemplary to the Police Service. Nominations will be considered for the following; Sgt. Ed Holcomb Jr. Memorial Award, Officer of the Year Award, and Civilian Employee of the Year Award. The Chief of Police may confer upon any employee an Exceptional Achievement award for recognition of a singular act deemed so exceptional as to merit such award.
- B. Outstanding Service Award. For recognition of an employee's outstanding act or contribution to the mission and effectiveness of a particular sub-unit of the Department (Division, Patrol Watch, Section, etc.).
- C. Meritorious Service Award. For recognition of an employee's act, service, achievement or performance of duty that is of conspicuous merit to the Police Service.
- D. Unit Citation. For recognition of a Departmental unit and its members that have demonstrated an outstanding effort either in the performance of duty during extreme emergency or for exemplary performance as a unit over a sustained period of time. Plaque only (Honors Display), no corresponding citation bar.

4 DEPARTMENT LETTER OF COMMENDATION

For recognition of distinguished acts or service performed in the line of duty by officers/employees.

5 SELECTION PROCESS

- A. Decorations.
 - Nominations: Open.
 - Selection: Responsibility of the Chief of Police.
- B. Exceptional Achievement.
 - Nominations: Officer and Civilian Employee of the Year - Open.
Sgt. Ed Holcomb Award - Open, but restricted to the rank of Sergeant or above.
 - Selection: Officer and Civilian Employee of the Year shall be the responsibility of the Command Staff; Holcomb Award and Exceptional Act shall be the responsibility of the Chief of Police.
- C. Outstanding Service Awards.
 - Nominations: For outstanding contribution - Open, but restricted to members of the unit.
 - Selection: Outstanding contribution shall be the responsibility of the unit's supervisor(s). Outstanding Act shall be awarded at the discretion of the Chief of Police.

D. Meritorious Service Awards.

Nominations: Open.

Selection: Meritorious Service Awards shall be awarded at the discretion of the Chief of Police.

E. Unit Citation.

Nominations: Open.

Selection: Responsibility of the Chief of Police.

F. Department Letter of Commendation.

Nominations: Open.

Selection: Responsibility of the Chief of Police.

Note: All letters or citations recommending an employee for a Department Letter of Commendation will be placed in the subject employee's personnel file regardless of the Department's action on the recommendation.



Medal of Honor—Valor



**Officer of the Year/
Exceptional Act**



Lifesaving Award



**Officer of the Year/Exceptional
Act - 2nd or more award**



**Wounded Line of duty/Purple
Heart**



**Outstanding act or service/Unit
Officer of the Year**



Ed Holcomb Award



**Outstanding act or service/Unit
Officer of the Year - 2nd or more
award**



**Ed Holcomb Award- 2nd or
more award**



Meritorious Service Award



**Meritorious Service Award
- 2nd or more award**



TCOLE
Valor



TCOLE
Public Service



TCOLE
Professional Achievement



Texas Peace Officers'
Star of Texas Award



U.S. Department of Justice
Valor

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 3-29
	EFFECTIVE: NOVEMBER 05, 2019	
	REPLACES: G.O.# 3-29	ISSUED 11/23/2010
TITLE: DRESS CODE FOR NON-SWORN EMPLOYEES		

This General Order is permanently rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 3-31
	EFFECTIVE: September 01, 2021	
	REPLACES: GO 3-31 ISSUED 11/19/2001	
TITLE: COMPUTER OPERATION / INTERNET ACTIVITY		

1 PURPOSE

The purpose of this General Order is to establish guidelines for the operation and maintenance of the Departments Personal Computers and Internet use.

2 COMPUTERS

- A. No employee, other than the Administrative Services Lieutenant, may request the IT Department or designated system administrators to add, delete, reconfigure, or in any way alter, any software, program, or operating system or grant any restricted access on a Department Personal Computer except under the circumstances outlined herein.
- B. Should an employee wish to have a program installed onto, or deleted from their Department Personal Computer, the employee will send written justification for such request through their chain of command, to their Bureau Commander. Upon receipt of such a request the Bureau Commander will review the request and determine if there is, in fact, a need for the requested action. If the Bureau Commander agrees that the action is necessary, he will forward the request, along with his approval, to the Administrative Services Lieutenant.
- C. Should an employee desire a configuration or default change on his/her Personal computer, the request will go through their chain of command, to the Administrative Services Lieutenant, as described in section B.
- D. In the event a Department Personal Computer becomes inoperative, the operator will contact IT by creating a helpdesk ticket.

3 INTERNET

- A. Access to the Internet is provided to employees to assist in the study and research of job-related information. Division Commanders will designate which personnel under their command will have access to the Internet.
- B. No employee will visit any internet site that is pornographic in nature unless the visit is related to an ongoing investigation by this Department. Any such investigation will be limited to the Criminal Investigation Division and will require Division Command oversight.
- C. At no time will any employee download any information, file or image from the Internet. This restriction will not include the printing of information that is job-related.
- D. No employee will take part in any auction or make any posting of items for sale while on duty. Postings may be done while on duty (auctioning of items, posting of items for sale, job openings, schools, grant applications, etc.) if they are job-related in nature and have been approved by Division Command.
- E. No employee will update an existing program or operating system by downloading the update from the Internet. This will be accomplished in accordance with section 2. B.

- F. Access to Internet-based, personal e-mail accounts will be allowed in compliance with all other General Orders. Employees are reminded that the content of any personal e-mail accessed through a Department P.C. is subject to review and should be of an acceptable nature. Employees will limit their personal e-mail activity to a reasonable, brief amount of time.
- G. All employees are cautioned to engage in appropriate activity over the Internet. All Internet activities are subject to review and users will be responsible for their actions under all Police Department and City of Conroe policy. Abuses in either content or duration will be subject to loss of Internet privileges and/ or disciplinary action.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE:	1 of 3	G.O.#:	3-32
	EFFECTIVE: February 8, 2022			
	REPLACES: G.O. 3-32 ISSUED 11/04/2020			
	TITLE: CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) SECURITY			

1 PURPOSE

The purpose of this policy is to comply with federal mandate by establishing guidelines for the use and security of equipment related to Criminal Justice Information Services (CJIS).

2 POLICY

It shall be the policy of the Conroe Police Department to protect the integrity of the CJIS database and all data and information obtained through use of Mobile Data Terminals (MDTs) and/or "hard-wired" terminals by strictly following the procedures outlined in this General Order. Failure to comply with this policy can result in disciplinary action or termination. Further, the Department adopts the *U.S. Department of Justice's Criminal Justice Information Services (CJIS) Security Policy, Version 5.0, dated 02/09/2011*, along with any future revisions.

3 DEFINITIONS

Criminal Justice Information (CJI) - The term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to, biometric, identity history, biographic, property, and case/incident history data. The following categories of CJI describe the various data sets housed by the FBI CJIS architecture:

1. Biometric Data—data derived from one or more intrinsic physical or behavioral traits of humans typically for the purpose of uniquely identifying individuals from within a population. It may be used to identify individuals, and may include fingerprints, palm prints, iris scans, and facial recognition data.
2. Identity History Data—textual data that corresponds with an individual's biometric data, providing a history of criminal and/or civil events for the identified individual.
3. Biographic Data—information about individuals associated with a unique case, and not necessarily connected to identity data. Biographic data does not provide a history of an individual, only information related to a unique case.
4. Property Data—information about vehicles and property associated with crime.
5. Case/Incident History—information about the history of criminal incidents.

Criminal Justice Information Services (CJIS) – The term used to refer to systems utilized to provide and disseminate CJI to local, state, tribal, federal, and international criminal justice communities, as well as the noncriminal justice community (for licensing and employment purposes). The CJIS systems include, but are not limited to:

1. The Interstate Identification Index (III)
2. National Crime Information Center (NCIC)

EFFECTIVE: February 8, 2022	PAGE: 2 of 3	G.O.#: 3-32
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3. Uniform Crime Reporting (UCR), whether summary or incident-based reporting to the National Incident-Based Reporting System (NIBRS)
4. Fingerprint Identification Record System (including IAFIS)
5. Law Enforcement National Data Exchange (N-DEx)
6. Law Enforcement Online (LEO)
7. National Instant Criminal Background Check System (NICS)
8. Corresponding State programs and systems that derive all or part of their information or data from national CJIS.

Non-secure location - All locations not defined as "secure location" below.

Secure location - This term includes the areas of the Conroe Police Department or other facilities that are not openly accessible to the public. This term also includes official police vehicles that are locked and/or attended by authorized sworn police personnel.

Terminal Agency Coordinator (TAC) – Department employee designated by Chief of Police to serve as this agency's point of contact for matters relating to CJIS information access. Administers CJIS programs within the Department and oversees the Conroe Police Department's compliance with CJIS systems policies.

4 PROCEDURES

- A. CJIS, TLETS, TCIC and NCIC data should be accessed only from secure locations, as defined above.
 1. Officers may, however, access the data from a portable laptop in a non-secure location as long as they take necessary steps to ensure non-authorized persons are unable to view any CJI data.
- B. Each person authorized to access CJI data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy. All CJIS training will be documented.
- C. Visitors to secure areas will be escorted by authorized personnel at all times.
- D. Changes in authorized personnel will be immediately reported to TCIC Training section (TAC). The User/Operator List shall be reviewed annually and as needed, documenting when this was performed.
- E. All printouts of CJI data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be immediately disposed of in an appropriate manner.
- F. No CJIS, TLETS, TCIC and NCIC information obtained, under any circumstance, will ever be saved to CD, thumb drives, diskettes or any other storage media.

- G. No employee shall store any CJIS, TLETS, TCIC or NCIC information on a personally owned CD, thumb drive, diskette or other storage media.
- H. The local CJIS network equipment room shall be securely locked at all times.
- I. All equipment used for processing CJI data shall have the operating system and anti-virus software installed and updated monthly. Firewalls must be enabled on MDTs.
- J. It shall be the responsibility of each authorized user to report any violations of this security policy to the office of the Chief of Police through their chain of command. Failing to do so may result in disciplinary action up to and including termination and/or criminal prosecution.
- K. All storage media containing or used for CJI data that is no longer used shall be secure-formatted using methodology that over-writes all data in three iterations, and/or the disk shall be physically destroyed.
- L. No personal hardware (PC, laptop, etc.) or software shall be allowed on the agency's TLETS network.
- M. No publicly accessible computers shall be allowed on the agency's TLETS network.
- N. The agency shall authorize and control information system-related items entering and exiting the physically secure location.
- O. The Department will maintain a roster and or/agency-issued credentials (officer badge, access card, etc.) of authorized personnel with unescorted access into physically secure areas.

5 MOBILE DATA DEVICES

- A. Guidelines: CJIS guidelines restrict the use of CJIS to law enforcement purposes only. Officers will not share, or allow to be viewed, any CJIS information with any non-law enforcement personnel at any time. If a citizen or prisoner is within view of the MDC screen, the Officer will close or lock the screen, regardless of what information appears on the screen. Anytime an Officer leaves his/her vehicle the screen will be locked in a manner which requires the Officer's password to access, including while checked out at the jail. The dissemination of any TCIC, NCIC, TLETS or CJIS information to any unauthorized person will be grounds for disciplinary action up to and including termination as well as possible criminal prosecution.
- B. Device Security: MDT's and mobile data devices capable of accessing CJIS information require an extra level of security and accountability. All employees assigned an MDT or mobile device capable of accessing CJIS information shall maintain control of the devices at all times. Employees must immediately notify an on-duty supervisor the loss of control of an MDT or mobile data device so measures can be taken to protect CJIS information and recover or remotely deactivate the device. It is then the supervisor's responsibility to ensure the appropriate notifications are immediately made to protect CJIS information and recover or remotely deactivate the device. The initial notification should be to the City IT Department (on-call 24/7) who will initiate actions to remotely deactivate and/or remove connectivity access to the network and CJIS information.

6 MESSAGING

All messaging will be of a law enforcement nature and entirely professional at all times. No message will be sent, the contents of which would offend any person or be in violation of any Conroe Police Department General Order, Rule of Conduct, or Code of Ethics. Messages will

not contain content which would be inappropriate if said on the radio or in public, or which contain personally offensive comments, profanity, jokes, comments of a sexual nature, or any other improper text. Casual conversations are not to be conducted via messaging. Personnel are strongly cautioned that all messages are archived and available to the public, including the media, under the Open Records Act, as well as by subpoena. Supervisors will review messages for appropriate content at regular intervals.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 3-33
	EFFECTIVE: November 9, 2020	
	REPLACES: G.O. 3-33 ISSUED 11/19/2001	
TITLE: BUILDING PROTOCOL		

General Order 3-33 is rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 3-35
	EFFECTIVE: FEBRUARY 11, 2005	
	REPLACES: NEW ISSUE	
TITLE: RETIRED OFFICERS		

1 PURPOSE

The purpose of this General Order is to establish procedures for the issuance of a Department ID to honorably retired peace officers.

2 POLICY

Only the Chief of Police may authorize the issuance of a Department ID to an honorably retired peace officer.

Retired officers must sign an sworn affidavit (CPD082) stating that they have honorably retired with not less than 20 years of service as a commissioned officer, that their license was never revoked or suspended for any period during their term as a commissioned officer, and that they have no psychological or physical disability that would interfere with the proper handling of a handgun.

The retired officer must meet all requirements established by TCLEOSE rules and regulations governing the issuance of a weapons proficiency certificate.

The retired officer must qualify annually in compliance with TCLEOSE Firearms Proficiency Requirements.

The issued Department ID will state that the officer is retired. The retired ID will expire one year after the date of issuance.

The department will maintain records of all retired officers who hold an ID issued in accordance with this General Order.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: SECURITY	PAGE: 1 of 2	G.O.#: 3-37
	EFFECTIVE: November 4, 2020	
	REPLACES: G.O. # 3-37 ISSUED 01/23/2013	

1 PURPOSE

Proper security of the police facilities and equipment is the responsibility of every member of the department, sworn and civilian. The purpose of this policy is to establish guidelines for the security of the police facilities and equipment. All employees are responsible for enforcing security procedures and shall maintain constant security awareness to the presence of unauthorized visitors and identify other possible security concerns in or around the police facility.

2 CONTROLLED ACCESS

- A. Police facilities are controlled access facilities. Only certain areas are open to the public. Those areas open to the public at the main police facility would include the police and municipal court lobbies and courtroom.
- B. Only properly identified employees in police uniform or displaying an issued identification badge and authorized visitors will be granted unescorted entrance to controlled access areas of the police building.
- C. While within the controlled areas of the police facility all employees shall wear either the official identification badge or be in uniform whether they are on-duty or off-duty. When wearing the identification badge it must be worn on the outermost clothing in a manner that allows it to be visible to the front.
- D. While in the exercise room or locker areas identification cards must be readily available, but are not required to be worn.
- E. Employees shall question persons in controlled areas observed to be without escort, an appropriate identification badge or appropriate uniform.

3 VISITORS

- A. It is assumed that visitors to the facility have a specific purpose for the visit that involves interaction with a particular employee. During business hours the Receptionist will not allow any visitor access to the controlled areas of the facility until the appropriate employee has been notified of, and is prepared to meet the visitor.
- B. Generally, visitors to the police facility must receive a visitor's pass before entering the controlled areas of the police facility during normal business hours. This may include vendors, maintenance/repair service personnel, employees from other agencies or City departments, or others whose duties or purpose for visiting may necessitate them going to several different areas of the facility.
 - 1. Visitors displaying a readily visible official agency or company identification card/badge, or wearing a uniform or specialty clothing which easily identifies them as a representative of their agency or company, are not required to be issued a visitor's pass.
- C. During non-business hours, visitors are not required to obtain a visitor's pass, but must be escorted by a department employee when inside the controlled area.

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D. Employees are to follow the established guidelines concerning visitors to the police facility.

4 CODES AND PASSWORDS

All assigned or issued codes or passwords are to be considered confidential. Employees will not provide, or allow access to, their individual codes or passwords to any person, including another employee, without supervisory approval.

5 POLICE VEHICLES

Police vehicles are to be locked when not in use or anytime an employee is not within sight of the vehicle. Employees are allowed to have spare keys made for assigned vehicles but will be responsible for safeguarding every key from theft, loss, or unauthorized duplication. Keys will not be left in the ignition of unattended vehicles unless necessary for in-car camera recording purposes.

6 BUILDING KEYS AND PROXIMITY CARDS

Building keys and proximity cards are to be considered issued equipment and it is the responsibility of each employee to safeguard building keys from theft, loss, or duplication. Employees shall not duplicate building keys without direct approval from the Chief of Police. Keys or cards shall never be loaned or made available to unauthorized persons.

7 GATE OPENERS

Gate openers are issued equipment. It is the responsibility of each employee to safeguard his or her assigned gate opener from theft, loss, or electronic duplication. Employees will not provide, or allow access to, their gate opener to any unauthorized person.

8 UNIFORMS/INSIGNIA

All uniforms, jackets, raincoats, or other apparel or equipment bearing the Conroe Police name, badge, or patch, shall be considered security sensitive material. Employees shall not loan, give, or make available, any item bearing Conroe Police insignia to unauthorized persons and shall safeguard these items from loss, theft, or unauthorized duplication. This does not apply to normal cleaning and laundry services provided by local merchants.

9 LOSS OF EQUIPMENT

The loss of any assigned entry equipment listed in this order should be considered a security risk and must be reported immediately to an on-duty supervisor. The employee will also complete the required property notification procedures as outlined in policy.

An on-duty supervisor made aware of a missing proximity card or gate opener shall take the appropriate steps to assure the deactivation of the device. The on-duty supervisor will assure that this has been accomplished in a timely manner. The supervisor will then issue a major incident notification of the missing equipment.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 3-39
	EFFECTIVE: MARCH 16, 2005	
	REPLACES: NEW ISSUE	
TITLE: FUNERAL POLICY		

1 PURPOSE

To ensure that equal and consistent assistance, notification, and support are provided for department personnel that have a death of an immediate family member.

2 DEFINITION

Immediate family member is defined as an employee's spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, and the grandparents of the employee or the employee's spouse.

3 LEAVE

Time off for an employee to attend the funeral service of an immediate family member will be granted in accordance with the City of Conroe Personnel Manual governing Funeral Leave.

The employee's immediate supervisor and members of the command staff will be allowed to attend the funeral services of an employee's immediate family member if the funeral service is within 200 miles of Conroe. Time off for other employees to attend the funeral services of another employee's immediate family member shall be governed by the geographical restrictions as follows.

- A. If the funeral service is located within the City limits, employees may attend the service while on-duty with approval of their division commander. Staffing levels will dictate the number of on-duty employees that will be allowed to attend.
- B. If the funeral service is located outside the City limits, employees must submit a time-off request through their chain of command for approval.

4 NOTIFICATION

Whenever an employee notifies their supervisor of the death of an immediate family member, the supervisor will ask the employee if they would like other members of the department to be notified. This decision is at the sole discretion of the employee. The employee can request that only certain members of the department be notified or that a department wide notification be made. The supervisor will be responsible for making the notifications requested by the employee.

5 DEPARTMENT RESPONSE

City vehicles may be used to escort the funeral procession of an employee's immediate family member inside the City Limits. The immediate supervisor of the effected employee and command staff members may use city vehicles to attend the funeral services of an employee's immediate family member within 200 miles of Conroe.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: COMMUNITY OUTREACH	PAGE: 1 OF 2	G.O.#: 3-41
	EFFECTIVE: January 22, 2019	
	REPLACES: NEW ISSUE	

1 PURPOSE

To establish close ties with and respond to the needs of the community. Citizen participation and interaction with the police are necessary to promote cooperative efforts in resolving community issues. It is the shared responsibility of all members of the Department to establish and promote rapport with members of the community.

2 POLICY STATEMENT

It is the policy of the Conroe Police Department to build an open relationship and dialog with the members of the community we serve. This is accomplished through a variety of means to include community forums and meetings, community surveys and specific, targeted programs. The Department will seek to develop partnerships and resources within the community to build problem-solving groups to instill a sense of mutual responsibility toward enhancing public safety and increase the community's ability to resolve issues related to crime or the perception of crime.

3 PROCEDURES

A. Community Relations Function

The Division Commander of Support Services will be responsible for coordination, development, evaluation and preparation of activities related to community relations. It will be the responsibility of all Division Commanders to maintain communication with all staff members to ensure a continuous, integrated and coordinated response to the concerns of the community. Community relation functions are the primary responsibility of the Department's Community Liaison.

B. Department Personnel

Department personnel will promote good community relations by recognizing that their actions and demeanor when dealing with citizens have a significant effect on the public's perception of the Department. The Department's overall effectiveness and level of acceptance with members of our community depends on good community relations. Every employee will conduct themselves in a professional, courteous and cooperative manner when interacting with members of the community. The Department is committed to correcting actions, practices and attitudes which may contribute to community tensions and grievances.

C. Community Relations Plan, Goals and Objectives

1. Ongoing community relations through a variety of programs will be utilized by the Department as a means to promote rapport with community groups and organizations. The goals and objectives of these programs (i.e. Crime Watch, Crime Prevention and Community Relations Meetings) are to serve as a forum to promote Department programs and for citizens to express their concerns or suggestions for the Department. The following items should be considered when working with community members:

- a. Exchange of helpful information.
 - b. Promote police services available to the community.
 - c. Discuss Department objectives, community problems and successes.
 - d. Encourage discussion to promote action aimed at solving problems that may exist.
 - e. Educate citizens about the functions and operations of the Department.
 - f. Obtain input from community groups to ensure that Department community relations policies and training reflect the needs of the community.
2. Identify sources of conflict between the Department and the community and encourage efforts to resolve them. Training needs that are identified will be documented and forwarded up the chain of command for review.
 3. Utilize information obtained from community meetings, which may provide direction in the development or modification of Department policies, procedures, training and community relations programs.

D. Programs

1. Public Information Programs – The Department will publicize annual reports and public budget documents.
2. Community Relations Programs – The Department will meet with community groups and persons individually to exchange information and establish liaisons and utilize this information to develop additional community relations programs when necessary.
3. Crime Prevention Programs – The Department will provide citizens and community groups with information to make their families, homes and businesses more safe and secure.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 4	G.O.#: 3-43
	EFFECTIVE: JULY 29, 2020	
	REPLACES: NEW ISSUE	
TITLE: UNMANNED AERIAL VEHICLES		

1 PURPOSE

- A. The purpose of the Unmanned Aircraft System is to aid the organization with search and rescue, crime scene reconstruction, crash scene photography, in-progress suspect search, hazardous material scenes, and any other deployment deemed necessary by the department.
- B. Unmanned Aircraft Systems provide the agency with a safe, advanced technological approach to aerial photography as they pertain to law enforcement operations.

2 DEFINITIONS

- A. Unmanned Aircraft System (UAS) – An unmanned aircraft system, sometimes called a drone, is an aircraft without a human pilot onboard – instead, the drone is controlled from an operator on the ground.
- B. Unmanned Aerial Vehicle (UAV) – An unmanned aerial vehicle is a powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely.
- C. Small Unmanned Aircraft System (sUAS) – are drones that weigh more than 0.55 pounds and less than 55 pounds
- D. Drone - The common term for any UAS, UAV, sUAS
- E. National Airspace System (NAS) – The air space is owned and regulated by the Federal Aviation Administration (FAA) from the ground upward and is the jurisdiction of the FAA.
- F. Air Traffic Control (ATC) – Controlling entity for designated controlled airspace.
- G. Certificate of Authority (COA) – Document issued by the FAA that allows a “public entity” to conduct flight operations of a UAS within a specific area and altitude clearance
- H. Remote Pilot in Command (PIC) – The official term given by the FAA for the individual who either directly operates the UAS or directly supervises another individual operating the UAS. The PIC must have the proper FAA pilot certifications and abide by the necessary FAA regulations and this policy. The PIC has the final authority and responsibility for the operation and safety of a UAS mission.
- I. Visual Observer (VO) – is an assistant to the remote PIC and the person piloting the controls. They will maintain the line-of-sight and 360 degree hazard awareness around the UAS at all times and assist the PIC in carrying out all duties required for the safe operation of the UAS.
- J. Low Altitude Authorization and Notification Capability (LAANC) – provides drone pilots with access to controlled airspace at or below 400 feet and gives air traffic professionals with visibility into where and when drones are operating.

3 POLICY

- A. It is the policy of the Conroe Police Department to utilize UAS's to provide an added resource to the agency that enhances the safety of the public as well as its members. This technology allows for a safer, more effective search and rescue mechanism which can provide officers with the ability to analyze potential threats on active scenes and prevent unnecessary injuries.
- B. Only personnel who are trained and certified in the use of agency owned small unmanned aircraft shall be authorized to deploy them. Personnel shall be thoroughly familiar with the operation of the small unmanned aircraft and utilize it only for its intended purpose.

4 AUTHORIZED PERSONNEL

- A. Only authorized and licensed personnel are permitted to operate any UAS belonging to the department.
- B. Authorized personnel are determined by the Chief of Police or their designee and may be reassigned at the discretion of the Chief of Police or their designee at any time.
- C. Departmental UAS shall be operated only by personnel who have received appropriate training regarding the UAS's utilization.
- D. All UAS pilots will possess a FAA Part 107 Remote Pilot license when operating a department UAS. Designated personnel may operate a department UAS under the direction of a licensed pilot for training purposes.

5 OPERATIONS

- A. The PIC shall be responsible for ensuring that the UAS is airworthy prior to each mission using the approved Pre-Flight Checklist.
- B. The PIC shall receive FAA authorization to fly in airspace near airports, when required. They must use an automated system through LAANC to get approval. If the automated system is unavailable approval may be obtained by phone.
- C. Test flights must be conducted and documented after major changes in the hardware or software.
- D. The PIC or Team Leader may, at their discretion, opt not to fly if there is a safety consideration deemed relevant by the PIC. The decision to not fly may not be overridden by a member of the department with more rank or authority over that of the PIC.
- E. All flights and missions shall have an associated CAD number assigned, excluding flights for training.
- F. Authorized and licensed personnel may use a department UAS and its recording capabilities for internal agency training or for event promotions or surveillance.
 - 1. Use of a department UAS for the promotion or surveillance of a planned event requires prior approval of a properly submitted operations plan by the Chief of Police or a designee.

- G. Authorized and licensed personnel may fly on or above private property that is generally open to the public where the property owner consents to law enforcement public safety responsibilities.
- H. Use of vision enhancement technology (e.g., thermal and other imaging equipment) is permissible in view areas only where there is no protectable private interest, when in compliance with a search warrant or court order, or in an emergency.

6 COMMERCIAL OPERATIONS

- A. Commercial Operations consist of non-public safety related functions with the exception of training missions. These operations may include:
 - 1. Assisting the Marketing Department with aerial photos and/or videos for promotional material;
 - 2. Gathering aerial photos for the City to use in a land survey; or
 - 3. Other requests from City departments with approval of the Chief of Police.
- B. All commercial UAS operations must be conducted by a FAA certified Remote Pilot who holds a Part 107 license.

7 PROHIBITED OPERATIONS

- A. The UAS shall not be flown in conditions that exceed the manufacturer's recommended limitations, including range, ceiling, wind strength, and battery charge.
- B. UAS video surveillance equipment shall not be used:
 - 1. To conduct random surveillance activities;
 - 2. To target a person based solely on individual characteristics, such as, but not limited to, race, ethnicity, national origin, religion, disability, gender, or sexual orientation;
 - 3. To harass, intimidate, or discriminate against any individual or group; or
 - 4. To conduct personal business for hire

8 OPERATIONAL DOCUMENTS

- A. Operational documents must be completed for each UAS mission regardless of mission type. The supervisor will ensure that required documents are completed in a timely manner.
- B. If more than one UAS is flown in support of a mission, each flight must be logged individually.
- C. All UAS flights other than training shall be followed by an after action report.

9 DATA RETENTION

- A. Documentation of all operations associated with UAS activities is required regardless of the airspace in which the UAS operates.
- B. The Department's reporting of UAS Mission Logs will depend on whether the UAS mission is a declared COA or part 107. Part 107 does not require monthly reports unless you have a separate waiver that may require reporting.
- C. Digital media will be stored and retained in accordance with retention requirements.

10 CERTIFICATE OF AUTHORIZATION REPORT

- A. The supervisor over the UAS Team must submit reports by the 15th day of each month. The supervisor will send the following information via email to 9-AJV-115-UASOrganization@faa.gov for the preceding month:
- B.
 - 1. Name of Operator, Exemption Number, and Aircraft Registration Number
 - 2. UAS type and model
 - 3. All operating locations, to include City, Latitude and Longitude
 - 4. Number of flights (per location, per aircraft)
 - 5. Total aircraft operational hours
 - 6. Any takeoff or landing damage incurred within the reporting month
 - 7. Equipment malfunctions within the reporting period. Reportable malfunctions include, but are not limited to:
 - a. On-board flight control system glitches
 - b. Navigation system failure
 - c. Fuel system failure
 - d. Electrical system failure
 - e. Control station failure
 - 8. The number and duration of lost link events (control, performance and health monitoring, and/or communications) per flight.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 4-01
	EFFECTIVE: JANUARY 10, 2007	
	REPLACES: G.O.# 4-01 ISSUED 11/19/01	
TITLE: SENIORITY		

EFFECTIVE JANUARY 10, 2007 THE SENIORITY POLICY, GO# 4-01 IS WITHDRAWN. THE POLICY WILL BE REEVALUATED AND REISSUED AT A FUTURE DATE.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 4-03
	EFFECTIVE: January 1, 2017	
	REPLACES: G.O.# 4-03 ISSUED 01/01/04	
TITLE: EXTRA EMPLOYMENT		

1 PURPOSE

The Conroe Police Department will allow employees to engage in extra-employment as long as such extra-employment does not interfere in any way with the performance of their duties and responsibilities as Conroe Police Employees. It is the purpose of this General Order to set forth guidelines, conditions, and restrictions related to extra-employment.

2 DEFINITIONS

Off-duty extra-employment is defined as any kind of employment before, during, or after regular working-hours for which compensation is received. This includes police and non-police related extra-employment. Extra-employment also includes voluntary time spent for charitable and non-profit organizations if the officer performs police-related work.

A Deputy Chief will process extra job applications and generally supervise and administrate extra-employment in accordance with this policy. For the purpose of this policy he shall be referred to as the Extra-Employment Supervisor.

An extra-employment coordinator is considered to be the liaison between the employer and other officers. The coordinator will coordinate the job, but will not have supervisory responsibility unless he is of supervisory rank. The coordinator will not supervise any higher-ranking supervisor. The coordinator can, however, arrange for the service of supervisors above his/her rank to help in supervising extra-employment jobs.

3 SUPERVISORY APPROVAL AND RESPONSIBILITIES

All employees seeking extra-employment jobs will obtain approval through their chain of command. The authority to approve or disapprove applications in accordance with the regulations contained in this General Order is delegated to any supervisor in the requesting employee's chain of command. The approving supervisor will investigate all extra-employment jobs. No supervisor will approve any request for extra-employment that does not meet the requirements of all the regulations contained in this General Order. If the approving supervisor determines that an extra-employment job at any location is not appropriate or is in violation of this General Order, the determining supervisor will notify the applicant and send written justification for its refusal, to the Extra-Employment Supervisor via the chain of command.

On-Duty field supervisors are responsible for overseeing the conduct of officers working police-related extra-employment during that supervisor's tour of duty. Any supervisor who becomes aware of violations of this General Order shall take appropriate action, which may include the temporary revocation of an extra-employment permit. A supervisor may also suspend an employee's privilege to work any extra-employment if it is determined that the extra-employment is interfering with the employee's regular duties. If an issued permit is revoked or suspended, the supervisor taking that action will immediately notify, in writing, that employee's Division Commander and the Extra-Employment Supervisor the reasons for the revocation. No officer may work a police-related extra job when prohibited by an appropriate supervisor. An employee whose extra-employment application is denied or whose permit is revoked may appeal the action, in writing, to the Extra-Employment Supervisor.

Any employee, regardless of rank or assignment, who becomes aware of any circumstances at an extra-employment location that requires investigation or review, will immediately notify the Extra-Employment Supervisor of such circumstances, in writing, via the chain of command.

4 PERMIT NUMBERS

All employees will obtain supervisory approval from their chain of command before working any extra- employment. The approving supervisor will issue a permit number and complete the permit log information within three (3) working days of granting approval. All permit numbers will be obtained from a permit log established by the Extra-Employment Supervisor. A separate permit number must be assigned to each employee at each location the extra-employment is to be performed. The permit number must cover a specific business and location. Approving supervisors will insure that all information is correctly recorded in the permit logbook.

All extra-employment permits expire each year on the date annual shift bid takes effect, regardless of its issue date. Employees are limited to 10 active extra-employment permits at any given time. When an extra job is terminated, the employee shall notify the Extra-Employment Supervisor by email via their chain of command. A permit will not be re-issued for that same extra-employment location for a period of 90 days unless approved by the Extra-Employment Supervisor.

5 CIRCUMSTANCES PROHIBITING EXTRA EMPLOYMENT

- A. The job is police-related and the location of the extra employment is outside Montgomery County. This restriction is waived if the actual extra-employment activity originates inside the city limits. This restriction may be waived if the extra-employment is requested by a law enforcement agency with jurisdiction over the location of the extra-employment, but only with the approval of the Chief of Police.
- B. The individual or business requires the employee to sign a hold harmless indemnity agreement as a condition of employment.
- C. The location has been determined to be a sexually oriented business and/or topless, bottomless, or nude performers entertain or otherwise appear on the premises.
- D. Permits or licenses are required, or other regulations are imposed on the business, and such licenses or permits have not been obtained or regulations followed or the business has been found to be consistently or frequently in violation of state or federal law or city ordinances.
- E. The extra-employment location is on the facilities or property of a foreign government.
- F. The business or its management expects the officer to enforce "house rules" (defined as any rule that is not specifically authorized by state or federal law or city ordinance).
- G. The business or its management restricts the officer from certain areas of the premises to which the public has access.
- H. The location's primary business is the sale of alcoholic beverages and is located outside the city limits of Conroe.
- I. There are fewer officers present at any given time than the minimum determined necessary by this General Order or as determined by the approving supervisor.
- J. The individual or business refuses to cooperate in a criminal or administrative investigation or an investigation related to the extra-employment.

- K. The business or location is not suitable for extra-employment, the owner of the business is of a questionable character, or a potential conflict of interest exists, or if the location or nature of the extra-employment might be highly controversial, such as a labor dispute.
- L. The location's primary source of income is the sale of alcoholic beverages, there is on-premise consumption of those beverages, and there will be fewer than two uniformed officers working at any time. The officers must work together. The location may not require that one officer work inside while the other officer works outside the establishment.

6 RESTRICTIONS

- A. No employee will be allowed to work any extra-employment job that has been determined not to be in the best interest of the Police Department or would bring ridicule or unfavorable publicity to the Police Department.
- B. Under no circumstances will any employee work any extra-employment during their scheduled duty hours when no authorized leave is being taken.
- C. An officer who works a police-related extra-employment job may only wear approved clothing, as determined by General Orders or the Chief of Police, and while in uniform will comply with all current orders and regulations concerning personal appearance and equipment.
- D. No city equipment may be used while the employee is in the actual performance of an extra-employment job. Uniforms and other individually assigned equipment are exempt from this restriction unless prohibited elsewhere by General Orders.
- E. An officer who works a police-related extra job and observes or is informed of an incident requiring an incident report will make the required report. If an arrest is made and transportation is required, it is the responsibility of the arresting officer to complete and provide the necessary booking information and paperwork to the on-duty officer who will then transport and book the prisoner. The officer working the extra job will remain responsible for filing the proper incident report.
- F. If an officer working a police-related extra job is informed of an incident at a location other than that of the extra job, that officer will advise the dispatcher. The dispatcher shall send an on-duty unit to investigate and make the required report if necessary. The officer working the extra job will, if necessary, be required to make a supplement report.
- G. No officer will be permitted to use, possess, or operate a marked patrol vehicle on an extra-employment job that is deceptively similar to patrol vehicles of the Conroe Police Department. No officer will be permitted to work an extra-employment job with an organization that uses, possesses, or operates a marked patrol vehicle that is deceptively similar to patrol vehicles of the Conroe Police Department.

- H. No officer that regularly works in any undercover capacity may work a police-related extra-employment job that requires the officer to be in uniform or wear any clothing or equipment that would identify him/her as a police officer.
- I. No employee that is under suspension, relieved of duty, assigned to light duty, or is off due to injury or sickness, may work any police-related extra-employment.
- J. An officer in his probationary period may not work any police-related extra job, including apartment security, unless accompanied by a senior officer who is not also in his probationary period, or a supervisor. The Extra Employment Supervisor may, at his discretion, waive this restriction after a period of six months from the officer's date of hire with recommendation from the officer's division commander.

7 EXTRA-EMPLOYMENT HOURS

Extra-employment hours include all time spent on all extra jobs whether police related or not. For extra-employment purposes, an employee's workday is defined as that 24-hour period following the normal reporting time for duty. In any seven-day period in which the employee performs 40 hours of regular-duty work, extra-employment shall not exceed 36 hours.

If an employee takes off a regular eight-hours of comp time, vacation time, holiday time, or during his regular days off, he may work a 16-hour day. If the employee is off-duty a full week, whether on accumulated comp time, vacation time, or holiday time, he may work a maximum of 84 hours. Under no circumstances may an employee work more than 16 hours straight. Any 16-hour work period must be followed by a suitable period of rest of at least six hours.

Sick leave taken will not reduce the employees overall workweek, subject to this General Order, however, no employee may work any extra-employment for a period of 24 hours following the last hour of use of any sick leave. Scheduled overtime worked for the Department, special-enforcement programs (e.g., STEP), and off-duty court appearances will reduce the numbers of hours permitted for extra jobs. The seven-day period shall begin on the day the employee returns to duty after completing his/her assigned days off.

8 STAFFING AND COORDINATORS

The Chief of Police, Deputy Chiefs, Division Commanders, or the supervisor approving the extra-employment application may, at their discretion, mandate the minimum number of officers and/or supervisors required to be present at any time at any extra-employment location.

9 COMMUNICATION

Officers will notify dispatch when working any police-related extra-employment so they can be logged into CAD. Upon arrival at the extra-employment, Officers will notify dispatch they are beginning an extra job, give the location, and an estimated time the assignment will be completed. Employees shall again notify dispatch upon completion of the assignment so they can be removed from the CAD. Failure to comply with the requirements of this section may result in the suspension or revocation of extra-employment privileges and/or disciplinary action.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 4-05
	EFFECTIVE: July 29, 2005	
	REPLACES: G.O.# 4-05 ISSUED 11/19/2001	
TITLE: LEAVES OF ABSENCE		

1 PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the granting of leaves of absence to police department employees.

2 LEAVE OF ABSENCE REQUESTS

Department employees may make application for leaves of absence, with pay, based upon the accumulated time at the time of application that has been earned by or awarded to the employee as a benefit of employment with the department, as follows:

A. Vacation Leave.

The scheduling of vacations is the responsibility of each division commander. Each division's vacation schedule shall be established, in a timely manner, at the beginning of the year. The division supervisors shall maintain vacation schedules for each division. Officers shall be given their first choice by seniority, as far as practical, except when application of seniority creates a void in personnel skills, experience, and knowledge within a particular assignment.

B. Sick Leave.

Absences due to an employee's bona fide, non-work related, illness or medical condition (not a family member's illness or medical condition) that prevents him/her from reporting for work as scheduled are charged to the employee's accumulated sick leave time in accordance with the following guidelines.

1. The employee is required to personally contact his/her supervisor prior to his/her scheduled reporting time and request sick leave be granted for that working day. If the employee is unable to contact his/her immediate supervisor the employee shall follow the chain of command to contact an appropriate supervisor. If unable to contact an appropriate supervisor via the chain of command, the employee will contact an on-duty supervisor.
2. Unless the supervisor has reason to question the validity of the request and if accumulated sick leave time is available, the leave should be granted and reported, by the supervisor, on the department's Absence Report.
3. If an employee's illness or medical condition results in an absence of two consecutive working days the employee's division commander, at his/her discretion, may request a physician's report detailing the nature of the employee's illness or medical condition.
4. If an employee's illness or medical condition results in an absence of three or more consecutive work days the employee will provide his/her division commander with a physician's report in order to document the extended absence and to assure the division commander that the employee is medically fit to return to duty and is not in danger of suffering a relapse nor poses a danger of infection to other employees.

5. If an employee does not have a sufficient amount of accumulated sick leave to cover his/her absence due to non-work related illness or medical condition the employee may request to utilize leave time he/she has accumulated as compensatory, vacation or holiday leave time.
6. If the employee does not have sufficient accumulated leave (sick time, vacation time, compensatory time or holiday time) to cover his/her absence due to illness; the employee may request, via the chain of command, an uncompensated leave of absence.

C. Holiday and Compensatory Time Leave.

1. Employees making application for a leave of absence to be charged against either their accumulated holiday leave time or compensatory leave time shall make the request to their immediate supervisor or division commander at least three days prior to the effective date of absence.
2. The prior notice of three days may be waived, at the discretion of the employee's supervisor or division commander, if there is a reasonable and demonstrated need for the hasty application; in which case, the employee should request the leave of absence at least three hours prior to his/her scheduled reporting time.

D. Line of Duty Illness or Injury Leave.

1. Employees shall be granted a leave of absence for line of duty illness or injury, that prevents the employee from completing his/her tour of duty or from reporting for work as scheduled, at the time the illness or injury is properly reported.
2. Line of duty illness or injury leave for classified or civilian employees shall be applied in accordance with the provisions of "City of Conroe Personnel Manual, Chapter V, Sec. 5.4 (Worker's Compensation)".
3. After an extended absence, three or more consecutive work days and prior to his/her return to duty, the employee shall provide the division commander a physician's report in order to document the extended absence and to ensure the employee is fit for duty and is not in danger of relapse nor poses a danger of infection to other employees.

E. Military Leave.

Military leave will be governed and administrated in accordance with the Uniformed Services Employment and Reemployment Act (USERRA) and the City of Conroe Personnel Manual, Chapter 6, Section 6.2 - Military Leave.

F. Jury Duty

1. Employees who must be absent from work during their assigned duty hours or are unable to report for duty at their scheduled time in order to discharge their civic responsibility of serving on a jury shall notify their immediate supervisor and present a copy of the jury summons immediately upon their (employee) receipt of the jury summons.

2. The period of absence shall not exceed the time specifically required of the employee to complete his/her jury duty.

G. Funeral Leave.

Employees making application for a leave of absence to be charged against their funeral leave time shall contact their immediate supervisor or division commander prior to their scheduled reporting time.

H. Leave of Absence.

Employees may request, in writing, via the chain of command and in accordance with Chapter 6, Sec. 6.6 of the City of Conroe Personnel Manual an uncompensated leave of absence.

3 MISCELLANEOUS PROVISIONS

- A. Employees transferring into a division will not "bump" another officer with lesser seniority out of a previously approved leave of absence. Employees whose vacation time had been approved prior to the transfer shall, whenever possible, be allowed to take the vacation leave as originally scheduled.
- B. When it is necessary for an employee's approved leave of absence to be cancelled prior to the effective date of the leave (scheduled but not taken), or if an employee on leave is called back to duty the department's "Sign-In Sheet" shall reflect the employee's actual status. It shall be the responsibility of the employee's division commander to notify the appropriate records clerk and ensure the employee's accumulated leave time is readjusted accordingly.

4 ISSUED EQUIPMENT

Any employee granted a leave of absence longer than sixty (60) days will turn in all issued equipment to their Division Commander prior to the first day of the leave of absence.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 1	G.O.#: 4-07
	EFFECTIVE: JANUARY 6, 2015	
	REPLACES: G.O.# 4-07 ISSUED 10/31/2002	
TITLE: SHIFT TRADES		

1 PURPOSE

Because of the occasional need to accommodate requests for time off by employees that would otherwise be declined due to manpower shortages, it is the policy of the Conroe Police Department to allow employees to work in the place of other employees, or "trade shifts". For purposes of this section a "shift" is defined as all, or any part of, a regularly scheduled tour of duty for the affected employees. The following guidelines will be strictly adhered to when trading shifts. Failure by an employee to follow any of these guidelines may result in the suspension of shift trading privileges.

2 GUIDELINES

- A. The proper request form shall be completed and signed by both the employee requesting the time off and the employee agreeing to work in place of the requesting employee. The request shall be approved by the immediate supervisors of the requesting and covering employees, as well as the Division Commander of the requesting employee in advance of the shift trade. If exigent circumstances exist which preclude the approval of the immediate supervisor of either the requesting or covering employees, approval for the shift trade may be sought from the requesting employee's Division Commander. At the time the request form is completed, the date the requesting officer will return the trade shall be designated in the appropriate space on the form. All return trades shall be completed within sixty days (60) of the initial trade. The requesting officer may, by submitting an updated Shift Trade form for approval, change the date of the return trade after the initial form has been turned in. Officers are limited to no more than three (3) shift trade dates per calendar month and eighteen (18) total shift trades within a calendar year. The initial shift trade date must be before the return date.
- B. Division Commanders may deny shift trade requests at their discretion.
- C. Any employee who has agreed to shift trade with another employee and calls in sick on the day of the shift trade will be charged sick leave for that day.
- D. Except for exigent circumstances beyond the employee's control, any employee who has agreed to shift trade with another employee and fails to report for duty for the shift trade will be considered an unauthorized absence and subject to disciplinary action. The employee will also not be eligible to trade shifts for a period of one (1) year.
- E. No employee is allowed to work more than sixteen consecutive hours (including extra-employment).
- F. No employee still in training will be allowed to participate in shift trades. Employees shall only be permitted to shift trade with employees of equal rank and assignment.
- G. Shift trading is strictly voluntary and any employee trading shifts with another employee is not eligible for overtime or compensatory time unless that employee is required to work more than eight hours during the shift he/she is covering. Employees trading shifts should sign in using the employee's name they are covering for.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 4-09
	EFFECTIVE: December 1, 2020	
	REPLACES: G.O.# 4-09 issued 11-19-2001	
TITLE: MEAL PERIODS		

1 PURPOSE

It is the purpose of this General Order to set forth guidelines for the presence of uniformed officers or marked units at eating establishments.

2 PROCEDURES

At no time other than the exception listed below will there be more than two (2) marked police units and/or no more than four (4) uniformed Officers eating at a food establishment at the same time. It will be the responsibility of individual Officers and Department Supervisors to ensure that this policy and the following procedures are adhered to.

When calling out-of-service to eat a meal, uniformed on-duty patrol Officers will advise the dispatcher of the location of the eating establishment and will seek the dispatcher's approval. Approval is based upon immediate staffing and shift procedures or as determined by the on-duty supervisor.

Line personnel (patrol) who are subject to immediate call assignment are entitled to a half-hour lunch period during their standard tour of duty. Lunch periods are dependent upon call volume and availability of other units. It is not the intention of this policy to guarantee a lunch period or break. Line personnel are not due any compensation should a lunch period not be made available.

All other personnel must complete a full shift **in addition to** the time expended on their lunch period regardless of being assigned a half-hour or hour lunch period.

3 EXCEPTION

A birthday, retirement, or other type of get together that has prior supervisory approval.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 4-11
	EFFECTIVE: MAY 1, 2010	
	REPLACES: G.O.# 4-11 ISSUED 11/19/2001	
TITLE: WELLNESS PROGRAM		

EFFECTIVE AUGUST 25, 2010, THE WELLNESS PROGRAM IS SUSPENDED AND THIS GENERAL ORDER IS WITHDRAWN. IT WILL BE REEVALUATED AT A LATER DATE.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 8	G.O.#: 4-13
	EFFECTIVE: February 28, 2023	
	REPLACES: G.O.# 4-13 ISSUED November 5, 2019	
TITLE: UNIFORM REGULATIONS AND DRESS CODES		

1 PURPOSE

Officers shall wear and use only those uniform items officially issued by the Department or approved by the Chief of Police. In addition, officers may wear the uniform only when acting in an official capacity. This General Order establishes specific regulations for the wearing of uniforms and related equipment items and dress codes for plain clothes assignments and civilian personnel.

2 WEARING OF OFFICIAL UNIFORM AND EQUIPMENT

Officers will wear the Department uniform only when acting in an official capacity. Officers assigned to uniformed divisions shall wear the uniform at all times while on duty, unless otherwise approved by a superior officer. This shall include:

- A. Regular duty assignment.
- B. Engaging in Department-approved extra jobs as determined by appropriate authority.
- C. Engaged in Department-approved speaking assignments as determined by appropriate authority.
- D. Attending an officer's funeral or officers' memorials. The Chief and Deputy Chiefs will wear uniforms at their discretion. All other officers attending either official ceremonies or funerals shall wear the long-sleeve uniform and navy-tie regardless of the season.
- E. Testifying for the state in any court of law. Plain clothes assignments may also wear a suit/dress jacket and necktie.
- F. Participating in other activities or special events authorized by the Chief of Police.

Special assignment uniforms may be worn in lieu of the official uniform, as authorized by the Chief of Police. All officers will possess and maintain in good repair a regulation uniform, as issued by the Department, regardless of the nature of their assignment. A full regulation uniform, body armor, footwear and issued leather gear will be readily available for donning at all times when on-duty, secured in either an issued locker, work area/office or assigned vehicle.

Officers shall not use any equipment that does not conform to Departmental policy. All equipment shall be worn, carried and/or used only as issued and authorized by the department. No changes, alterations, modifications or substitutions shall be made to any issued equipment unless approved by the Chief of Police. Additionally, any non-issued equipment must be approved by the Chief of Police. When the Department issues a new uniform or equipment item, that item will supersede any similar item previously issued. The uniform will always be worn as a total unit. Officers may only wear Police ball caps as part of a specific assignment uniform or in special circumstances as authorized by the Chief of Police.

Officers shall not give or loan any part of the uniform to any non-sworn individuals. Officers while under suspension shall not wear the official Department uniform or any issued special assignment uniform or equipment.

3 ISSUANCE OF UNIFORMS

Each officer will initially be issued a specific number of standard Department uniform items. Reissues will be made if any item has suffered excessive wear or irreparable damage. Replacement limitations will be controlled by budget restraints. Officers are required to turn in any used articles prior to receiving any replacements and shall do the same when any new item is issued by the Department to supersede one previously provided.

If an issued uniform item is lost, stolen or damaged it shall be the officer's responsibility to report this in writing through the chain of command to the Chief of Police. This document will specify the circumstances and will be supplemented by an offense report if the incident so warrants. The cost associated with the loss, theft or damage of replacement or repair may be assessed against the officer if it is shown that the loss or damage occurred as a result of a personal negligence.

Any officer assigned to a specialized unit will be issued the regulation uniform of that unit and will wear that uniform while in performance of his duties.

4 HEADGEAR

The official uniform headgear for non-supervisory officers shall consist of the department-issue military officer style hat with a dark blue cover and silver Department shield. The official uniform headgear for supervisory officers shall consist of the Department-issue military officer style hat with a white cover and gold Department shield. The top of the shield shall be centered and even with the upper seam of the crown.

Riot control helmets, motorcycle helmets or other types of headgear, as issued, may be worn on such assignments or occasions as required. Chinstraps will be fastened on all helmets when they are being worn unless otherwise directed by a superior officer.

All headgear will be worn level on the head. The uniform hat shall be worn anytime it is deemed necessary by an appropriate supervisor. Headgear will be clean, properly fitted, in good repair, and when applicable, visors polished.

5 UNIFORM SHIRTS

The official Department issued uniform shirt shall always be worn as part of the regular uniform and will be clean, neatly pressed and in good repair. It shall bear all regular and special insignia items attached in the manner prescribed by this General Order, and shall be neatly tucked inside the uniform pants with no overhang. The cuffs of the long-sleeve uniform shirt shall be buttoned and not rolled-up. Ties shall not be worn with the short sleeve uniform shirt

No shirt, other than the one issued, will be worn as part of the regular uniform unless specifically approved in writing by the Chief of Police. Undershirts or T-shirts may be worn under the uniform shirt but shall not be visible to the public unless it is black, dark blue or of a color matching the shirt. Officers shall not alter the sleeve length or width of the issued short-sleeve uniform shirt. The wearing of the long-sleeve or short-sleeve uniform shirt shall be at the discretion of the officer except as directed by appropriate authority. .

6 UNIFORM PANTS

The official Department issued uniform pants shall always be worn as part of the regular uniform and will be clean, neatly pressed and in good repair. The uniform pants will be tailored with a plain bottom pant leg and hemmed to the proper length required for a good fit. No pants, other than those issued, will be worn as part of the regular uniform unless specifically approved by the Chief of Police.

7 FOOTWEAR

Shoes to be worn with all approved uniforms shall be black in color and either lace-type military dress shoes of a high or low-quarter style, a boot of the Wellington or similar type with walking heels and a rounded toe design, or military style boots. Boots may not have ornate or decorative stitching or perforation, and the boot tops must be of sufficient height to prevent trouser bottoms from falling into or hanging inside the boot. Any shoes worn with the uniform will be clean, polished, and in good repair. Specially approved shoes may be worn with the uniform if an officer has a bona fide medical reason to do so or is required to perform a special assignment for which regulation shoes would be inappropriate for or prohibitive to the task. Officers in special units will use the shoes approved for their assignment.

Plain black or dark blue socks, in good repair, will be worn with all approved uniforms. White socks may be worn if not visible when sitting or standing.

8 COLD-WEATHER GEAR

During periods of cold or cool weather, officers may wear their Department issued coat. Officers will wear no other coats or jackets. Specially designed coats, jackets or other outerwear approved by the Chief of Police may be worn while an officer is performing a special assignment.

Down-filled or synthetic-filled vests may be worn in cold weather provided such vests are concealed under the winter coat. The vest will be of a plain black or dark blue color.

During abnormally cold weather, officers will be allowed to wear earmuffs, mufflers, or knit caps. Such items will be of a plain black or navy blue color, and may only be worn with the long-sleeve uniform shirt. Dress gloves made of plain black or navy blue leather or similar material may be worn.

9 RAIN GEAR

During periods of inclement weather, officers are strongly advised to use the Department issued rain gear for their own comfort and to avoid unnecessary damage to the regular uniform. Rain gear should not be worn as a replacement for more appropriate Department issued outer gear when the weather is cool but it is not raining. Low-quarter plastic or rubber shoe covers, black in color, may be worn over footwear during inclement weather.

10 EYE-WEAR

Officers in uniform may wear eyeglasses and sunglasses so long as the frames are silver, gold, or black. Retaining straps that are plain black, navy blue or translucent may be worn to secure glasses as needed. No mirrored glasses will be worn while in uniform.

11 ACCESSORY EQUIPMENT

The threat level III (or higher) holster issued by the Department will be the official uniform holster for all officers. Modification of the issue holster in any form is forbidden.

All accessory equipment will be kept in good repair and worn in a manner that presents a professional appearance. Accessory equipment for uniformed officers include the Sam Brown belt, holster, ammunition case, handcuff case, handcuffs, OC spray, OC case, inner belt, tourniquet, portable radio and holder, baton, and handgun.

Other types of accessory equipment may be worn with the regular uniform upon approval by the Chief of Police. Specialty equipment items may be worn when required or necessary for an officer's assignment but only while the officer is performing the duties of that assignment. Any such items must be approved by the Chief of Police and shall be maintained in the same manner as regular accessory equipment.

Rubber or leather gloves may be worn for the protection of the officer when engaged in hazardous situations such as arrest, search, building/room clearing procedures, tactical street contact, special operations, etc. When in the summer uniform, officers will NOT wear gloves when engaged in non-hazardous activities such as taking reports on a stabilized scene, directing traffic or other high profile activities. Leather gloves shall be black in color, designed for police duty, wrist length, properly fit, provide full hand and provide full-finger coverage with no cut-outs, holes, or perforations.

12 SPECIAL SERVICE NAME TAG

Officers and other uniformed personnel with five (5) years or more service at this Department are authorized to wear the special service nametag. This nametag designates the year of employment of the officer/employee.

13 BADGE

The badge and cap shield to be worn as part of the regular uniform will be those issued by the Department. The badge will be affixed to the front left side of the uniform shirt. The badge will not be altered in any manner or worn in any fashion other than that specified by General Order. Employees are responsible for keeping their issued badges clean, polished, and in good repair. Any damage or excessive wear shall be immediately reported to the employee's supervisor.

14 REGULAR INSIGNIA

The PD collar emblems issued by the Department will be worn affixed to the uniform shirt collars. The emblems will be worn centered to the collar vee with the base one and one-half inch from the collar's point. Officers and other uniformed personnel, while in uniform, shall wear their Department issued nametag. The nametag will be worn affixed to the front of the uniform shirt, immediately above and centered to the right shirt pocket flap.

The shoulder patches issued by the Department will be worn on the uniform shirt, sewn to the upper part of both sleeves. The top of each patch shall be one-half inch below the shirt's yoke seam and be centered laterally. Officers wearing the uniform coat will be required to wear two shoulder patches affixed in like manner. In addition, the uniform coat shall have the "badge" patch sewn on the left side chest in the area the badge would normally be worn.

15 SPECIAL INSIGNIA

The sergeant chevrons issued by the Department will be affixed to the uniform shirts worn by all sergeants. The chevrons will be sewn on both sleeves with the point of the chevrons one-half inch directly below the shoulder patch and centered laterally with the yoke seam.

Insignia issued by the Department for the ranks of lieutenant and above will be worn on the uniform shirt collar, epaulet, or other manner as determined by the Chief of Police.

Special unit insignias and specialist rating bars issued by the Department will be worn affixed to the right front of the uniform shirt. Examples include; S.W.A.T., hostage negotiator, canine, marksmanship, crime scene investigator, firearms instructor and honor guard. Special insignia shall be worn immediately above and centered to the issued nametag in an ascending order of marksmanship bars and specialist ratings first and special unit insignia last. Multiple insignia pins of a like classification will be affixed above the nametag in the horizontal rows of two and centered to the nametag. No officer will be allowed to wear more than four special insignias. Some special insignia such as FBI-NA, LEMIT, TPCA motorcycle officer pins, etc. may be worn on the right pocket flap upon approval of the Chief of Police.

All sworn members of the Department are authorized to display Service Stripes/Stars on their issue uniform. Service Stripes/Stars shall be awarded as one (1) stripe per three (3) years of service and a star awarded for each fifteen (15) years of service with this department. The display of Service Stripes/Stars is not mandatory.

Service stripes and stars shall be worn on the lower left long sleeve of the uniform shirt with the lower edge of the point 1/2 inch above the sleeve cuff and centered from front center crease of sleeve to border seam of sleeve placket. See attachment A to this General Order for visual representation of stripes/stars.

16 AWARDS

Decorations and uniform citation bars shall be worn only with the long sleeve uniform. Decorations and uniform ribbons shall **not** be worn with civilian dress, utility uniforms for S.W.A.T., C.S.U., Range Officer, or K-9.

A. Decorations.

1. Decorations (medals) shall be worn only when in dress uniform (with tie or Honor Guard ascot).
2. The Medal of Honor shall be worn around the neck.
3. All other decorations shall be worn on the right side of the uniform blouse above the nameplate. Decorations will be worn in precedence from the wearer's left to right (Lifesaving, Wounded in Line of Duty). Decorations will be worn centered to and with 1/2-inch space between bottom of decoration and top of the nameplate.
4. When more than one line of decorations are worn, the decorations will overlap.
5. The most recent version and correct iteration (2nd award, 3rd award, etc) will be worn. Previous awards will not be worn in conjunction with subsequent awards.

B. Uniform Citation Bars

1. The first row of citation bars will be worn 1/8 inch above and centered to the nameplate on the right side of the uniform shirt. Each additional row will be worn flush to the row below and/or above.
2. Multiple citation bars will be worn in a standard citation bar tray (4 inch width), which shall be worn parallel to and centered to the top of uniform breast pocket.
3. The Medal of Honor citation bar will be worn above, flush and centered to all other citation bars. Other citation bars will be worn from left to right in precedence (Lifesaving, Wounded in Combat).
4. Citation bars must be kept clean and unmarred.

17 MANDATORY WEARING OF BODY ARMOR

All officers, will be issued body armor meeting current NIJ standards. Each officer is responsible for the proper care and upkeep of their issued body armor. Each officer shall immediately report the loss, damage, or excessive wear of their issued body armor to their immediate supervisor. All issued body armor will be replaced when damaged or per the manufacturer's recommended replacement schedule.

A. Use of Body Armor

1. All officers are required to wear their issued body armor when performing enforcement duties unless exempted in writing by the Chief of Police.
2. All officers, while performing uniformed off-duty law enforcement extra employment, are required to wear their issued body armor, unless exempted in writing by the Chief of Police.
3. Body armor will be worn under the officer's uniform shirt (see exception in Subsection C below), in a manner consistent with the manufacturer's recommendations or instructions. Plainclothes officers and officers wearing an approved tactical uniform may, in enforcement situations, wear body armor outside of their clothing, provided that the armor displays markings which prominently identify the wearer as a police officer.
4. Any officer whose medical exemption has been approved by the Chief of Police must provide a new written exemption from a licensed physician quarterly. The Chief of Police may require more frequent renewals for any officer.
5. Agency-issued body armor shall be worn by recruit officers during both classroom and field training.
6. The Chief of Police may additionally exempt an officer from the requirement to wear body armor when circumstances make it inappropriate to mandate the wearing of body armor or the officer is involved in undercover or plainclothes work that may be compromised by the officer's wearing of the body armor.

EFFECTIVE:	November 5, 2019	PAGE:	7 OF 8	G.O.#:	4-13
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B. Non-enforcement Duties

1. The wearing of body armor is strongly recommended for all officers when engaged in normal non-enforcement duties, but is mandatory when performing enforcement actions.
2. All support, plainclothes, or other officers performing non-enforcement duties (normal shift or call-out) shall maintain their body armor readily available, either secured in a Department locker, in their individual office, work area, or assigned vehicle.

C. Armor Skin® Body Armor Outer Carrier

1. Officers who choose to utilize Armor Skin® body armor outer vest carriers will wear the concurrently issued embroidered undershirts with the armor. Regular issue uniform shirts may be substituted for the embroidered undershirts if desired. Excepting Subsection A, 3, above, all other guidelines in this Section are applicable to the Armor Skin® body armor outer vest carriers.
2. While in their assigned vehicles officers may partially unzip the outer vest carrier for comfort, but shall leave the bottom of the zipper engaged to allow for rapid re-zipping of the carrier when exiting the vehicle.
3. While at the Police Department officers may remove their outer vest carrier, but shall wear their issued undershirt tucked in and in a professional appearance. If an officer is wearing a regular uniform shirt in lieu of the issued embroidered undershirt the officer will ensure their badge and other insignia are properly in place on the shirt after removing the outer vest carrier.

18 DRESS CODE CRIMINAL INVESTIGATORS

- A. Suits, dress pants and dress shirts (collar) shall be worn during the employee's regular tour of duty. Shirts with any type of illustration, writing, or civilian or commercial logo or advertisement are prohibited. Dress shoes or boots shall be worn. Tennis, athletic, or tactical footwear may be approved by the Division Commander for special operations or for medical reasons.
- B. In addition to the above, female employees may wear collarless blouses.
- C. The wearing of neckties by male investigators is mandatory. When outside of the police facility or when dealing with members of the public the shirt collar will be buttoned and the tie will be cinched up appropriately.
- D. On Fridays Investigators may wear their normal attire without the necktie or their issued utility pants and issued polo or dress shirt with Department insignia. Shirts will be tucked inside the pants. No jeans of any color or casual or non-collared shirts may be worn. Investigators may also wear Friday attire when responding to Call-Outs outside their normal business hours.

19 DRESS CODE TASK FORCE INVESTIGATORS

Investigators assigned to a task force or other detached unit shall wear appropriate attire approved by the supervisor of the unit.

20 DRESS CODE COMMUNICATION OFFICERS

- A. All communication officers that have been released from training will be issued uniforms consisting of Polo style shirts with approved insignia and utility pants and a jacket with approved insignia. In addition Communication officers may wear a plain black or navy blue sweater, no insignia or logos unless approved by the Chief of Police.
- B. Approved footwear will be tennis shoes or boots that are either black or khaki in color to match the issued utility pants. Footwear will be kept clean and shined if of a material suitable for polishing. Socks will be solid black or navy blue if visible in a seated position. Shoes and/or boots shall be worn at all times in the communication center.
- C. Employees in training or on light duty assignments will wear conservative business attire the same as plainclothes non-sworn personnel detailed in Section 22 of this General Order.

21 DRESS CODE UNIFORMED NON-SWORN PERSONNEL

- A. Uniformed non-sworn personnel will wear their issued uniform shirts and pants at all times when on-duty. Only issued jackets, coats or rain gear will be worn when on-duty.
- B. Approved footwear will be tennis shoes or boots that are either black or khaki in color to match the issued utility pants. Footwear will be kept clean and shined if of a material suitable for polishing. Socks will be solid black or navy blue if visible in a seated position.
- C. Uniformed non-sworn employees in training or on light duty assignments will wear conservative business attire the same as plainclothes non-sworn personnel detailed in Section 22 of this General Order.

22 DRESS CODE PLAINCLOTHES NON-SWORN PERSONNEL

- A. The regular plainclothes dress shall be conservative business type attire appropriate for the workplace of a law enforcement agency. The general appearance for all members shall be moderate, not provocative, revealing or distasteful. Male members shall wear suits, slacks or dress pants with a collared shirt and tie. The pants shall have a neat, pressed appearance. Jeans of any color shall not be worn for regular duty assignments. Female members may wear dresses, pantsuits, skirts, slacks, or dress pants, with a blouse. Clothing will not display civilian or commercial logos, writing, or illustrations. Under no circumstances shall clothing display remarks or illustrations that could be considered distasteful, offensive, obscene or improper. On Fridays plainclothes non-sworn employees may wear their issued polo style shirts with approved insignia and issued utility pants with plain black or khaki footwear.
- B. Footwear shall consist of dress shoes or dress boots and will be kept clean and shined, if of an appropriate style for polishing. Flip-flops or sandals, open-toed shoes, or other inappropriate footwear shall not be worn.

Attachment A
Uniform Regulations and Dress Codes
Service Stripes and Stars

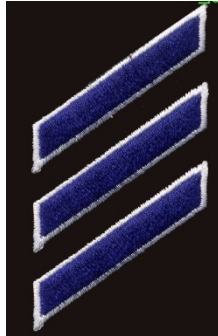
3 Years



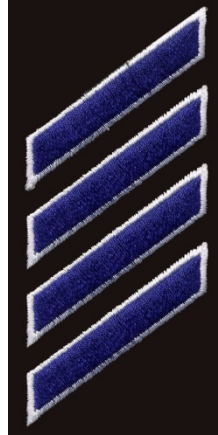
6 Years



9 Years



12 Years



15 Years



18 Years



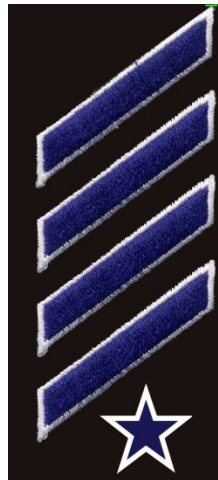
21 Years



24 Years



27 Years



30 Years



33 Years



36 Years



39 Years



42 Years



45 Years



GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 4-14
	EFFECTIVE: NOVEMBER 6, 2019	
	REPLACES: G.O. # 4-14 ISSUED 11/10/2011	
TITLE: PERSONAL APPEARANCE AND GROOMING STANDARDS		

1 PURPOSE

The purpose of this policy is to establish appearance and grooming standards that will project a professional and inoffensive image to all citizens and other members of the department. All members of the department will be required to maintain a personal appearance and grooming standard in compliance with this General Order. All references to the word uniform in this General Order applies not only to the standard issue police uniform but any issued item of clothing that identifies the employee as a member of the department. This General Order does not apply to undercover officers when acting in that capacity.

2 HAIR STANDARDS

Hair styles will be conservative in nature and suited for the workplace environment of a law enforcement agency. Employee's hair will be neat, clean, trimmed and present a groomed appearance. The hair of all uniformed employees will not be worn in such a manner that it interferes with the proper wearing of regulation headgear.

The hair of male employees will not extend more than one-half inch over the top of the collar at the back of the neck while the head is held in a normal upright position. Hair on the side of the head of a male employee will not cover more than one half of the ear.

Female officers, while in uniform, that have hair that extends more than one-half inch over the top of the collar at the back of the neck while the head is held in a normal upright position will be required to pin their hair up in a secure fashion. Hair on the front of the head will not extend below the horizontal middle of the forehead. Hair on the sides of a uniformed female employee will extend no lower than the bottom of the earlobes. The hair will not present a bunched or flared-out appearance at the back or sides of the head when headgear is worn.

All employees may only have hair that is a natural color or that is artificially colored to simulate a natural color. **Natural** shades of brown, black, tan, blonde, and red are the only approved hair colors. Hair may not be cut or arranged to display any symbol, number, letter, or word. Ornaments, glitter, or other decorations in or on the hair are prohibited. Female employees may wear plain hair clips or pins that are gold, silver, brown or black in color. Hair must be styled and colored similarly on the entire head area. Different styles and colors side-to-side and front-to-back are forbidden. Hair twisted into spikes and "Mohawk" styled haircuts are specifically forbidden.

3 FACIAL HAIR

Male employees while in uniform may have mustaches that are neatly trimmed and extend no more than one-half inch beyond the outer corners of the mouth, or below the top line of the upper lip at the outer corner of the mouth, or below the outer corners of the mouth. Male employees while in uniform may have sideburns that extend no farther than the lowest tip of the earlobe. These sideburns will be of a naturally even width and will end with a clean-shaven horizontal line. Except for permitted mustaches and sideburns, when in uniform all other areas of male faces will be clean-shaven. Beards and goatees are expressly prohibited for any employee that performs their daily assigned duties in any issued uniform. Examples would be bike patrol officers, resource officers, animal control officers and crime scene investigators.

Plainclothes employees, civilians and CID personnel wearing either approved Friday apparel or during SWAT operations will be exempt from these facial hair standards, however, all employees will adhere to these standards, regardless of their assignment, anytime when wearing a Patrol uniform. All facial hair will be neatly trimmed and groomed to present a professional appearance. Facial hair may not extend below the lower inside edge of the jawbone. The neck area will be clean shaven at all times.

5 TATTOOS

No employee, male or female, sworn or civilian, will display any tattoo while on duty or anytime when in uniform. Any employee that has a tattoo on the arm or lower wrist that cannot be covered by a short sleeve shirt must wear a long sleeve shirt that completely covers the tattoo while on duty or anytime when in uniform. Employees whose hire date was prior to June 1, 2011 that have previously been granted a waiver from the Chief of Police from wearing long-sleeved shirts are grandfathered. If approved, the employee shall cover the visible arm or lower wrist tattoo with a cloth covering of a style designed for, or commonly used for, covering tattoos. The material must be of a hue that most closely matches the employee's natural skin tone. The covering material may contain no logos, designs, or writing of any kind. A sample of the covering material must be submitted with the waiver request. No employee shall acquire a new tattoo that violates this section of this General Order.

No employee may have a tattoo on the hand that cannot be covered with a long sleeve shirt. Any employee that has a tattoo on the leg, ankle or foot must wear socks and/or long pants that cover the tattoo while on duty. No employee may have a tattoo on or above the neck or on the upper chest or upper back that cannot be covered with a shirt collar when the head is in the normal upright position. Any tattoo above the neck is specifically prohibited unless it is completely covered by hair that is in compliance with this General Order.

6 MAKEUP/PERSONAL APPEARANCE

While on duty or anytime when in uniform, female employees may only wear facial makeup or coloring and fingernail makeup or coloring that is subdued and moderate in color, tones and application. Bright colors and black coloring of the face and fingernails are prohibited. Glitter and other ornaments may not be applied to the face or fingernails. Fingernails will be clean and neatly trimmed so as not to interfere with the efficient operation of equipment. Fingernails may not extend beyond 1/8" past the end of the finger.

Female officers while in uniform may wear conservative clip-on earrings or posts (when earlobes are pierced) that are gold or silver in color, do not extend below the bottom of the earlobe, and do not have loose or dangling parts. Female civilian employees while in uniform may wear only one earring in the lower lobe of each ear. The earring must be conservative in nature and will not display any symbol, letter, number, or word and may not extend more than 1 inch below the bottom of the ear lobe. Female employees not in uniform may wear conservative earrings, necklaces and necklace ornaments. Male employees will not wear any earrings, studs or necklaces while on duty or anytime when in uniform.

Any employee while in uniform may wear only conservative watches and finger rings that are gold, silver or black in color.

While on duty or anytime when in uniform, colored contacts may be worn only if they enhance the normal shape and natural color of the iris of the eye. The color enhancement must be a natural eye color that is a tone of blue, green or brown. Contacts that are of an unnatural color or that changes the shape of the iris or pupils are forbidden while on duty or anytime when in uniform.

No other personal jewelry, studs (including tongue studs), or ornamental decorations may be worn when in uniform unless the item is completely covered by clothing and not visible at any time. Division Commanders may prohibit the wearing of personal jewelry by any employee while on duty if that jewelry is found to be unprofessional or impedes the job-duty of the employee.

No employee may display any other type of body and/or skin modification or ornamentation while on duty or anytime when in uniform.

7 PHYSICAL/HYGIENE STANDARDS

All employees are required to maintain themselves at a level of physical wellness necessary to adequately fulfill all of the duties of their assignment/classification. All employees will exercise good bodily hygiene and cleanliness by bathing frequently. Employees shall take steps necessary to assure that there is not an overpowering, strong, offensive or foul odor about their persons. Perfume and cologne will be used in moderation.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 4-15
	EFFECTIVE: December 1, 2020	
	REPLACES: G.O.# 4-15 Issued 11-19-2001	
TITLE: USE OF TOBACCO PRODUCTS		

1 PURPOSE

To establish guidelines pertaining to the use of all tobacco and simulated tobacco products and to provide compliance with current City of Conroe Ordinances and State Law.

2 POLICY

- A. No employee, while on duty, shall smoke, chew, or dip any tobacco or simulated tobacco product while making personal contact with the public in the performance of the employee's duties.

The use of ALL tobacco or simulated tobacco products, smoking or nonsmoking, is prohibited inside all City Facilities.

For the purposes of this policy, a simulated tobacco product shall include tobacco free products that are commonly used by individuals in an attempt to stop tobacco usage. This policy shall include those products that, by their use, resemble the actual usage of tobacco products. Examples would include herb cigarettes, mint chew or dip products and any type of electronic inhaler or cigarette (E-Cigarettes or other atomizer devices).

- B. Any employee who uses any type of tobacco product while operating a department vehicle will:
1. Ensure that all residue of the tobacco or simulated tobacco product is properly disposed of (ashtray, spittoon, etc.) so as not to allow the product or product residue to be spilled or dropped onto or into any equipment, possibly damaging said equipment.
 2. At the end of their tour of duty, employees who utilized a tobacco or simulated tobacco product shall clean the interior and exterior of their assigned vehicle of all tobacco or simulated tobacco product residue.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: RESERVE OFFICERS	PAGE: 1 OF 1	G.O.#: 4-17
	EFFECTIVE: July 8, 2022	
	REPLACES: G.O.# 4-17 ISSUED 11/23/10	

This General Order is permanently rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 4-19
	EFFECTIVE: DECEMBER 4, 2014	
	REPLACES: G.O.# 4-19 ISSUED: 08/23/2010	
TITLE: S.W.A.T.		

1 PURPOSE

The purpose of this order is to establish guidelines of function, structure, membership, and participation for all Team members; to ensure an optimum level of Team proficiency in physical conditioning, marksmanship and other tactical police skills; and to effectively and adequately address the high-risk operations for which the Team is responsible to carry out. The following are the organizational specifics for the Department's special purpose tactical squad. Henceforth, the squad shall be referred to as the Special Weapons and Tactics Team (S.W.A.T.).

2 FUNCTION

- A. It is the function of the S.W.A.T. Team to respond to and successfully resolve special situations and incidents, including but not limited to the following:
1. High-Risk/Unknown Risk Search Warrants: Where actors are suspected to be armed with weapons, dangerous, have a violent history or location is known to be hardened by anti-police measures.
 2. High Risk Stakeouts/Surveillance: Where the suspects, location or the nature of the suspected offenses have a high potential for an armed encounter or violent resistance.
 3. Sniper Situations: Where the suspect(s) have threatened or attempted to utilize a firearm from an intentionally concealed position.
 4. Hostage Situations: Where the suspect(s) may be holding a hostage.
 5. Suicidal/Emotionally Disturbed Persons: Potential suicides in which the actor is armed and has threatened violence towards others, and/or the location of occurrence, such as a public place, places others in imminent danger.
 6. Barricade Situations: When the suspect(s) have placed themselves in a tactically superior location such as a building, vehicle or other natural or man-made barrier.
 7. V.I.P. Protection: Situation requiring V.I.P protection and/or increased presence of team members to provide visible deterrent.
 8. High Risk Apprehensions: Where the suspect(s) are potentially armed and/or dangerous and there is a likelihood of armed or violent resistance.

3 TEAM POSITIONS AND DUTIES

- A. TEAM COMMANDER - Provides operational command, supervises the activities, operations and training of the Team; coordinates joint efforts with other units of the Department and other Agencies; provides equipment needs of the team. Further, the Team Commander will oversee regular inspection of the Team equipment and serve as a staff advisor to the Chief of Police in all matters related to the Team. The Team Commander is a Staff level position.

- B. ASSISTANT TEAM COMMANDER - Has responsibility for the operations of the unit in the absence of the SWAT Commander and will perform duties designated by the SWAT Commander. Coordinates and facilitates the training activities of the Team. Maintains the Team's Training calendar and ensures proper notification of training to all team-members. Conduct regular inspection of the Team and Equipment. Assists in the instruction of Team training and serve as liaison with instructors from outside the Team or the Department. The Assistant Team Commander must be a Department supervisor.
- C. TEAM LEADER - Provides tactical supervision of a Team sub-group (i.e. A-Team, Inner-perimeter Team, E-Team, etc.) and is responsible for the deployment of the Team and its equipment as determined by the Team Commander(s). Shall be directly responsible for the members of the Team sub-group and the completion of their assignment. Serves as assistant to the Assistant Team Commander and provides operational command to the Team in the absence of the Assistant Team Commander.
- D. POINT - Guides the team during tactical movement.
- E. COVER MAN - Provides short and intermediate range fire support to cover Team movement.
- F. REAR GUARD - Provides for the defense of the Team against close range or surprise attack. Delivers gas and smoke, and transports necessary gear as directed by the Team-Leader.
- G. MARKSMAN - Provides long-range fire support to the Team by delivering both cover fire and effective fire at extended ranges as directed by the Team Commander.
- H. OBSERVER - Provides logistical support to the Marksman, observation of the affected position, and communication between the Marksman and the Team Commander.
- I. NEGOTIATOR – Provides communication and intelligence gathering with the suspect(s), ascertain demands; provide guidance for surrender and/or peaceful resolution of the incident.

4 PERSONNEL SELECTION

- A. The personnel of the S.W.A.T. Team are individually selected according to the established S.W.A.T. Rules and Regulations developed by the Team Commander. The minimum qualifications include, but are not limited to:
 - 1. Two years law enforcement or military experience including one year with the Conroe Police Department.
 - 2. Must score a minimum of 90% on standard department qualification course.
 - 3. Must pass minimum physical fitness test and obstacle course.
 - 4. Must have no sustained personnel complaints or below average performance evaluations.
 - 5. Applicants must pass a team interview and be approved by team members.

5 TRAINING

- A. The S.W.A.T. Team will conduct training a minimum of 8 hours per month (Hostage Negotiators are not included in this requirement, see 1. below). They will train on appropriate subjects related to the mission of the S.W.A.T. team. All training will be performance oriented and S.W.A.T. Team task specific.
 - 1. Hostage Negotiators will conduct training a minimum of 4 hours per month. The training shall include topics relevant to negotiator skills, such as critical incident communications and other communications techniques, stress management techniques, use of delaying tactics, the psychology of hostage takers, etc.
- B. All training will be documented and training records will be maintained on file by the training section.
- C. The training program should include regular updates on legal issues facing S.W.A.T. operations, warrant service, negotiations and the deadly force policy.
- D. Members must comply with all established training requirements as detailed in the established S.W.A.T. Rules and Regulations.

6 INSPECTIONS

The Team Commander will ensure that quarterly inspections are made of all Team personnel, vehicles and specialized equipment utilized by the S.W.A.T. Team. The inspections will be documented on the form designated for that purpose and submitted to the Team Commander.

7 S.W.A.T. TEAM RULES AND REGULATIONS

The Team Commander shall create and maintain current written Rules and Regulations detailing Team membership, training, call-out response and physical fitness requirements. The Rules and Regulations must be submitted to the Chief of Police.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: HONOR GUARD	PAGE: 1 OF 2	G.O.#: 4-21
	EFFECTIVE: July 09, 2021	
	REPLACES: G.O. 4-21 ISSUED 11/19/2001	

1 PURPOSE

The purpose of this order is to establish operational guidelines for the Conroe Police Department Honor Guard.

2 STRUCTURE

The Chief of Police will appoint an Honor Guard Coordinator who will be responsible for the general coordination of all Honor Guard activities including training. The structure of the Honor Guard will be determined by the Chief of Police acting upon recommendations of the Honor Guard Coordinator and any other person deemed appropriate by the Chief of Police. The Honor Guard Coordinator will answer directly to the Chief of Police in all matters pertaining to the Honor Guard. The Chief of Police will designate the member strength of the Honor Guard.

3 QUALIFICATIONS

Membership in the Honor Guard is open to all sworn personnel within the Conroe Police Department who are not on probation. Approval for membership in the Honor Guard will be the responsibility of the Chief of Police and his decision will be final.

4 COMPENSATION

Membership in the Honor Guard is voluntary. All members will receive compensatory time for scheduled training and any other Honor Guard activity not related to the attendance of a memorial service. Members attending a memorial service during their regular duty hours will be compensated for normal duty. There will be no compensation for the attendance of memorial services outside the member's normal duty hours.

5 PARTICIPATION AND ASSIGNMENT

The Honor Guard Coordinator is responsible for making assignments within the Honor Guard. When making assignments, the Honor Guard Coordinator may consider such factors as the individual member's competency, training attendance and seniority, as well as recommendations from the Chief of Police.

All members are expected to make every effort to attend scheduled training and events. Members will arrive at the designated location on time and properly attired. It is the responsibility of the Honor Guard Coordinator to present a training schedule to each member in a timely manner so that the members may coordinate with their Supervisors for any needed time off. It is the responsibility of each individual member to make such requests in a timely manner so that minimum staffing may be maintained. In the event that a member is unable to attend a scheduled event, be it training or an Honor Guard function, the member will notify the Honor Guard Coordinator of the impending absence.

The Honor Guard Coordinator may, under direct order of the Chief of Police, make attendance at an Honor Guard event mandatory. Only the Chief of Police may issue such an order. Should a member learn that compliance with such an order would be an impossibility, the member will present a written response to the Chief of Police, through the Honor Guard Coordinator, detailing the factors contributing to the noncompliance. The Chief of Police may, at his sole discretion, cause the member to be suspended or dismissed from the Honor Guard.

The Chief will authorize any and all events in which the Honor Guard takes part other than training. The Honor Guard Coordinator will request approval for Honor Guard participation from the Chief of Police. In the event such a request is granted, the Honor Guard Coordinator will circulate a schedule to all members and will ensure that the members have made arrangements with their respective Supervisors for any time off which may be necessary.

6 UNIFORM AND GROOMING

The Honor Guard Uniform will be established by the Chief of Police and may take any form that he prescribes. The Honor Guard Coordinator will recommend, for the Chief's approval, attire which is consistent with the nature of the event. In all cases, attire will be maintained in the most professional, polished manner and will be subject to inspection by the Chief of Police, the Honor Guard Coordinator, or any Honor Guard member who is designated to do so. Grooming standards for Honor Guard members will be established by the Honor Guard Coordinator or the Chief of Police and may exceed those set forth in Conroe Police Department General Order. Members will be required to adhere to such standards when in the performance of Honor Guard duties.

7 TRAVEL

All travel related to an Honor Guard event will be approved by the Chief of Police.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 4-23
	EFFECTIVE: September 01, 2021	
	REPLACES: G.O.# 4-23 ISSUED 11/23/2010	
TITLE: CONFISCATED PROPERTY USED FOR TRAINING		

1 PURPOSE

To establish justification and provide guidelines for the issuance of property recovered by the Police Department to employees for training or other purposes. Property may consist of narcotics, weapons, contraband or any item of educational value.

2 JUSTIFICATION

There are occasions when, for training purposes, a piece of property is needed; whether it be for classroom instruction of police officers, demonstrations for civilians, or search training for K-9 Officers. The Crime Scene Unit, under rigid guidelines and with the authorization from the CID Division Commander, may make property available for specific purposes and periods of time.

3 PROCEDURES

The employee in need of such property will submit a request to the CID Division Commander. The request shall explain the need and justification, shall list the specific item or substance, and list the dates it will be needed. It is the responsibility of the receiving employee to see that this property is checked out and returned to the Crime Scene Unit. The property is to be maintained in the Crime Scene Unit when not in use. The receiving employee may not keep the property beyond the limits set forth in the authorization. If the property should be lost, damaged or stolen, an incident report shall be made immediately following the guidelines set forth in General Order 3-26.

4 PREPARATION OF PROPERTY

Authorized Crime Scene personnel will only release property to another employee with specific approval of the CID Division Commander. Property may only be taken from cases in which the item has been turned in as found property with no suspects or charges to be filed. Items that have been targeted for destruction or use by the Police Department after following the proper methods where charges have been disposed by law may also be used. The Crime Scene technician that prepares the property will track the movement of the property to the requesting employee on the system created for that purpose. The Crime Scene unit shall conduct an annual audit of all evidence that has been checked out to ensure accountability of the property.

If the property is narcotics, the Crime Scene Investigator shall field test and weigh the sample in the presence of a supervisor and the officer receiving the sample. The sample will immediately be sealed in a plastic bag using tamper resistant evidence tape. The tape will be initialed and dated by the Crime Scene Investigator preparing the sample, the officer receiving the sample and the supervisor present. The sample will then be given to the officer making this request.

5 **NARCOTICS**

Narcotics samples for continual use of K-9 Officers are issued in a manner that the K-9 Officers will have access during all hours. The narcotics samples may be checked out for up to one month. The check-out will be witnessed by the Crime Scene Investigator who prepared the sample, the K-9 Officer making the request, and a supervisor.

The narcotics samples will be returned each month to be re-tested and re-weighed by a Crime Scene Investigator with the K-9 Officer and a supervisor present. The same samples may be checked out again, at that time. Crime scene technicians will maintain documentation of this process on the system created for that purpose.

Under no circumstances will any other narcotics be released to any employee without direct approval of the Chief of Police.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 4-25
	EFFECTIVE: September 01, 2021	
	REPLACES: G.O.# 4-25 ISSUED 11/19/2001	
TITLE: OFFICERS FACING LEGAL ACTION		

1 POLICY

Any officer who is notified that, as a result of his employment with the city, a civil or criminal action is pending against him shall immediately notify the Office of the Chief of Police. Due to time limitations imposed by law, the officer's notification should be routed directly, from the officer to the Chief of Police and delivered to the Chief's office the same day they are received or as soon thereafter possible. A copy of the notification should be sent via the officer's respective chain of command.

2 PENDING INVESTIGATION

Whenever any officer becomes aware that he is under investigation for any criminal matter by a lawfully authorized agency other than this department, he will immediately notify the Chief of Police through the chain of command.

3 LEGAL REPRESENTATION BY THE CITY

Officers involved in civil actions resulting from their employment with the city have the right to representation by the City Legal Department.

4 SELECTION OF OUTSIDE COUNSEL

Officers are required to immediately notify the Chief of Police, through the chain of command, whenever a private attorney is retained as counsel for the purpose of representing the officer in cases where the officer is being sued for matters relating to his employment with the city. The Office of the Chief of Police will notify the City Legal Department of the officer's legal representative.

Only the Chief of Police will forward legal papers to the Legal Department.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 4-27
	EFFECTIVE: July 09, 2021	
	REPLACES: G.O.# 4-27 ISSUED 08/01/2016	
TITLE: EXERCISE ROOM		

1 PURPOSE

The purpose of this order is to establish guidelines for the safe and responsible use of the Department's exercise room and adjacent locker rooms.

2 USAGE GUIDELINES

- A. Appropriate dress is required. Shirts, shorts or pants and shoes must be worn in the exercise room at all times. Shoes are to be of a type designed to be worn while exercising. No hard-sole shoes are permitted. Clothing shall be modest. Cut-off shorts are not permitted.
- B. No food is allowed in the exercise room. All drinks must be in spill resistant containers.
- C. All activity must be conducted in a safe and responsible manner. Use caution, when using free weights, to avoid unnecessary wear on equipment and flooring. The use of free weights is restricted to the area protected by the rubber flooring.
- D. No employee on light-duty in any capacity may utilize any equipment in the exercise room.
- E. Each user shall sanitize each piece of equipment immediately after its use.
- F. A spotter should be present when utilizing free weights in areas not equipped with safety devices. A spotter is not required while utilizing dumb bells, curl or tricep bars.
- G. All equipment and weights are to be returned to the proper storage location upon completion of the workout.
- H. Lifting belts should be worn while engaged in strength exercises. Lifting belts should be worn while engaged in squats, dead lifts and lunges.
- I. An open wound should be properly covered and dressed to prevent the transfer of blood onto the exercise equipment. However, in the event of blood transfer, sanitize the affected area immediately.
- J. Instruction and training should be received prior to using any unfamiliar equipment or engaging in unfamiliar activities. Proper stretching and warm-ups should precede all exercise programs.

3 GUEST POLICY

- A. All guests, through their sponsoring employee, must submit an application / release of liability through a Department supervisor for approval. The request shall be forwarded to the Chiefs office on the form approved for that purpose. The sponsoring employee will complete and sign a form for any child under the age of 17.

- B. No employee's spouse, children, relative or other guest will be provided an ID or door code allowing access to the secure area of the building. Employees will not make their ID or personal door code available to their spouse, children, relative or guest to allow access into the secure area of the building.
- C. Sponsoring employees are required to be with their spouse, children, relative or other guest at all times when inside the secure areas of the building, including the use of the exercise room. Employees will escort their spouse, child, relative or other guest in and out of the secure areas of the building.
- D. Employees are allowed to have their spouse and children **OR** one (1) relative **OR** one (1) guest present in the exercise room at one time.
- E. No children under the age of twelve (12) shall be allowed in the exercise room. Children under the age of 17 may only use the equipment under the direct supervision of the sponsoring employee or approved spouse.
- F. All equipment is available on a first come basis; however, Conroe police employees shall have priority over guests.
- G. No employee's spouse, children, relative or other guest will be allowed to access the locker rooms or adjoining restrooms. They may be escorted to other restrooms inside the secure area of the building or out to the public restrooms.
- H. Employees will not play loud, offensive, vulgar or obscene music in the exercise room. Music will be kept at a volume that will not disturb others working nearby and will be appropriate for all employees or guests that are present.
- I. All guests, including an employee's spouse or adult child, are required to park their vehicle in the front public parking lot.
- J. The Chief of Police may designate additional guest approval at his discretion.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 4-29
	EFFECTIVE: RESCINDED May 24, 2021	
	REPLACES: G.O. 4-29 ISSUED 11/19/2001	
TITLE: EXPOSURE TO BLOOD AND BODILY FLUIDS		

Effective May 24, 2021 GO 4-29 is rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 5	G.O.#: 4-31
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: NEW ISSUE	
TITLE: LINE-OF-DUTY DEATHS		

1 PURPOSE

This policy is designed to prepare this agency for the event of an active duty officer's death in the line of duty and to direct the agency in providing proper support for the deceased officer's family.

2 POLICY

It is the policy of this agency to provide liaison assistance to the immediate survivors of an active duty officer who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

3 DEFINITIONS

- A. *Line-of-Duty Death*: The death of an active duty officer by felonious or accidental means during the course of performing police functions while on- or off-duty.
- B. *Survivors*: Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée and/or significant others.

4 PROCEDURES

A. Death Notification

The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. **These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency.** Officers providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not sure can be met.

- 1. The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area are notified.
- 2. The chief of police or watch commander will designate an officer to inform the immediate family of the officer's condition or death. If not immediately available, the senior ranking officer will make the appointment.
- 3. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.
- 4. Notification of survivors in the immediate area shall be made in person and, whenever appropriate, with another person such as the police chaplain. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.

5. If the opportunity to get the family to the hospital exists prior to the officer's death, notification officers shall inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive. If the officer has died, notification should be made to the survivors in as forthright and empathetic a manner as possible.
6. **Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others.** Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.
7. The notification officer shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
8. The notification officer shall submit a written report to the chief of police specifying the identity, time and place of survivors notified.

B. Assisting Survivors at the Hospital

Whenever possible, the agency's chief executive officer shall join the family at the hospital in order to emphasize the agency's support. The next highest ranking officer to arrive at the hospital shall serve as or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media and others and assume the following responsibilities:

1. Arrange for waiting facilities for immediate survivors and a press staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
2. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.
3. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
4. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the appropriate departmental authority and that they are not forwarded to the officer's family or other survivors.
5. Arrange transportation for the family and other survivors upon their departure from the hospital.
6. Ensure that immediate family members are provided with appropriate assistance at the hospital.

C. Appointment of Department Coordination Personnel

The designated departmental officer(s) shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator and family support advocate. These assignments will be made in writing to departmental personnel and the surviving family members will be informed of those designated. In addition, the chief of police or his designee will:

1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel.
2. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services.
3. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.

D. Department Liaison

The department liaison officer will serve as a facilitator between the family and the law enforcement agency. This individual will normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. This officer will work closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

1. Providing oversight of travel and lodging arrangements for out-of-town family members.
2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.
3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.
4. Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
5. Providing liaison with the media to include coordination of any statements and press conferences. The departmental liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
6. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.

E. Funeral Liaison

The funeral liaison officer acts as facilitator between the decedent officer's family and the department during the wake and funeral. The funeral liaison officer is responsible for:

1. Meeting with family members and explaining his responsibilities to them.
2. Being available to the family prior to and throughout the wake and funeral.
3. Ensuring that the needs and wishes of the family come before those of the department.
4. Assisting the family in working with the funeral director regarding funeral arrangements.
5. Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation.
6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison.
7. Briefing the family members on the procedures involved in the law enforcement funeral.

F. Benefits Coordinator

The benefits coordinator is responsible for:

1. Filing workers' compensation claims and related paperwork.
2. Presenting information on all benefits available to the family.
3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.
4. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office.
5. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them.
6. Advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

G. Family Support Advocate/Crime Victim Liaison

The family support advocate/crime victim liaison serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include:

1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member.
2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required.
3. Identifying all support services available to family members and working on their behalf to secure any services necessary.
4. Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family.
5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: USE OF FORCE	PAGE: 1 OF 7	G.O.#: 5-01
	EFFECTIVE: June 23, 2021	
	REPLACES: G.O.# 5-01 ISSUED 06/25/2020	

1 PURPOSE

The purpose of this policy is to provide police officers with guidelines on the use of deadly and non-deadly force.

2 POLICY

The Conroe Police Department recognizes and respects the value and special integrity of each human life. The department places its highest value on the life and safety of the public and its officers. The department's policies, rules and procedures are designed to ensure that this value guides its police officers use of non-deadly and deadly force.

The citizens of Conroe have vested in their police officers the power to carry and use firearms in the exercise of their service to society. This power is based on trust and, therefore, must be balanced by a system of accountability. The serious consequences of the use of deadly or non-deadly force by police officers necessitates the specification of limits for officer's discretion as there is often no appeal from an officer's decision to use deadly force. Therefore, it is imperative that every effort be made to ensure that such use of force is not only legally warranted but also rational and humane.

The basic responsibility of police officers to protect life also requires that they exhaust all other reasonable means for apprehension and control before resorting to the use of firearms. Police Officers are equipped with firearms as a means of last resort to protect themselves and others from the immediate threat of death or serious bodily injury.

Even though all officers must be prepared to use their firearms when necessary the utmost restraint must be exercised in their use. Consequently, no officer will be disciplined for discharging a firearm in self-defense or in defense of another when faced with a situation that immediately threatens life or serious bodily injury. Just as important, no officer will be disciplined for not discharging a firearm if that discharge might threaten the life or safety of an innocent person, or if the discharge is not clearly warranted by the policy and rules of the department. Above all, this department values the safety of its employees and the public. Likewise it believes that police officers' use of force must be exercised with a high degree of restraint. Further, officers' use of force shall never be considered routine, and the use of deadly force is to be used in accordance with Chapter Nine (9) (justification excluding criminal responsibility) of the Texas Penal Code.

3 DEFINITIONS

- A. Deadly Force: Any use of force against a person that is likely to cause death or serious bodily injury.
- B. Use of Force: Any use of force against a person other than that which is considered deadly force.
- C. Choke Hold: Applying constant pressure to a person's neck to prevent air flow to the lungs or blood flow to the brain. A headlock is not considered a choke hold.

4 PROCEDURES

A. Parameter for Use of Deadly Force.

1. Police officers are authorized to utilize firearms:
 - a. To protect the police officer or others from what is reasonably believed to be an immediate threat of death or serious bodily injury, or,
 - b. To prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant threat to human life should escape occur; and,
 - c. As authorized in Chapter 9, Texas Penal Code and within the provisions of the General Orders and other orders of the Department.
2. Before using a firearm, police officers shall, when feasible, identify themselves and state their intent to shoot.
3. The use of deadly force or firearms, by officers, is strictly forbidden; when:
 - a. Firing of firearms or use of deadly force in situations where the use of deadly force would not be in accordance with Chapter 9 of the Texas Penal Code.
 - b. Firing into buildings or other places where offenders are suspected of hiding, with the exception of those situations where there is no doubt of the offender's location and when deadly force or intended deadly force is being directed from that location at the officer or others.
 - c. In cases of criminal mischief, or escape from custody, unless the officer or others are in imminent danger of death or serious bodily injury.
 - d. Firing at a fleeing or stolen vehicle, unless an occupant of the vehicle is using or attempting to use deadly force against an officer or other person.
 - e. Firing "warning shots."
 - f. Shooting animals or other wildlife unless officers or other persons are in imminent danger of death or serious bodily injury.

Exception: Supervisory personnel of the rank of Sergeant and above are authorized to shoot wildlife or untagged canines and felines that are suffering from an injury that is obviously un-survivable. Livestock or any animal wearing an identifiable tag or I.D. will not be shot unless specifically requested by the rightful owner.

- g. Discharging their firearms when doing so will endanger innocent persons.

4. The drawing and/or displaying of firearms by officers is permitted; when:
 - a. An officer, in the exercise of sound judgment, has reason to fear for his own personal safety or the safety of others (including, but not limited to, responding to serious crimes in progress; such as, robbery or aggravated assault, building search for a burglar, etc.) or,
 - b. An offender is suspected of having a deadly weapon in his possession. (The intent of this provision is to permit officers to protect themselves and others and to avoid the necessity of actually having to use a firearm when the threat of doing so might accomplish the purpose.)

B. Handling of Firearms.

1. Officers shall exercise the utmost care at all times in handling firearms.
2. Unnecessary handling of firearms in police facilities or in public is prohibited. No long gun, either department or individually owned, cased or uncased, will be brought into the police building loaded. The weapon will be empty with the chamber open. All firearms will be loaded and unloaded with the muzzle pointing into a clearing barrel. (Exception: The Rapid Deployment Rifles in accordance with General Order 5-07, Section 4.)
3. Unit supervisors shall regularly inspect the on-duty firearms carried by subordinate personnel for cleanliness, working order, etc.

C. Parameters for Use of Force.

1. Where deadly force is not authorized, officers should assess the incident in order to determine which less lethal technique or weapon will best de-escalate the incident and bring it under control.
2. Officers shall use only the minimal amount of force necessary to accomplish their police mission. The use of excessive force is strictly forbidden.
3. Police officers are authorized to use department-approved use of force techniques and issued equipment for resolution of incidents, as follows:
 - a. To protect themselves or others from physical harm; or,
 - b. To restrain or subdue a resistant individual; or,
 - c. To bring an unlawful situation safely and effectively under control.

D. Unauthorized Use of Force

1. Officers shall not use choke holds or other physical compression to restrict a person's airway or carotid artery unless deadly force would be justified. Any officer using such force will cease immediately upon control of the subject (normally when the person has been handcuffed or is no longer actively resisting) and begin the application of an appropriate medical response if needed.
2. Officer shall not intentionally direct any strike to a person's throat, back of the neck or spine unless deadly force would be justified.

E. Training and Qualifications.

1. Firearms.

While acting in the capacity of a police officer, on-duty or off-duty, police officers shall carry only firearms and ammunition authorized by and registered with the department as specified in all General Orders governing qualification requirements, firearms control, and approved firearms.

2. Intermediate weapons.

- a. Police officers are not permitted to use an intermediate weapon unless qualified in its proficient use as determined by training procedures.
- b. The following intermediate weapons are authorized: straight baton, riot baton (4'), ASP baton, PR-24, O. C. spray, tear-gas (CS/CN), Taser, specialized cartridges (ie. bean bag rounds, rubber pellets, etc.).

3. Improvised weapons.

- a. When under immediate attack or to intervene on the immediate attack of another, officers may use their flashlight or other readily accessible item as an impact weapon for immediate defense. The selection and use of such an improvised weapon must be reasonable and appropriate to the situation.
- b. Any physical object utilized as an improvised impact weapon will be used in a manner consistent with the techniques and application of force established by training (baton & defensive tactics) and use of force guidelines.

4. Restraint Techniques.

- a. When necessary (pursuant to arrest, etc.), officers will restrain individuals by handcuffing behind the back.
- b. Leg restraint straps may be used to secure an individual when handcuffing does not fully restrain the person. The approved technique is to use leg restraint straps to bind the suspect's legs together, then secure the strap in the door jamb of the patrol vehicle and secure the person at the waist with the vehicle's seat belt.
- c. At no time shall officers utilize "hogtying" as a method to restrain an individual. "Hogtying" is defined as a four position binding of a person's wrists and ankles together behind the back.
- d. After securing individuals who have struggled vigorously, Officers will be alert for signs of "excited delirium", "positional asphyxia", or "cocaine psychosis" and closely monitor the individual throughout the arrest process, taking appropriate action or seeking medical assistance when necessary.

F. Protection of Persons, Their Rights and Their Property.

1. No officer shall arrest any person or search any premises or person except with a warrant of arrest, a search warrant, or where such arrest or search is authorized without a warrant under the laws of the State of Texas, the United States or the ordinances of the City of Conroe.
2. All employees shall protect the rights of all persons, whether in custody or not, and shall not in any way interfere with those rights; nor shall any officer verbally abuse or use any unnecessary physical force against any person.
3. No officer shall falsely arrest, imprison, or direct any malicious prosecution against any person.
4. No employee shall willfully mistreat or inflict inhumane treatment to any person held in custody.
5. Any officer who has lost, damaged or destroyed any property or equipment belonging to a person in custody or which has come into possession of said officer by reason of his office may be required to make restitution if the loss or damage is the result of negligence on the part of the officer.
6. If an officer uses force against any person the officer shall, as soon as practical and safe after the use of force, see to any medical needs of the person. Medical attention should be secured through local hospitals, EMS, Jail Medics, or other competent medical authority. This shall include injuries either visible or claimed by the person.

G. Duty to Intervene

Any employee, sworn or civilian, present and observing another employee, regardless of rank, using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, safely intervene to prevent the use of excessive force. Employees shall promptly report in writing any use of unreasonable or excessive force to a superior officer. The obligation to report remains in place even if the employee is successful in intervening in the use of unreasonable or excessive force. Any failure to intervene and/or any failure to report unreasonable or excessive use of force shall be grounds for disciplinary action. Examples of force that would require an officer's intervention may include, but are not limited to:

1. Use of choke holds in any situation where deadly force would not be authorized.
2. Using force against a restrained or subdued suspect.
3. Leaving a secured suspect in any position that restricts breathing or blood flow.
4. Any use of force in violation of Department policy.

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H. Reporting Uses of Force.

1. Officers shall submit a written report, according to departmental report procedures, when involved in the following situations.
 - a. When a firearm is discharged while the officer is acting in the capacity of a police officer (except for training purposes).
 - b. When any force above the level of verbal direction on the Use of Force Continuum (see Attachment - A) is utilized. This does not include routine frisking or handcuffing techniques.
 - c. When an intermediate weapon is used against a person. The threat of the use of an intermediate weapon, either implicit or explicit, without actual deployment of the weapon, will be considered verbal direction for reporting procedures.
 - d. When any use of force results in death or injury to a subject.
2. Supervisors will immediately review and evaluate all such reports and comply with administrative investigation procedures as required by the department as follows:
 - a. When a firearm is discharged (except for training purposes).
 - b. When a use of force results in death or serious injury.
 - c. When a subject complains that an injury or unnecessary force has been inflicted upon them by an officer of this department.
 - d. When review or information concerning injury in use of force comes to the attention of the Department.
3. The Chief of Police shall cause all Use of Force reports to be maintained and compiled into an Annual Use of Force Report. At the direction of the Chief of Police the annual report will be analyzed to identify any trends of use of force by personnel, training needs, equipment needs, and policy sufficiency.

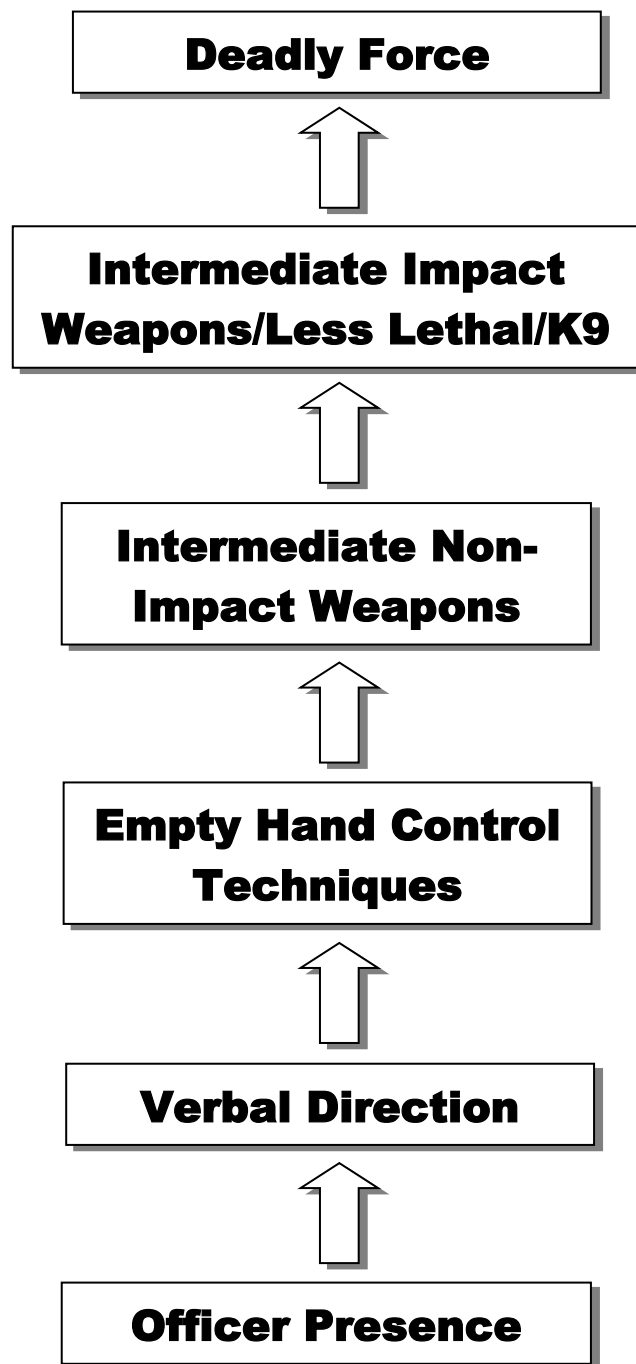
I. Departmental Response.

1. Use of deadly force incident.
 - a. Where an officer's use of force results in the death or near death injuries to a person, the officer shall, at the discretion of the Chief of Police, be placed on administrative leave or administrative assignment after completing all internal investigative requirements.
 - b. The department shall conduct both an administrative and criminal investigation of the incident. The officer will remain on such leave and/or assignment until:
 - Initial administrative review of the incident indicates no inappropriate actions on the part of the officer, and

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- Initial criminal investigative review of the incident does not reveal any culpable behavior on the part of the officer, and
 - The officer has attended an individual counseling session with a Department-assigned psychologist or psychiatrist, or
 - As otherwise determined by the Chief of Police.
- c. All incidents are subject to review by the District Attorney and the Grand Jury.
- 2. Administrative review of critical incidents.
 - a. All incidents, whether reported by members of the Department or the public, related to discharge of firearms (other than for training purposes), unnecessary use of force, or physical or verbal abuse by members of the department shall be reviewed by appropriate authority and in compliance with the administrative and criminal investigation procedures of the department.
 - b. Where an officer's use of force results in serious injury to a person or is of such a nature as to require criminal investigative procedures to be initiated by the department, the officer shall, at the discretion of the Chief of Police be placed on administrative leave or administrative assignment until such time as the criminal investigation is concluded and the officer has had an individual counseling session with a Department-assigned psychologist or psychiatrist, or as otherwise determined by the Chief of Police.

This Use of Force Continuum is adopted by the Conroe Police Department and is intended to be utilized in use of force considerations. Since each use of force situation is different with its own characteristics and conditions, officers are not required or expected to begin at the bottom of the continuum and progress through each step. Officers may utilize whatever levels are required for the facts and circumstances of any particular instance. However, officers must articulate in their reports the justifications for the level(s) utilized or not utilized.



GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 5-02
	EFFECTIVE: December 16, 2021	
	REPLACES: NEW ISSUE	
	TITLE: USE OF FORCE BY DRONES	

1 PURPOSE

The purpose of this policy is to provide police officers with guidelines on the use of force and deadly force through the use of drones.

2 DEFINITIONS

- A. Drone: Any unmanned aircraft, watercraft, ground vehicle or robotic device that is remotely controlled by a human operator.
- B. Autonomous Drone: Any unmanned aircraft, watercraft, ground vehicle or robotic device that operates autonomously through computer software or other programming.

3 PARAMETERS FOR USE OF FORCE AND DEADLY FORCE BY DRONES

- A. Parameter for Use of Deadly Force by Drones.
 - 1. Officers are authorized to use Drones to apply force or deadly force as authorized in Chapter 9, Texas Penal Code and within the provisions of the Section 9.54 of the Texas Code of Criminal Procedures, General Order 5-01 Use of Force and other orders of the Department.
 - 2. Officers are NOT authorized to use Autonomous Drones to apply deadly force under any circumstances.
 - 3. The Department will submit a copy of this General Order to the Texas Commission on Law Enforcement (TCOLE) before using any drone to apply force or deadly force and will update and submit this General Order to TCOLE not later than January 1 of each even numbered year.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 10	G.O.#: 5-03
	EFFECTIVE: March 5, 2024	
	REPLACES: G.O.# 5-03 ISSUED 06/05/2015	
TITLE: FIREARMS QUALIFICATION AND CONTROL		

1. PURPOSE

The Conroe Police Department strives to attain the highest levels of integrity and professionalism in all its actions. Because the firearm is one of the most necessary pieces of equipment a police officer carries, and because its use can have far-reaching consequences, the establishment of standards governing both the kind of equipment permitted and the levels of proficiency required of officers who use such equipment is essential.

Officers of this Department may carry only those firearms that meet Departmental standards. Only those firearms listed or described in the “Approved Duty Firearms” section of this General Order may be carried by officers while acting in the capacity of a peace officer when on-duty, or when off-duty with an expectation to take enforcement action, as defined below. All firearms must be reliable and function properly. Upon recommendation from any supervisor or Department firearms instructor, the Chief of Police reserves the right to deny carry of any firearm that he feels does not meet these standards. Each officer is responsible for attaining and maintaining proficiency in the use of their authorized firearms, and shall obey all Departmental rules, regulations, policies, and procedures related to firearm control. The purpose of this General Order is to set forth procedures and regulations governing firearms registration and control.

2. DEFINITIONS

Alternate Primary Duty Handgun – is defined as the handgun an officer is issued, qualifies with, and is authorized to carry, in lieu of the Primary Duty Handgun, due to a plain clothes job assignment that requires concealment of the firearm.

Departmental Firearms Instructor – is defined as a holder of a T.C.O.L.E. Firearms Instructor license who is either assigned as a full-time firearms instructor at the Firearms Training Facility (F.T.F.) or is carrying out duties authorized by the Department’s Principal Firearms Instructor (PFI).

Off-Duty – is defined as time when an employee is “off-the-clock” or not currently acting in their official capacity as a paid or Reserve officer. Officers who are off-duty will be considered in either of two (2) distinct statuses:

- *Off-Duty with a reasonable expectation to take enforcement action* – This status includes, but is not limited to, officers working extra jobs, officers driving marked units, officers on their way to or from work (regular or extra job) in uniform, or officers otherwise dressed/equipped in a manner that makes them readily identifiable as an officer (unconcealed display of badge, weapon, ID, handcuffs, etc.).
- *Off-Duty with no reasonable expectation to take enforcement action* – This status includes, but is not limited to, officers that are on their personal time and are not involved in any type of law enforcement or otherwise job-related activity, and are not readily identifiable as an officer. Some examples would be running personal errands in their unmarked unit or private vehicle; attending social functions; taking their family shopping, dining, to the movies, etc.

Primary Duty Handgun - is defined as the handgun an officer is issued, qualifies with, and is authorized to carry while in uniform.

Principal Firearms Instructor (PFI) – is defined as the officer designated by the Chief of Police to be responsible for all firearms related matters involving the Department, including firearms qualifications, weapons inspections and approvals, weapons issuance, and weapons training. The PFI may authorize other Department Firearms Instructors to assist in qualifications, weapons inspections, weapon issuance, training, etc. as needed.

Secondary Firearm – is defined as an approved shotgun, rifle/carbine, or a concealed “backup” handgun carried by an officer as a supplement to their Primary Duty Firearm.

3. REGISTRATION OF FIREARMS

A complete description of **ALL** firearms an officer carries while acting in the capacity of a police officer on-duty, or while off-duty with a reasonable expectation to take enforcement action, must be registered on the officer's CPD Record of Firearm Qualification Form (CPD-005). The Record of Firearm Qualification Form will be maintained at a location designated by the Chief. Firearms not registered with the Department may not be carried while an officer is acting in the capacity of a police officer, on or off-duty.

If an officer wishes to register a new firearm, he/she must fire a proper qualification course with the new firearm, scoring at least the percentage specified by this General Order. The officer will report to the Department's Firearms Training Facility during one of the regular qualifying times, during a scheduled make-up date, or as otherwise previously arranged with F.T.F. instructors.

Officers own or possess firearms they have no reasonable expectation of using in a police capacity while on or off-duty. Such firearms possessed and/or carried for non-police related purposes need not be registered with the Department.

4. APPROVED DUTY FIREARMS

A. Handguns

In an effort to facilitate exchanges of magazines and ammunition between officers in emergency situations, and to streamline logistical considerations concerning training and firearms qualifications, the Department has adopted a specific handgun as its “**Primary Duty Handgun**”. The Department will issue the weapon to all officers and it will be the only weapon officers will carry as their ***Primary Duty Handgun***. Exceptions to this are listed below in 4(A)(2) and 4(A)(3).

1. Officers in Uniform- When in uniform (including regular or special duty uniform), on or off-duty, officers must carry their department issued ***Primary Duty Handgun***.
2. Officers in Plainclothes- When in plainclothes, on-duty officers must carry their department issued ***Primary Duty Handgun***. However, due to concealment issues, officers approved by the Chief of Police, may, as an alternative, carry their ***Alternate Primary Duty Handgun*** issued to them by the Department.

3. Officers in Undercover Capacity- When, and only when performing as an undercover operative, officers may carry any revolver or semi-automatic handgun that is chambered for any metal handgun cartridge not less than .380 Auto, or larger than .45 ACP caliber. These specialized handguns can only be carried during an undercover operation, in lieu of the **Primary Duty Handgun or Alternate Primary Duty Handgun**, with the authorization of the Chief of Police.
4. Off-Duty Officers- Officers who are off-duty with a reasonable expectation to take enforcement action (see definition above, and refer to Section 6 - CARRYING OF FIREARMS below) shall carry their department issued **Primary Duty Handgun**. Officers who are off-duty with no reasonable expectation to take enforcement action (see definition above) may carry an appropriate firearm of their choosing, but are not required to do so.

B. Secondary Firearms

1. Secondary Handguns- Secondary or “back-up” handguns must have a barrel length of not less than 2” and be chambered for a metal handgun cartridge not less than .380 Auto, or larger than .45 ACP. The secondary handgun must be carried in a concealed and inconspicuous manner, and only as a second handgun carried with the **Primary Duty Handgun** or **Alternate Primary Duty Handgun**. All secondary handguns must have a minimum capacity of (5) cartridges.
2. Shotguns- Only shotguns that meet the following criteria will be suitable for carry unless otherwise approved in writing by the Chief of Police. The shotgun must be 12-gauge and have a pump or semi-auto action. The shotgun must have a positive manually operated safety and a minimum capacity of (4) rounds. The shotgun must have a barrel length of not less than 18” or more than 22”. The shotgun must be outfitted with a full-length stock to allow the shooter to shoulder the firearm while firing. Collapsible or folding stocks are acceptable provided the unit can be quickly extended to the full-length position without the use of tools. The shoulder portion of the stock must be an integral part of the unit and be nondetachable. Pistol grips without an attached shoulder stock are not allowed. Patrol supervisors are authorized to carry a .410-gauge shotgun for the purpose of shooting injured and dying animals as detailed in the General Order governing “Use of Force”.
3. Carbines/Rifles. Only carbines/rifles that meet the following criteria will be suitable for carry unless otherwise approved in writing by the Chief of Police. The firearm must be semi-automatic only. No alterations or modifications may be made to the trigger or the internal trigger assembly that would allow the firearm to fire multiple rounds with a single pull of the trigger. No devices may be externally attached to the trigger to allow rapid fire. No firearm capable of firing fully automatic is allowed for carry. The firearm must be equipped with a detachable magazine with a capacity of not less than (7) cartridges. The firearm must fire from a closed bolt and be equipped with a manually operated safety capable of being engaged while the chamber is loaded. The firearm must be outfitted with a full-length stock to allow the shooter to shoulder the firearm while firing. Collapsible or folding stocks are acceptable provided the unit can

be quickly extended to the full-length position without the use of tools. The shoulder portion of the stock must be an integral part of the unit and be non-detachable. The firearm must be chambered for .223 / 5.56 NATO. The firearm must not have a barrel length of less than 16" or an overall length of less than 26" without approval from the Department's PFI as described below in 4(C)(4). Officers that elect to carry a carbine will be required to attend a 16-hour minimum T.C.O.L.E. approved course of instruction in the handling, maintenance, and deployment of carbines in an urban environment, prior to initial approval to carry the firearm.

C. Firearm Modifications

1. No modifications are allowed to department issued firearms without the authorization of and under the direction of the PFI. For purposes of this section, the addition of tactical lights and grip sleeves are not considered modifications. The Primary Duty Handgun must be carried with the magazines issued by the Department.
2. All repairs and modifications to department issued firearms will only be performed by a C.P.D. armorer, as authorized by the PFI.
3. An officer shall not carry a personally owned firearm, which is registered to be carried on-duty, or off-duty with a reasonable expectation to take enforcement action, with any of the following:
 - a. Any modification involving the firing mechanism of the firearm
 - b. Any modification involving the safety mechanism of the firearm
 - c. Any drum, banana, extended length, or other unconventional style magazine
4. If an officer intends to carry a carbine/rifle with a suppressor, or with a barrel length of less than 16", the carbine/rifle will be presented to the PFI for inspection and approval. The original paperwork with the approved tax stamp will be presented to the PFI, and a copy will be kept on file with the Firearms Training Unit.

5. APPROVED DUTY AMMUNITION

The Department will provide duty ammunition for Primary Duty Handguns, Alternate Primary Duty Handguns, shotguns, and carbines/rifles. Duty ammunition for secondary handguns will not be supplied by the Department; however, officers carrying secondary handguns may only carry ammunition which is the same bullet type as the department issued ammunition. No ammunition manufactured, assembled, hand-loaded, or altered by an officer or individual may be carried, on-duty, or off-duty with a reasonable expectation to take enforcement action as a police officer. Ammunition used during training, qualifications, or other Departmental firearms related activities shall be ammunition either issued by the Department or approved for use by competent authority (FTF instructors or Administration).

When carrying a department issued firearm, either on-duty, or off-duty with a reasonable expectation of taking enforcement action, the firearm will be loaded with duty ammunition supplied

by the Department. When acting in an official capacity, either on-duty or off-duty with the expectation of taking enforcement action, personally owned shotguns and carbines/rifles will be loaded with duty ammunition supplied by the Department. Officers will utilize department supplied duty ammunition first in these weapons. If an officer exhausts their supply of department issued ammunition, they will use only ammunition that matches bullet type, weight, and grain as the department issued duty ammunition.

Shotgun ammunition is restricted to rifled slugs. Ammunition for the specialized .410-gauge shotguns for use by Patrol supervisors will be between # 2 and # 8 lead shot, and slugs.

Ammunition with the following types of projectiles is prohibited, unless specifically approved by Administration for use in special situations (SWAT incidents, etc.).

- A. Armor piercing- This includes any projectile with a sharp, pointed, or steel jacket; hardened penetrating core; or slick exterior such as nylon, Teflon, or similar coating.
- B. Pre-fragmented- This includes Glaser safety slugs, Mag-Safe, or other similar brands.
- C. Tracer rounds

6. CARRYING OF FIREARMS

Unless otherwise authorized by the Chief of Police, all officers while on-duty must carry the department issued Primary Duty handgun on their person as their primary firearm. The only exceptions are described above in Section 4(A)(2), Officers in Plainclothes, and 4(A)(3), Officers in Undercover Capacity. While off-duty, officers may use their discretion in deciding whether or not to carry a firearm unless the officer is in uniform or is otherwise readily identifiable as a police officer by their attire, working Department approved police-related extra employment, or is operating a marked police unit, during which times he or she shall be properly armed. When required to carry a firearm, an officer is authorized to carry only those firearms with which he/she has qualified during the last qualification examination period appropriate for that weapon. When carrying their Primary Duty Firearm officers will carry it chambered, and the magazine must be loaded with at least (16) sixteen rounds of the appropriate ammunition. When carrying their Alternate Primary Duty Firearm officers will carry it chambered, and the magazine must be loaded with at least (9) nine rounds of the appropriate ammunition.

Limitations

The following limitations apply to the carrying of firearms:

- A. Geographic Location- Officers may carry their firearms outside the city of Conroe but within the state of Texas. When an officer enters another state, Departmental policy does not prohibit the officer from carrying a firearm; however, it is the officer's responsibility to be familiar with that state's laws governing the carrying of firearms.
- B. Psychiatric Wards- Officers will follow the policy of the facility if there is a need to enter any psychiatric ward while armed.
- C. Courts- While in court, officers shall adhere to that court's policy regarding the carrying of firearms and shall surrender their firearms if a bailiff or presiding judge so requests.

- D. Airports- Any officer who wants to enter the sterile area of a commercial airport should advise the proper authorities of his/her intentions to do so before or upon arriving at the airport terminal. The officer shall then present any necessary documents or law enforcement credentials to verify his/her identity and shall comply with the decision of airport authorities to allow or deny access.
- E. Aircraft- Officers should limit their requests to carry firearms aboard aircraft to those situations where a firearm is required to ensure the safe completion of a law enforcement mission. If an officer must travel with a firearm, the airline on which the officer is a passenger shall be contacted for its policy on such matters. Officers shall then adhere to the rules and regulations of the airline and its pilot.
- F. With Civilian Attire- When on-duty and dressed in appropriate business attire, an officer shall only wear a firearm in such a manner as not to attract undue attention of the public. In that circumstance, the officer's badge shall be conspicuously displayed near the firearm so as to notify the viewer that the wearer is a police officer. When off-duty in civilian attire, an officer shall wear their firearm in a manner that totally conceals it from public view.

7. QUALIFYING FOR FIREARMS USAGE

Each division commander or their designee must ensure that the officers in their division comply with the firearms use and control guidelines contained in this General Order.

A. When to Qualify

Each officer of this Department must qualify with each and every firearm the Department authorizes him to carry, in the manner prescribed by policy and memorandum. All officers of this Department will be required, as a minimum, to successfully qualify annually with all firearms they carry on-duty to the standards set by T.C.O.L.E. rules. The Department may set minimum scoring standards for successful qualification at levels above the T.C.O.L.E. minimum levels. The Department may also require a number of firearms qualifications per year which exceeds the T.C.O.L.E. annual requirement. The completion of firearms qualifications to T.C.O.L.E. standards, but which fail to meet the minimum standards set by the Department, will not be considered as successfully qualifying. Attempts to satisfy the Department's mandatory firearms qualification requirements should be made during an officer's regular duty hours if possible. Night Shift officers will receive overtime/compensatory time for the time actually spent in qualifying not during their regular duty hours.

Officers attempting to qualify shall be handled on a first-come, first-served basis, unless otherwise directed by range-personnel. The Department will provide the necessary amount of ammunition to each officer for use in qualifying with his/her Primary Duty Handgun, Alternate Primary Duty Handgun, shotgun, and carbine/rifle. If an officer has to make additional attempts to qualify, the Department will provide the necessary ammunition for department issued firearms. Ammunition for additional attempts to qualify with personally-owned shotguns, and carbine/rifles will be provided by the officer in accordance with range specifications. Ammunition for qualifying with Secondary Handguns or

additional shotguns or carbines/rifles, will be provided by the officer in accordance with range specifications, unless otherwise specified by the PFI.

B. Specialized Weapons & Ammunition

If a unit is issued or authorized to use any type of specialized weapon (carbine, rifle, etc.) or ammunition (bean bag rounds, rubber pellets, etc.), that unit will be required to train, qualify, and maintain records of the training and qualification of the officers within that unit who are authorized to use the specialized weapon while acting in the capacity of a member of that unit.

C. Inspection of Weapons

All firearms will be inspected prior to each officer's first course of fire during each firearms qualification period by a Departmental firearms instructor, to ensure the safety and functionality of the weapon. Any weapon found to be defective or otherwise deemed unsafe by a Department firearms instructor will not be utilized for qualification, nor will it be carried by the officer until it has been repaired, re-examined, and approved by the same firearms instructor. After completing the firearms qualification session, officers will clean their weapons and present them to a Department firearms instructor for inspection and approval.

Annually, each officer will, at some time during their birth month, have their department issued firearm(s) inspected by a Department armorer at the F.T.F. Officers are responsible for contacting F.T.F. staff to arrange a time convenient for the inspection.

D. Exam Content

Before carrying any firearm on-duty, or off-duty with a reasonable expectation of taking enforcement action, an officer must register and successfully qualify with that firearm on an approved course designated for that firearm as determined by the appropriate Firearms Training Facility (F.T.F.) instructor.

Qualification includes a demonstration of a working knowledge of an officer's firearm(s) to range personnel. An officer carrying **any** firearm while acting in an official capacity is required to know the proper operation, safe handling techniques, care and maintenance procedures, malfunction clearing techniques, and proper loading/unloading techniques of that firearm. Any officer who demonstrates unfamiliarity with their firearm, or unsafe techniques as determined by any supervisor or Departmental firearms instructor will have failed the qualification exam for that firearm, and will be required to receive remedial training with that firearm before making another attempt to qualify.

In addition to demonstrating a working knowledge of the officer's firearm(s), all officers of the Department shall be required to complete a designated range qualification course, firing for score each weapon listed on the officer's CPD Record of Firearm Qualification form (CPD-005). To pass the qualification exam, the range score listed in Section (7)(E) Firearms Proficiency Standards is required.

E. Firearm Proficiency Standards

1. Primary Duty Handgun- The proficiency standard for this weapon will be 80% on the Department's Primary Handgun firearms qualification course.
2. Alternate Primary Duty Handgun- The proficiency standard for this weapon will be 80% on the Department's Primary Handgun firearms qualification course.
3. Secondary Handgun- The proficiency standard for this weapon will be 80% on the Department's Back-Up Handgun firearms qualification course.
4. Specialized Handgun (Undercover)- The proficiency standard for this weapon will be 80% on the Department's Back-Up Handgun firearms qualification course.
5. Shotgun- The proficiency standard for this weapon will be 80% on the Department's Shotgun firearms qualification course
6. Carbine/Rifle- The proficiency standard for this weapon will be 90% on the Department's Carbine/Rifle firearm qualification course

An officer may not carry any firearm that he/she has failed to qualify with.

All newly commissioned officers shall, prior to the start of their Field Training Program, satisfactorily demonstrate to Firearms Training Facility instructors the officer's familiarity with their firearm and successfully complete the qualification course designated for that firearm

F. Qualification Documents

After completing the qualification exam, range personnel shall forward a report of the qualification session to the office of the Chief of Police, noting any officers who failed to qualify or failed to attempt to qualify. Range personnel shall maintain all qualification records.

8. INABILITY TO QUALIFY

A. Failing the Exam

An "attempt to qualify" is defined as actually shooting the T.C.O.L.E firearm qualification course for a score during an official qualifying line, supervised and scored by range instructors. If an officer attempts, but fails to qualify with their Primary Duty Handgun by the end of a scheduled qualification period, it is the duty of the PFI to notify that officer's chain of command of the failure to qualify. The officer's chain of command will then take the proper corrective measures. Corrective measures will include:

1. Reassignment of the officer to ensure they are performing duties that do not require he/she be armed

2. Verification the officer does not carry his/her Primary Duty Handgun while on-duty, or off-duty with a reasonable expectation of taking enforcement action
3. Verification the officer does not dress in a manner that is readily identifiable as an officer, on or off-duty
4. Verification the officer does not drive a marked unit
5. Verification the officer is not working police related extra jobs

Officers failing to qualify on a T.C.O.L.E. annual qualification course by the end of a scheduled qualification period, shall complete a remedial firearms training course administered by F.T.F. firearms instructors. If, after completing the training, the officer successfully qualifies on the T.C.O.L.E. qualification course, the corrective measures above will be lifted. If the officer still fails to qualify, the Chief of Police shall take appropriate action, up to and including dismissal from service.

B. Physical Disability

If an officer is physically unable to qualify during a regularly scheduled qualification examination period, the officer must provide sufficient acceptable documentation to their division commander justifying the nature and extent of the disability. Pregnant female officers shall be so classified upon provision of such documentation.

The division commander will then contact the F.T.F. staff so that a record of the officer's disability to qualify as scheduled can be created. The disabled officer is responsible for scheduling with F.T.F. staff to qualify when physically able to do so.

Any officer that is physically unable to qualify during a regularly scheduled qualification examination period due to being declared physically unable to qualify shall not:

1. Be assigned to duty that requires the officer to be armed
2. Carry a firearm on-duty, or off-duty with a reasonable expectation of taking enforcement action
3. Dress in a manner that is readily identifiable as an officer
4. Drive a marked unit
5. Work police related extra jobs

9. NO ATTEMPT TO QUALIFY

If an officer makes no attempt to qualify during a regularly scheduled T.C.O.L.E qualification examination period, and the officer has not been excused from the scheduled period by proper authority, the officer shall be subject to disciplinary action. Until he/she requalifies, an officer may

not be assigned to duty that requires that he/she be armed. Such action may require involuntary reassignment, relief from duty, or dismissal from service.

An officer who has a legitimate reason for not attending a regularly scheduled qualification examination period must, prior to the scheduled period, notify their division commander. If the officer is a division commander or above, the officer must notify his/her immediate supervisor. Examples of legitimate absences include, but are not limited to, authorized absences, documented illness, and special assignments. An officer must attempt to qualify as soon as possible after returning to his/her normal duty-assignment.

Officers suffering any long-term or permanent physical disabilities that do not permit them to qualify will be evaluated on an individual basis by the Chief of Police in order to determine the officer's status within the Department.

No police related extra jobs will be approved or continued for any officer who fails to comply with the Department's firearms qualification requirements.

All records relating to non-qualifications and no-attempts are to be maintained by range personnel, after proper notification to the officer's immediate supervisor and the Deputy Chief of Police.

10. **AUTHORIZATION TO CARRY DEPARTMENT-APPROVED WEAPONS**

Departmental authorization for an officer to carry any firearm requires that the officer meet all pertinent specifications of this General Order. Officers desiring to carry personally owned secondary firearms shall submit a request to the Principal Firearms Instructor (PFI) on the form CPD Record of Firearm Qualification (CPD-005), and submit the firearm for inspection as instructed. Officers are responsible for submitting requests for subsequent additions or changes to the personally owned firearms they desire to carry.

An officer's authorization to carry an approved firearm automatically expires at the end of a regularly scheduled qualification examination period appropriate for that firearm. After that date, the officer must resubmit to the qualification procedure described in this General Order.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 10	G.O.#: 5-05
	EFFECTIVE: May 24, 2021	
	REPLACES: G.O. 5-05 ISSUED 11/19/2001	
TITLE: CONROE LAW ENFORCEMENT TRAINING FACILITY		

1 GENERAL GUIDELINES/HOURS OF OPERATION

- A. The business hours at the Conroe Law Enforcement Training Facility (Training Facility or TF) are 8:00 a.m. - 5:00 p.m. Monday through Friday.
- B. The TF is closed to all shooting between the hours of 10 pm and 7 am and all day on Sundays, unless approved by CPD/FBI facility supervision.
- C. The TF is not open to the public. Any persons not known by the TF personnel will be required to show identification.
- D. No person under the influence of alcohol, medication or any other substance shall participate in any activities involving firearms, physical strength, stamina or agility.
- E. Personnel found to be responsible for damage to the facility through negligence or reckless conduct may be responsible for the cost of repairs and may be subject to administrative action.
- F. Repeated or gross safety violations will be cause for the offending individual to be dismissed from the facility by TF personnel and for the violations to be reported to the individual's supervisor.
- G. The duplication of and/or possession of any of the TF keys by anyone other than facility personnel or those specifically authorized in writing is prohibited.
- H. Smoking and chewing tobacco products are prohibited in all TF buildings and all firing ranges. Smoking is allowed in designated areas only.
- I. Users of the facility are responsible for the disposal of all trash, used targets, etc. into the trash receptacles provided.
- J. TF personnel, both FBI and CPD, are empowered by the respective heads of their agencies to be in complete authority over the TF. Their instructions to anyone utilizing the facility shall be adhered to, regardless of rank or employing agency.
- K. Designated Smoking areas
 - 1. The northwest corner of the classroom building, away from the weapons cleaning area is designated a smoking area.
 - 2. Outside of the west end of the rifle shed is designated a smoking area.

2 FIREARMS SAFETY RULES**A. General Rules:**

1. TREAT ALL FIREARMS AS THOUGH THEY ARE LOADED.
2. NEVER POINT A FIREARM AT ANYONE UNLESS YOU ARE JUSTIFIED IN USING DEADLY FORCE AGAINST THAT PERSON.
3. KEEP YOUR FINGER OFF OF THE TRIGGER AND OUTSIDE OF THE TRIGGER GUARD UNTIL YOU ARE READY TO FIRE.

B. Specific Rules:

1. All firearms training must be properly and adequately supervised by a Firearms Instructor. All safety precautions must be adhered to and enforced. Failure to follow common safety practices can result in dismissal from the TF.
2. Strictest discipline must be maintained. Carelessness cannot and will not be tolerated during firearms training.
3. Immediately upon picking up a firearm, open the action and check to see that it is unloaded - CHECK IT AGAIN.
4. Never give a firearm to, or take a firearm from, anyone unless the action is open.
5. Never anticipate a command.
6. Load or unload only after position is taken at the firing point and the command to load is given.
7. Load or unload only when and as instructed.
8. Keep the firearm pointed down range at all times.
9. Never draw or holster a handgun with the finger in the trigger guard.
10. No smoking or tobacco products on the firing line.
11. No talking on the firing line or to shooters on the firing line, except by instructors.
12. Never permit the muzzle of a firearm to touch the ground.
13. Never let the hammer down on a live cartridge without decocking (pistol) or placing the thumb in front of the hammer and releasing the trigger (revolver).
14. In case of a misfire, keep the firearm pointed down range at least 10 seconds before opening the action.
15. Never fire a succeeding shot after a malfunction, such as a squib load, without first reloading and checking the barrel for obstructions.
16. Never leave the firing point without first unloading your firearm.

17. Never go in front of the line of fire until the firing line has been cleared and the command is given to go forward.
18. Never dry fire on the range except under the supervision of an instructor.
19. Pay strict attention to the firearms instructor, shooters will be instructed exactly what to do.
20. To make a weapon safe - place the safety on, remove the source of ammunition and lock the bolt/slide to the rear. Check the weapons chamber and magazine well/breech area.
21. All shoulder weapons that are carried in a vehicle, in a loaded condition, will not have a cartridge or shotshell in their chamber and their safeties will be left on.
22. At no time should the muzzle of any weapon, loaded or unloaded, be pointed at any other shooter or instructor. Special caution should be taken to ensure muzzles are kept down range during combat courses.
23. Weapons will not be loaded or unloaded in the classroom building.
24. Weapons must be loaded and unloaded at a clearing barrel except when on a range and instructed to do so by an instructor. Dry firing prior to disassembly of a weapon (Glock) and for function check after cleaning must be performed at a clearing barrel.

3 EMERGENCY SERVICES

- A. In the event of an emergency, emergency services can be contacted by dialing 911. Telephones are located in the pistol range tower, and the classroom building.
- B. The nearest hospital HCA Houston Healthcare Conroe, 504 Medical Center Boulevard, Conroe, telephone (936) 539-1111.

4 GUEST POLICY & SCOPE OF RANGE UTILIZATION (Addendum - Effective 8-12-99)

- A. Agents and officers may have no more than two guests with them. If the guests are under 12 years of age, only one guest at a time will be allowed on the firing line with the hosting agent or officer. All children under 12 must be under direct supervision of an adult at all times. Exceptions: Agents and officers may bring more than two guests if they are immediate family members (spouse and children). However, for safety reasons, the age restriction for guests on the firing line will still apply. If an agent or officer has a larger group that he/she wants to bring to the range, prior arrangements must be made with the range staff. Such visits may not interfere in any way with scheduled events or training.
- B. All guests are the direct responsibility of the hosting agent or officer. The hosting agent or officer must ensure that no weapons are handled anywhere except on the firing line and only after the on-duty range officer has given the command to handle weapons. If a guest handles any weapons in an unsafe manner or causes an unsafe condition, the range officer, at his/her discretion, may expel that person from the range.

5 SCHEDULING USAGE OF THE FIREARMS TRAINING FACILITY

The FBI and CPD will work together to schedule training activities on a continuing basis throughout the year as training needs dictate.

Agencies other than the FBI and CPD may schedule use of facilities as open dates on the training calendar allow. The agency representatives wishing to schedule an event must contact the FBI or CPD representative at the TF by telephone to check for open dates on the training calendar. After the dates have been determined the agency representative shall send a written confirmation of the dates by letter, email, or FAX to the FBI and CPD representative that was contacted. The written confirmation should reference the telephone conversation; give the dates of training scheduled and the facilities to be used.

Agencies other than the FBI and CPD may schedule use of facilities no more than 60 days in advance. The scheduled training date will be tentative until within 30 days of the scheduled date at which time it will be confirmed. CPD facility personnel will notify the agency requesting use of the facility when training dates are confirmed. Once confirmed, training dates will only be canceled under exigent circumstances.

6 SHOOTING DURING NON-BUSINESS HOURS

- A. For liability reasons, the Firearms Training Facility (TF) is not open for shooting unless the shooting is supervised by a firearms instructor.
- B. Law enforcement personnel who want to shoot at a time other than a scheduled training session can make arrangements with range personnel. Either FBI or CPD range personnel can be contacted by telephone or email to determine times the range is available.

7 CLASSROOM BUILDING

- A. Smoking and chewing tobacco products are prohibited in the classroom building. Smoking is allowed in designated areas only.
- B. Drinks and food are allowed in the classrooms at the discretion of TF personnel.
- C. Weapons are not to be loaded or unloaded in the building. Clearing barrels are provided at the rear of the classroom building and firing decks for that purpose.
- D. Weapons are not to be cleaned inside the building. Cleaning benches are provided at the rear of the building under the overhang for that purpose.
- E. Students are not to congregate in the FBI or CPD offices.
- F. Storage and equipment areas are off limits to students unless instructed otherwise by range personnel.
- G. All instructors, students and guests are expected to clean up after themselves so as to help maintain the building. Any problems noticed should immediately be brought to the attention of either FBI or CPD range personnel.

8 SIMUNITION BUILDING

- A. The simunition building (SB) is to be used for the training of law enforcement personnel.
- B. Use of the SB must be approved by the FBI or CPD range personnel.
- C. No live fire ammunition or weapons capable of firing live fire ammunition are allowed during training in the SB. Prior to start of training the instructor responsible for the training must ensure the following:
 - 1. All participants must inspect all clothing, magazines, and equipment for live fire ammunition.
 - 2. All magazines must be inspected to ensure they are empty prior to loading any training ammunition.
 - 3. All pistol chambers must be inspected to ensure that they are empty prior to loading any training ammunition.
 - 4. All revolver cylinders must be inspected to ensure that they are empty prior to loading any training ammunition.
 - 5. All live fire weapons must have been modified for use of Simunition* ammunition and must be visually identifiable, either permanently or temporarily.
 - a. All semi-automatic pistols must be equipped with the Simunition barrel.
 - b. All sub machine guns must be equipped with the Simunition bolt.
 - c. All shotguns must be equipped with a Simunition modification kit that physically precludes the loading of fire ammunition.
 - d. All revolvers must be equipped with sleeves in the cylinders or specially designed cylinders that physically preclude the loading of live fire ammunition.
- D. All training weapons will be handled as live fire weapons. Training weapons will only be fired in scenarios when their use is indicated by script or by appropriate judgement exercised by the participants.
 - 1. Weapons will be loaded and unloaded in a safe manner.
 - 2. Weapons will be carried in a safe manner.
- E. No weapon should be fired within one foot (12 inches) of a human target. No contact shots are allowed.
- F. All persons within 50 yards of an active training scenario (including instructors, evaluators, and observers) must wear approved wrap around eye protection (spectacles or goggles) which conform to ANSI Z87.1** and/or Military specification MIL-V-43511C.
- G. All participants and role players involved in an active training scenario must wear approved full-face protection that provides wrap around eye protection conforming to ANSI Z87.1 Section 10 (goggles)** and/or Military Specification MIL-V-43511C. Full face protection must cover the ears, nose and mouth.

- H. It is recommended that all participants involved in training or role-playing wear the following safety equipment.
1. Throat protection that covers the neck and throat.
 2. Gloves or other hand protection that leaves no exposed skin on the hands.
 3. Clothing that leaves no exposed skin.
 4. Groin protection.
- I. Due to realistic interactive training situations, which are likely with Simunition ammunition, personnel may expect to be exposed to high stress situations. All participants in training should be physically and medically fit for duty in high stress law enforcement situations. NOTE: Items C through H above are taken from "STANDARD OPERATING PROCEDURE, PAINT GUN TRAINING" dated October 1, 1995, as provided by the Practical Applications Unit, FBI Academy, Quantico, VA.
- J. Regardless of the manufacturer of the SIMS guns used for training, it is the responsibility of the user to know and understand how to safely handle and use the equipment.
- K. The use of explosive diversionary devices (flashbangs) in the SB is forbidden. However, practice flash bangs are permitted.
- L. The use of CS tear gas and CN tear gas in the SB is prohibited.
- M. The use of oleoresin capsicum (OC) is permitted but only on a limited basis and only with prior approval of FBI or CPD range personnel.
- N. The breaching of doorways and windows in a manner that damages them is forbidden. Persons responsible for any damages done deliberately will be responsible for the cost of repairs.
- * "Simunition" is a registered trademark of the Simunition Division of SNC Industrial Technologies Inc., Quebec, Canada. SNC holds various patents on the Simunition and FX training ammunition and weapon conversion kits.
- ** American National Standards Institute (ANSI), Inc., Standard Z87.1-1989, Revision of Z87.1-1979; American Society of Safety Engineers, 1800 East Oakton Street, Des Plaines, Illinois 60018-2187.

9 STEEL REACTIVE TARGETS

- A. The minimum safe distance for shooters from steel targets is as follows:
1. Handgun- 10 yards
 2. Rifle- 25 yards
- * These rounds can only be fired on steel targets designated as hardened targets. Contact range personnel for confirmation of hardened targets prior to shooting.
- B. Eye protection is mandatory for all shooters and personnel on the range. Eye protection must be approved safety protection eyeglasses with side eye protection built into the stem.

- C. Long pants are mandatory for all steel target shooters.
- D. Long sleeves are optional but recommended.
- E. Surfacing of targets between shooters should be done with paint.
- F. Do not shoot on targets that are damaged. Targets with dents or dings more than the thickness of a dime will create a throw back of bullet splatter to the shooter.
- G. All personnel not shooting should be 10 yards behind the instructor and centered on the range. The fallout range of bullet splatter is up to 50 yards. Fallout goes over the shooter and rains down.

10 RAPPEL TOWER/SHOOTING PLATFORM

- A. The rappel tower/shooting platform (RTSP) is to be used for law enforcement training.
- B. Use of the RTSP must be authorized by the FBI or CPD range personnel.
- C. Use of the RTSP for rappelling requires that a certified rappel master be present to supervise all rappel training.
- D. The rappel master must provide documentation showing successful completion of a rappel master course.
- E. The equipment being used for rappelling must be inspected and approved by the supervising rappel master.
- F. Use of the RTSP for a shooting platform requires that an observer/sniper-trained instructor be present to supervise all elevated shooting training. The instructor is responsible for placement of targets by the shooters.
- G. The shooter is responsible for safe handling of his/her weapon.
- H. No rounds will be chambered in a weapon until the shooter is in position to fire.
- I. Shooting from the RTSP is allowed only for training of observer/snipers. No other shooting will be allowed from the RTSP.

11. CLASSROOM BUILDING SHOOTING PLATFORM

- A. The classroom building rooftop shooting platform (RTSP) is to be used for law enforcement training.
- B. The use of the RTSP must be approved by FBI or CPD range personnel.
- C. Use of the RTSP requires that an observer/sniper-trained instructor be present to supervise all elevated shooting training. The instructor is responsible for placement of targets by the shooters.
- D. The shooter is responsible for safe handling of his/her weapon.
- E. No rounds will be chambered in a weapon until the shooter is in position to fire.

- F. Shooting from RTSP is allowed only for training of observer/snipers. No other shooting will be allowed from the RTSP.

11 HELICOPTER FAST ROPE TRAINING PLATFORM

The rules for the use of the helicopter fast rope training platform are the same as for use of the rappel tower/shooting platform.

12 RIFLE RANGE

- A. All firing on the rifle range is to be authorized and supervised by FBI or CPD range personnel.
- B. Firing of handguns or shotguns on the rifle range is allowed only between the impact berm and the 50-yard line.
- C. All rifles with scopes must be bore sighted prior to use on the range and sight-in must be further refined at a distance of no greater than 25 yards from the berm. After the weapon has been sighted in, it can then be fired from the firing shed at the 100 and 200-yard targets.
- D. It is the responsibility of the shooter to ensure that targets are placed in a manner that will not result in the bullets impacting the baffles, baffle support posts or other objects not intended to be fired into. As in any situation, it is the shooter's responsibility to be aware of what is beyond or behind his/her target.
- E. Shooters must only fire on the target in their firing lane. Shooting across lanes is prohibited.
- F. All shooters and spectators must wear hearing protection.
- G. All shooters should wear eye protection.

13 RUNNING TRACK/RECREATIONAL AREA

The recreational area includes the covered cooking area, picnic tables near the cooking area, all areas of the lake and the running track when not in use for training.

The following rules apply for use of the recreational facilities:

- A. Do not feed or harass the alligators.
- B. Persons using the barbecue pit must provide their own wood for cooking.
- C. The pit must be cleaned after use (i.e. no food left on the grill and ashes removed if safe to do so). Do not place any ashes from the pit into the garbage dumpster.
- D. All litter and leftover food must be placed into garbage bags and placed in the garbage dumpster on site or removed from the site when leaving. Do not leave food or litter in the garbage cans at the recreation area because animals will scatter it.
- E. No open fires are allowed.
- F. No overnight camping is allowed.

- G. No swimming is allowed.
- H. Do not clean fish on the picnic tables or in the area of the barbecue pit. The remains of any fish cleaned must be removed from site. Do not throw fish remains in the water or place them in the garbage dumpster.
- I. The running track may be used for walking or jogging. No vehicle traffic is allowed off the blacktop.

14 PISTOL RANGE

- A. All firing on the pistol range is to be authorized by FBI or CPD range personnel.
- B. Operation of range target systems is to be authorized by range personnel.
- C. The firing of handguns, shotguns, carbines and rifles with iron sights is authorized on the pistol range. Extreme care must be taken to ensure no rounds are fired over the top of the berm.
- D. The firing of automatic weapons must be authorized by range personnel.
- E. Instructors are to ensure that all safety rules are obeyed.
- F. All shooters are to wear eye and ear protection.
- G. Upon completion of firing, the range is to be cleaned to include picking up all trash and brass and returning barricades and other equipment to the appropriate storage location.
- H. The use of steel reactive targets is authorized. The instructor in charge of training is responsible to ensure the targets are set up so as to prevent injury to shooters or observers. (See Steel Reactive Targets).
- I. Night firing must be approved by FBI or CPD range personnel. Instructor/student ratios must be such that the activities of all shooters can be monitored.
- J. The use of CS and CN chemical agents is prohibited.

15 OBSTACLE COURSE

- A. The obstacle course is intended primarily for use by and training of tactical/SWAT/Academy personnel.
- B. Use of the obstacle course must be approved by FBI or CPD range personnel.
- C. Users of the obstacle course must be physically capable of using all portions of the course and must not be on any type of limited duty status.
- D. Any limiting physical factors, such as a trick shoulder, trick knee, etc., must be made known to the instructor supervising the training. At the discretion of the instructor the trainee may then use some of all of the obstacles for training.
- E. It is the responsibility of the trainee to ensure that he/she is in adequate physical shape to negotiate the course.

16 LIVE FIRE HOUSE

- A. The live fire house (LFH) is to be used for law enforcement training only.
- B. Use of the LFH must be approved by the FBI or CPD range personnel.
- C. All trainees and instructors using the LFH are required to wear ballistic vests, eye and ear protection.
- D. All live fire training exercises must be supervised by an instructor who is familiar with safe operation of the live fire house. This is to include placement of targets and operation of pop-up targets and the running man target.
- E. Unless approved otherwise by range personnel, ammunition is restricted to the following calibers: .38 special, .357 magnum, 9mm, 10mm, .40 caliber, .45 caliber, and .223/5.56.
- F. **Only frangible ammunition is allowed in the LFH.**
- G. The use of explosive diversionary devices (flashbangs) must be approved by range personnel prior to use. A separate approval must be obtained for each training date.
- H. Any person(s) responsible for damage to the LFH as a result of failure to follow these guidelines will be required to pay for repair of those damages.
- I. Use of the LFH for non-live fire training is permitted with approval of FBI or CPD range personnel. Simunition weapons, replica weapons or weapons incapable of firing a live round (FBI Red Handle Weapon) may be used. Unloaded duty weapons may be used for this training provided no human adversaries/subjects are used.

NOTE: Person(s) causing any damage to the TF will be responsible for payment of repairs. Also, willful violations of the above may be cause for being banned from further use of the facilities and/or disciplinary action up to and including dismissal from service. Violations of law will be prosecuted.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 5-07
	EFFECTIVE: July 09, 2021	
	REPLACES: G.O.# 5-07 ISSUED 02/19/18	
TITLE: DEPARTMENT SHOTGUNS AND RIFLES		

1 PURPOSE

The purpose of this order is to provide a safe and uniform method for deployment of Departmental shotguns and rifles.

2 ISSUE AND CONTROL GUIDELINES

- A. Departmental shotguns and rifles shall be maintained in the armory. Authorized personnel shall be responsible for the issue of departmental shotguns and rifles either as requested by individual officers or as deemed necessary by authorized personnel due to conditions or needs in the field. The issuance and return of department rifles and shotguns will be recorded and documented using the system established for that purpose. Departmental shotguns and rifles are to be issued to on-duty personnel only and not to personnel for situations related to extra jobs or other off-duty employment.
- B. It shall be the responsibility of the issuing and receiving personnel to:
 - 1. Ensure that the receiving officer has been qualified and appropriately trained in safe handling, loading and unloading, and proper deployment of the departmental shotgun or rifle. Record the serial number of the shotgun or rifle, officer's name, and date of issuance and return.
 - 2. Inspect the shotgun or rifle upon issue and return to ensure that it is unloaded, that there are no obstructions in the barrel, or any serious damage or observable defects.
 - 3. The issuing and receiving personnel shall be responsible for securing a shotgun or rifle having any observed or reported defects, malfunctions, serious damage, or maintenance need and taking that shotgun or rifle out of service. The shotgun or rifle will be turned over to designated personnel for repair or replacement.

3 CARE AND OPERATIONS GUIDELINES

- A. Officers issued a departmental shotgun or rifle shall carry, transport, and maintain the Firearm in a safe and responsible manner. At no time will shotguns or rifles, department or individually owned, be loaded or unloaded inside the police building or under the covered parking area except into the clearing barrels. Shotguns and rifles, either department or individually owned, brought into the police building shall be empty with the chamber open.
- B. Each officer issued a departmental shotgun or rifle shall deploy the firearm in compliance with existing General Orders and in accordance with state law in regard to the use of "Firearms" or "Deadly Force".
- C. At no time will officers disassemble, alter, modify, or otherwise tamper with departmental shotguns or rifles. Officers will report any observed defects, malfunctions, or maintenance needs to their immediate supervisor who will notify firearms training facility personnel.
- D. Firearms training facility personnel will be responsible for regular inspection, maintenance, and repair of department shotguns and rifles.

4**RAPID DEPLOYMENT RIFLES**

- A. The department will maintain rifles located in wall mounted gun safes within the secure area of the building for the sole purpose of responding to an armed suspect/active shooter within or immediately outside the police building.
- B. Officers shall familiarize themselves with the gun safe locations which are in the main hallway on both sides of the large conference room and in the upstairs administration hallway.
- C. Officers will only open the safes to access the rifles for an actual emergency situation. Officers will not otherwise open the safes or handle the rifles for any reason except that authorized personnel will conduct regular inspections and maintenance.
- D. Only officers that have attended the Departments approved carbine course shall access the rifles.
- E. The rifles will be stored in "line ready" condition. The rifles are fully loaded with a round in the chamber and the safety on. The red dot sight will be "ON" and adjusted to the proper brightness level for use inside the building. Officers should be aware that the brightness level may need adjusting if taken outside depending on the time of day or night.
- F. Officers will be personally provided the combination to the gun safes. The combination shall not be provided to any civilian or outside personnel or transmitted in any electronic communication.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: POLICE BATON	PAGE: 1 OF 1	G.O.#: 5-09
	EFFECTIVE: July 09,2021	
	REPLACES: G.O.# 5-09 ISSUED 07/27/2010	

1 PURPOSE

The purpose of this General Order is to establish regulations governing the use of the police baton.

2 USE OF THE BATON

- A. Conroe Police Officers may use a Police Baton only in self-defense, in defense of another person, to prevent the escape of a prisoner, to make an arrest when there is physical resistance, or to quell a violent disturbance.
- B. Only officers who have successfully completed an approved baton-training course may carry or use a baton. Additionally, Officers will receive training and prove proficiency in the use of the Police Baton on a biennial basis.
- C. Any strikes made with the baton will be only to areas of the body below the shoulder and with a degree of force that is not intended to cause serious bodily injury or death, unless the situation is such that deadly force is authorized by Departmental policy.

3 RESTRICTIONS

- A. The baton will be carried and used only as issued and authorized, and no changes, alterations, or modifications will be made to a baton. Only the following types of batons are authorized: straight baton, 4' riot baton, ASP baton, and PR-24. Officers will not carry or use any other impact weapon except an approved baton.
- B. Officers in uniform will have an approved baton available for use while on-duty or working an approved extra job.
- C. Wearing a baton is recommended when assigned to foot patrol duties such as parades, festivals, or any event where there is a large group of people.

4 USE OF FORCE REPORTING

- A. If an officer utilizes a police baton in a use of force situation, the officer will follow the guidelines established for use of force reporting in General Order 5-01 and other appropriate Department policy, memorandum, or guidelines.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 5-11
	EFFECTIVE: January 24, 2020	
	REPLACES: G.O.# 5-11 ISSUED 06/27/10	
TITLE: OLEORESIN CAPSICUM (O. C. SPRAY)		

1 PURPOSE

- A. Properly used, Oleoresin Capsicum Spray (O. C. Spray) will reduce the risk of injury to the police officer and/or the person on whom it is used.
- B. The use of O. C. Spray is to provide an alternative to physical force that could result in injury to the officer or violator.

2 EFFECTS

- A. Choking,
- B. Eye tearing,
- C. Difficulty in breathing.

NOTE: Past experiences have indicated that even the best projectors are not completely effective on some persons. There is strong evidence that a person who is violently mentally ill or heavily under the influence of alcohol or narcotics may not react in a typical fashion to the chemical agent. Police Officers should be aware of potential failure and be ready to take additional defensive steps as necessary.

3 GUIDELINES FOR USE

- A. Officers will be allowed to carry O. C. Spray, only, after attending an approved course of training on its use. Officers shall receive recertification training on, and prove proficiency in the use of, O. C. Spray on a biennial basis.
- B. Officers in uniform shall have O. C. Pepper spray available for use while on-duty or working an approved extra job. Only Department issued O.C. Spray is authorized for use.
- C. Officers may use O. C. Spray to avoid an imminent physical confrontation or to prevent injury to the officer, violator or other person. O. C. Spray shall not be used for passive resistance only.
- D. O. C. Spray should be sprayed directly into the face, directed at the eyes, nose, and mouth. Officers should remain cognizant that using O. C. Spray at less than 3 feet could render the officer vulnerable to losing the projector or becoming contaminated themselves.
- E. Care should be exercised in transporting prisoners that have been exposed to O. C. Spray as the transporting officer will be exposed in poor ventilation.

- F. Under the following conditions a medical response should be considered:
 - 1. Discharge of O. C. Spray in the immediate vicinity of infants or elderly, since their respiratory systems are especially sensitive to irritating vapors.
 - 2. Any time a person exposed to O. C Spray displays any unusual or adverse symptoms or conditions.
- G. Anytime O. C. Spray is used to restrain any person, all appropriate documentation required under Use of Force reporting guidelines will be completed. Additionally, all offense, arrest or incident reports will be completed in accordance with Department policy.
- H. O.C. Spray is a skin, eye, and nose irritant. Rubbing affected areas only increases the length and degree of discomfort. Decontamination techniques may include:
 - 1. Washing the exposed area with soap and water to remove all oils and dirt that could entrap the irritant. **DO NOT APPLY OIL OR GREASE MEDICATIONS** which could entrap the irritant, causing skin blisters.
 - 2. Flush the exposed area with a cool solution of baking soda or flush with cold water 3-4 minutes.
- I. Jail Personnel should be advised that the prisoner has been exposed to O. C. Spray.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 9		G.O.#: 5-13
	EFFECTIVE: OCTOBER 28, 2013		
	REPLACES: G.O. #: 5-13 ISSUED 07/27/2010		
TITLE: TASER POLICY			

1 POLICY

It is the policy of the Conroe Police Department that its officers may utilize the amount of force that is objectively reasonable, considering the totality of the circumstances that are confronted, in order to affect an arrest and/or accomplish the lawful performance of duty while protecting the public. Officers who use force against any person must be able to state in detail the specific reasons for using the force. Conducted Electrical Weapons (CEWs) are intermediate weapons and *not substitutes for lethal force*. Within the confines of the General Orders, CEWs are authorized for use against suspects who are *actively resisting* or exhibiting *active aggression*, *fleeing from arrest or detention* by a peace officer, or to prevent individuals from harming themselves or others.

In every situation in which a CEW is intentionally *discharged* (cartridge firing or drive stun), even if the suspect was not struck, officers will notify the on-duty supervisor. The on-duty supervisor will ensure that a Use of Force report is completed.

2 DEFINITIONS

Accidental Discharge- Any time a CEW cartridge fires due to mechanical failure of the device or by means other than the deliberate pull of the trigger.

Active Aggression- A threat or overt act of an assault (through physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates that an assault or injury to any person is imminent.

Actively Resisting- Physically evasive movements to defeat an officer's attempt at control, including bracing and tensing in an aggressive manner, pushing or verbally signaling a clear and deliberate attempt to avoid or prevent being taken into custody.

Anti-Felon Identification (AFID)- When a cartridge is fired, it dispenses 20-30 identification tags called AFIDs. These tags have the serial number of the cartridge printed on them and can be used to determine who fired the cartridge and how many cartridges were fired.

CEW- Conducted Electrical Weapon is the technically correct name for the device commonly referred to by the brand name TASER. This device uses propelled wires or direct contact to conduct energy to affect the sensory and motor functions of the nervous system.

CEW Cycle- Duration of a CEW electrical discharge following a CEW activation.

Darted- When a suspect is struck by the probes fired from the CEW.

DPM- A CEW's digital power magazine.

Drive Stun- When a CEW with no cartridge or a spent cartridge is placed in direct contact with the body of an individual or an animal and discharged. This is generally the secondary setting option for the CEW.

Excited Delirium- A state of extreme mental and physiological excitement, characterized by extreme agitation, hyperthermia, hostility, exceptional strength, or endurance without fatigue.

Exigent Circumstances- Circumstances that would cause a reasonable person to believe prompt action is necessary to prevent physical harm from occurring to anyone.

Function Test- The non-contact testing of a CEW with the cartridge removed, to ensure that the CEW is in proper working order.

Intentional Discharge- Purposeful firing of a CEW. This term also includes using a CEW in a drive stun manner.

Laser Pointing (Red Dot)- Unholstering and pointing a CEW at a person and activating the laser-aiming device.

Objective Reasonableness- The reasonableness of a particular use of force will be judged from the perspective of a reasonable officer on the scene, in light of the facts and circumstances confronting the officer at that time.

Passive Resistance- Physical actions or a lack thereof that do not prevent the officer's attempt to control. It is a tactic of civil disobedience and labor disputes (e.g., a person who remains in a limp, stiff, or prone position, refuses to comply with simple directions, participates in a sit-in, locks arms in a chain, or blocks an entry way, etc.).

Secondary Injury- Physical trauma indirectly associated with CEW use (e.g., injuries from falls, etc.).

Sensitive Areas- A person's head, neck, or groin area, or a female's breast.

Stun- Using a CEW to jam and override the central nervous system or cause uncontrollable contractions of muscle tissue. This is the only proper term to be used when a suspect is darted or drive stunned.

3 CERTIFICATION AND TRAINING

Before carrying or using a CEW, an officer must be currently certified by the Training Unit. Supervisors will ensure their subordinates who carry a CEW have attended initial and biennial recertification training, are maintaining current certification, and are proficient in the use of the CEW. Biennial recertification training should include applicable departmental policy review, technology changes, and review of pertinent local and national trends in CEW use.

Officers should not use or attempt to use any CEW make/model unless they have received training appropriate for that particular make/model.

Assigned CEWs will be available for inspections and officers will demonstrate proficiency with them when required by the Training Unit.

4 CARRYING A CEW

Officers trained in the use of and issued a CEW will wear it at all times while in uniform and performing enforcement duties, unless otherwise authorized by their Division Commander.

The CEW will be worn in a cross-draw manner on the officer's support (weak) side to avoid the accidental drawing and/or firing of the officer's firearm.

Plainclothes officers trained in the use of and issued a CEW will wear it as described above when performing enforcement duties, unless accompanied by a uniformed officer.

5 CEW FUNCTION TEST

Officers will conduct a one-second function test at the beginning of their shift in order to keep the internal CEW capacitor charged and to avoid a delayed spark or software corruption. If there is a delayed response during the test, officers will conduct an additional five-second function test.

The test will be conducted out of public view and any irregularities will be immediately reported to the on-duty supervisor. The officer ***MUST*** ensure that the cartridge is removed prior to conducting the function test.

Officers may test their CEWs more frequently if there is an operational reliability concern (e.g., the unit gets wet or dropped). All officers who are not mandated by General Orders to carry their issued CEW on a daily basis will conduct a function test at least once a week.

6 USE OF CEWs

Officers must realize CEWs will not eliminate all physical confrontation posed by suspects. The CEW is not meant to be used in deadly force situations and should not be used without a firearm back-up in those situations where there is a substantial threat present. A CEW shall not be used in situations where a lethal threat is present unless a second officer is physically present and is providing lethal force back-up.

Officers are authorized to deploy the CEW against persons who are actively resisting, are exhibiting active aggression, or to prevent individuals from harming themselves or others. Officers should be aware of the limitations of the CEW and should be prepared to transition to other force options as needed.

The decision to utilize a CEW must be made dependent on the actions of the subject(s) or threat(s) facing the officer(s) or others, and the totality of the circumstances surrounding the incident. The use of the CEW must be reasonable.

Officers are authorized to use a CEW after they have clearly displayed a physical presence and identified themselves as a peace officer by making identification if they are not in uniform or clearly bearing official title.

Officers should, when practical, give a verbal warning to a suspect prior to activating the CEW, unless doing so would place any person at risk. The verbal warning may be issued by any officer on the scene.

When fired, a CEW emits a sound similar to small caliber gunfire, although lower in volume. To reduce the likelihood of a "sympathetic fire response" from a back-up officer, the officer deploying the CEW should take appropriate steps to ensure safety. The deploying officer shall, when feasible, announce their deployment of the CEW by saying, "Taser, Taser" in a loud, clear and audible tone to warn other officers that the "shot" is from the CEW and not a firearm.

A CEW, like any weapon or force option, may not always function as intended or may not be effective on every person. As with any use of force, if a particular option is not effective, officers should consider using other force options, disengaging, or using other alternatives. Officers should always have a back-up plan.

Officers will not display a CEW in an unprofessional or unsafe manner.

7 CONSIDERATIONS IN CEW USE

Unless *exigent circumstances* exist, *officers should not use a CEW on a person*:

- Who has been sprayed with any chemical by any person outside this department, or appears to be saturated with, or in the known presence of combustible vapors or liquids, or other flammable substances (gas fumes, meth labs, aerosol chemical agents, or other flammable or combustible environments, etc.).
- Simply to protect property against destruction or damage.
- Who is only *passively resisting*.
- Who is handcuffed.
- Who is known or suspected to be mentally ill and is not an imminent danger to himself or others.
- Known or suspected to be pregnant, elderly, or visibly frail, or on young children.
- Who is in a location where a fall may cause substantial injury or death.
- Who is known or suspected to have a heart condition and/or cardiac implant, or asthma or other pulmonary condition that may expose the person to substantial risk.
- Who is known or suspected to be impaired by drugs or is a chronic drug abuser.
- Who is ONLY verbally noncompliant and displays no other aggressive actions or is not a danger to himself or others.

The use of the CEW should, in most cases, eliminate the need for actual hands-on active countermeasures and the possibility of an officer or suspect injury. Officers may utilize soft empty-hand control tactics prior to the use of the CEW based upon the totality of the circumstances. The officer is not required to attempt soft empty-hand control tactics if the officer believes they would be ineffective and/or the officer believes the use of the CEW would reduce the likelihood or possibility of more serious injuries to the subject, the officer, and third parties.

The CEW may also be utilized on a suspect, previously under control by the use of the CEW or other means, during the arrest or post arrest, whose behavior warrants the use of the CEW to bring the subject under control. CEWs should not be used on handcuffed persons unless they are actively resisting arrest or exhibiting active aggression.

No more than one officer should activate a CEW against a person at a time. When activating a CEW, officers should use it for one standard cycle and stop to evaluate the situation (a standard cycle is five (5) seconds). Officers should only apply the number of cycles reasonably necessary to allow them to safely control the subject. In determining the need for additional cycles, officers should be aware that an energized subject might not be able to respond to commands given during or immediately following exposure.

When dealing with persons in a health crisis or Excited Delirium state, it is advisable to minimize the physical and psychological stress to the subject to the greatest degree possible. Officers should avoid multiple activations or continuous cycling of the CEW. Officers should be aware that persons in this state might not be able to understand or respond to officers' commands.

Officers should use only the force necessary to apply traditional restraint devices and affect an arrest. Officers should use a restraint technique that does not impair respiration.

Unless *exigent circumstances* exist, officers should not use a CEW on animals.

CEWs will not be discharged at a moving vehicle or its occupants. The term vehicle includes any wheeled conveyance (including cars, trucks, motorcycles, ATVs, bicycles, scooters, etc.), watercraft, or aircraft.

Red dotting can be an effective psychological tool. However, officers will refrain from abusing the use of the CEW's laser pointer and should refrain from intentionally *red dotting sensitive areas* (i.e. *directly into eyes*). Officers should not red dot a person or animal unless the situation warrants the use of a CEW.

Preferred target areas are below the neck area for back shots, and lower center mass (below chest area) for frontal shots. Center mass of the buttocks and legs (front, back or side) are secondary target areas. Center mass of the back should, where possible, be a primary target as clothing is usually tighter to the skin in this area.

Officers should avoid firing probes at a subject's head, face, neck/throat, upper half of the front torso (upper chest/breast area), and genitalia.

Approved target areas for a Drive Stun include the torso, legs and arms. The head, neck, groin, breasts and chest area (area of the heart) should be avoided.

Multiple activations and continuous cycling of a CEW should be avoided. If multiple activations are deployed, or the subject is displaying erratic behavior prior to and/or after deployment, the subject should be evaluated by a supervisor who will determine if the person needs to be transported directly to a medical facility for evaluation.

8 POST CEW DEPLOYMENT PROCEDURES

Immediate action should be taken to care for the subject, apprehend suspect(s) and protect the scene.

Once the subject is restrained, the CEW should be turned off with safety engaged. The CEW will not be left unattended except in exigent circumstances as when an officer is alone and dealing with an immediate threat.

Once the person has complied and/or is restrained, and the CEW is no longer needed, officers trained in probe removal may remove the probes. Officers will inspect the probes after removal to ensure the entire probes and barbs are intact. Latex gloves should be used due to the possible exposure to bodily fluids.

Medical personnel will be immediately summoned to the scene if:

- A person is darted in a sensitive area.
- A probe is too deeply embedded for easy removal.
- Part of the probe (barb) has broken off.
- There are complications.
- The person exhibits an adverse reaction.
- After following probe removal first aid is necessary or requested.

At no time will an officer attempt to remove probes that have penetrated the face, neck, groin or breasts. Medical treatment by trained medical personnel will be sought in a timely manner.

A supervisor shall respond to the scene of a CEW deployment as soon as possible. Supervisors will be responsible for evaluating the need for medical attention of:

- All persons exposed to more than three (3) CEW cycles or 15 or more continuous seconds of exposure.
- A person who has exhibited signs of Excited Delirium or was under the effects of an illicit substance prior to CEW exposure.
- Individuals showing signs of injury or failure to recover properly.

All persons who have been subjected to CEW activation will be monitored regularly while in our custody, even if they received medical care. Transporting officers will notify personnel of any other agency that the person is released to (jail, Tri-County, other LE agency, etc.) that the person was exposed to CEW activation.

9 CEW EVIDENCE

The unique air cartridge number that correlates with the Anti-Felon Identification (AFID) tags will be documented in all CEW incident reports. The spent cartridge serial number will be documented in the report and the cartridge will be submitted into evidence. Due to the fact spent probes are part of the collected spent CEW cartridge; this evidence shall be marked as a *bio-hazard* to alert the evidence technician. The probes will be stored in the cartridge.

10 CEW DISCHARGE

A. Discharge

Anytime a CEW is discharged, the officer will immediately notify the on-duty supervisor.

Anytime an officer *discharges* a CEW and it strikes an individual, the officer will write a detailed incident report and complete the use of force form. This will be submitted to the on-duty supervisor prior to the officer going off-duty.

B. Accidental Discharge

Whenever officers *accidentally discharge* a CEW, they will immediately notify the on-duty supervisor. The supervisor assigned to the CEW incident will conduct an inquiry. If the supervisor determines the incident was an accidental discharge and there is no injury or damage to property, the officer will forward a letter to the officer's division commander outlining the circumstances of the discharge and the need for a replacement air cartridge. Anytime officers accidentally discharge a CEW and strike an individual, they will notify the on-duty supervisor and write a detailed incident report. The on-duty supervisor will contact the Division Commander.

If only property is damaged the officer will submit a detailed incident report and a damaged property report if city property is involved.

C. Serious Bodily Injury or Death to a Person

In a manner consistent with policies on documenting significant events, if an officer discharges a CEW and a serious bodily injury or death occurs, the dispatcher will immediately notify the on-duty supervisor and notify the major incident chain of command.

D. Officer's Responsibilities

Whenever an officer discharges a CEW, that officer is responsible for generating the original incident report if primary officer, or a supplemental report if secondary officer. The report will document the original call for service, all officers involved, and the circumstances surrounding the discharge. The event will be detailed in the report and specific justification for the discharge will be documented.

If the officer has reason to believe that the suspect is suffering from excited delirium, the officer will summon emergency medical care as soon as possible to protect life.

E. Supervisor's Responsibilities

The supervisor dispatched to a CEW incident will be in charge of the scene. In any case, the supervisor will conduct an inquiry and determine what actions should be taken.

The supervisor responding to the scene will first check to see if anyone is injured. Emergency Medical Services (EMS) and/or the Conroe Fire Department will be contacted if the suspect has been darted in a sensitive area or has sustained secondary injuries, or if otherwise needed.

Supervisors will also:

- 1) Ensure any required incident report is written by the officer(s) involved.
- 2) Complete a major incident report.
- 3) Forward copies of all reports to the division commander.
- 4) Download the history of the CEW and document the deployment data.
- 5) Issue a new air cartridge.

11 CEW DISCHARGE OUTSIDE THE CITY LIMITS

A. Serious Bodily Injury to a Person

If officers are outside the city limits of Conroe and discharge their CEWs and serious bodily injury or death of a person occurs, officers will immediately contact the law enforcement agency having jurisdiction and the Conroe Police Department on-duty

supervisor. The officer involved in the incident will make an original CPD offense report and complete a Use of Force form immediately.

B. No Serious Bodily Injury to a Person

If an officer is outside the city limits of Conroe and discharges a CEW and there is not serious bodily injury to any person, the officer involved in the discharge will, as soon as possible, notify the responsible agency having jurisdiction and the Conroe Police Department on-duty supervisor. The officer will fully comply with the investigation conducted by the responsible agency and will make an original CPD offense report and complete a Use of Force form.

12 DAMAGED, MALFUNCTIONING, OR WET CEWS

A. Damaged or Malfunctioning CEWs

Officers will not carry any CEW that shows obvious signs of damage (beyond normal wear) or is malfunctioning. If a CEW is dropped or an officer thinks there may be a problem with their CEW, they will conduct a thorough inspection of the unit looking for any possible signs of damage (e.g., broken central information display, or a cracked laser or flashlight lens) before it is used.

Warning: Officers are advised that even after a CEW has been checked and no apparent damage is found, the CEW may accidentally discharge when the safety switch is placed in the up (Armed) position.

B. Wet CEWs

Any CEW that is dropped into water or saturated with a significant amount of water should not be used; see ***“CEW Inspection Procedures”*** below. The officer should make every attempt to avoid moisture in situations where appropriate (e.g. removal when working motor vehicle crashes in the rain etc.)

Warning: A CEW exposed to extreme moisture may discharge with the safety switch still in the down (Safe) position due to short-circuiting of the electronic components.

C. Static Electricity

Warning: A CEW exposed to extreme amounts of static electricity may discharge with the safety switch still in the down (Safe) position due to short-circuiting of the electronic components. In addition, spare cartridges should never be carried in a pocket due to the presence of static electricity and the probability that this static electricity will cause the cartridge to deploy.

D. CEW Inspection Procedures

When a CEW malfunctions, is suspected of being damaged, or becomes wet or exposed to significant moisture, officers will not move the safety switch to the up (Armed) position until after conducting the following procedures:

- 1) **Immediately** remove the air cartridge and do not replace it until the device functions normally.
- 2) Remove the CEW's DPM.
- 3) Thoroughly inspect the CEW for damage or moisture.
- 4) If dropped into water or saturated with a significant amount of moisture or rain, wipe the CEW thoroughly with a dry cloth.
 - a. If there is any visible moisture inside the DPM well, ensure that it is dried and the CEW will not be carried for a minimum of 24 hours.
 - b. If no moisture is found in the DPM well, ensure all components are completely dry before testing.
- 5) If no damage is detected and the CEW is thoroughly dried (after the 24-hour waiting period), insert the DPM and then place the safety switch in the up (Armed) position. If the weapon discharges without pulling the trigger, place the safety in the down (Safe) position and remove the DPM. The CEW is unsafe and is not to be used until serviced.
- 6) If the weapon does not accidentally discharge, conduct a full five-second spark test. A rapid pulse rate should occur and the discharge should stop after 5 seconds. If the CEW does not operate normally, place the safety switch in the down (Safe) position, remove the DPM, and contact the on-duty supervisor for a replacement.
- 7) If the CEW functions normally, place the safety switch in the down (Safe) position, and replace the air cartridge. The device can now be carried.

13 REPLACEMENT CARTRIDGE

Whenever an officer needs to replace an air cartridge, the officer will notify the on-duty supervisor. The supervisor will ensure that the spent cartridge has been properly documented prior to issuing a replacement.

14 CEW OR DPM REPLACEMENT

When any CEW or DPM needs replacing for any reason, the following steps will be followed:

- Officers will immediately notify the on-duty supervisor of the reason a CEW or DPM needs replacement.
- If the supervisor determines a replacement is warranted, the officer will write a letter to their commander via the chain describing the reason for the needed replacement.
- The supervisor will download the history of the CEW if possible. If the CEW is damaged where the history cannot be downloaded, or the CEW is lost or stolen, the supervisor will ensure this is noted in the letter to the commander.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 5-15
	EFFECTIVE: OCTOBER 14, 2010	
	REPLACES: G.O. #5-15 ISSUED 11/19/2001	
TITLE: LESS LETHAL IMPACT DEVICES		

1 PURPOSE

To establish policies and procedures pertaining to the use of Less Lethal Extended Range Impact Devices by Department personnel.

2 POLICY

The Conroe Police Department recognizes that combative, non-compliant, armed and/or violent subjects cause handling and control problems that require special training and equipment. The Department's less lethal force philosophy is intended to save lives by assisting in the de-escalation of potentially violent confrontations.

3 DEFINITIONS

- A. Less Lethal Force Philosophy- A concept of planning and force application, which meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics.
- B. Kinetic Energy Impact Projectiles- Flexible or non-flexible projectiles, which are intended to incapacitate a subject with a minimal potential for causing death or serious physical injury, when compared to conventional projectiles.
- C. Safety Priorities- The Department safety priorities are established as follows:
 - 1. Hostages
 - 2. Involved non-subject civilians
 - 3. Police Officers
 - 4. Subjects
- D. Subject-The person who is the focus of the police operation.

4 PROCEDURE

- A. Less Lethal Extended Range Impact Devices

Only Department issued devices and impact munitions may be utilized by authorized personnel (see 4- E below).
- B. Potential for Causing Death or Serious Physical Injury
 - 1. The potential for causing death or serious physical injury with such projectiles is a reality. The potential is reduced by avoiding impacts to the head and neck and when appropriate medical examination is provided in cases when the subject is struck in an area that might conceal a closed injury, these areas include, the chest, back, thoracic, and abdominal cavities, and the groin.

2. When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation is the desired goal, alternative target areas should be considered when rounds are not effective. Alternative target areas will be based on the circumstances the officer is encountering and the established Department safety priorities.

C. Deployment Areas

1. The less lethal projectiles will be delivered to the suspect target areas based on the circumstances, the established safety priorities, and the level of force authorized.
2. The ASP F21 baton-training chart is the recognized Department model for determining contact areas for the kinetic energy impact weapons based on the potential for injury.
 - a. Primary Areas- These areas will be considered when incapacitation is necessary, and a minimal potential for injury is the appropriate response. These areas contain major muscle groups and include upper thighs, lower abdomen, and buttocks.
 - b. Secondary Areas- These areas will be considered when an escalation of force above the primary area is necessary and appropriate, acknowledging an increase in the potential for death or serious physical injury. These areas include the hands, knees, and elbows.
 - c. Avoidance Areas- Intentional impacts to these areas will be avoided unless the use of deadly force is justified, necessary, and appropriate. These areas include the head, front torso area from the sternum up (high upper chest, throat, face), the neck, spine, center back area, and kidney areas.

D. Force Continuum

1. The Conroe Police Department recognizes six distinct levels of control:
 - a. Officer Presence
 - b. Verbal Direction
 - c. Empty Hand Control
 - d. Intermediate Non-Impact Weapons
 - e. Intermediate Impact Weapons
 - f. Deadly Force
2. The use of kinetic energy impact projectiles is considered an Intermediate Impact Weapon defense technique, when deployed to areas of the suspect's body that are considered unlikely to cause death or serious physical injury.
3. The use of kinetic energy impact projectiles is considered Deadly Force if intentionally deployed at the subject's head or neck.

E. Authorized to carry

1. Patrol supervisors and S.W.A.T. Team members will be allowed to carry the Kinetic Energy Impact Projectiles, but only after completing an approved training course on its use.
2. Only patrol supervisors may carry Kinetic Energy Impact Projectiles on regular patrol.
3. S.W.A.T. Team members will not carry kinetic energy impact projectiles on regular patrol unless instructed to do so by an on-duty patrol supervisor.

F. Before deploying kinetic energy impact projectiles, the officer shall consider:

1. The level of force being confronted.
2. The proximity/access of the subject to the officer.
3. The Department safety priorities.
4. If cover is necessary and appropriate. Officers should have cover from lethal force directed at them in all instances involving subjects who are armed with weapons.

G. Handling of Injured Subjects

1. Subjects who are struck by a kinetic energy impact round shall be transported to a medical facility for examination.

H. Investigation

1. An investigation will be conducted into any situation involving the firing of a kinetic energy impact projectile at a subject.
2. The investigation will be conducted in accordance with Department General Order governing Use of Force.

I. Special Considerations

1. Extended range kinetic energy impact projectiles may be deployed:
 - a. To protect officers from attack or threatened attack by a canine or other potentially dangerous animal.
 - b. Deployed as a distraction or other use as authorized by a supervisor.

J. Training

1. Training in the use of kinetic energy impact projectiles consists of the manufacturer's recommended end-user program.

2. Officers authorized to carry under section 4 - E shall receive recertification training, and prove proficient in the use of Less Lethal Extended Range Impact Devices, on a biennial basis.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 6-01
	EFFECTIVE: OCTOBER 14, 2010	
	REPLACES: G.O. 6-01 ISSUED 11/19/2001	
TITLE: WRITTEN DIRECTIVE SYSTEM		

1 PURPOSE

The purpose of this order is to establish a system of written directives to define policy, establish procedures, and set forth the rules and regulations of the Conroe Police Department.

2 POLICY

- A. Orders and policy issued at any level of command will not conflict with orders or policy issued by a higher command.
- B. All orders and policy of general application and enduring nature will be reduced to writing, shall designate the issuing authority, and show date of issuance. It will then be distributed to those affected in print form or by electronic means.
- C. Orders of specific application not in conflict with general orders may be issued verbally or by electronic mail (e-mail) as necessary.
- D. All personnel of the Department (both officers and civilians) are required to be familiar with all applicable written directives and abide by their intent.
- E. All written directives shall be reviewed by Division Commanders annually to insure currency and appropriate amendments will be proposed to the Chief of Police.

3 CLASSIFICATION

- A. Mission Statement
- B. Department Goals
- C. Value Statement
- D. Rules Manual
- E. General Orders
 - 1. General Orders will be issued by the Chief of Police to define policy and direct procedures for and within the Department for the indefinite future.
 - 2. General Orders will be codified, indexed, and included in the Department Policy Manual that will be made available to each member of the Department. All General Orders will be codified to reflect category, numerical sequence in that category, and the date issued.
 - 3. General Orders may be amended by cancellation, total revision, or partial revision. When General Orders are amended, the revision will be reflected by the effective date and will supersede all prior issues. Amended General Orders will be reissued in whole to prevent several different effective dates throughout the same Policy.
 - 4. All proposed General Orders will be reviewed and staffed in draft form by appropriate command prior to final approval and issuance by the Chief of Police.

F. Standard Operating Procedures

1. Standard Operating Procedures will be issued by, or under the authority of, the Chief of Police to describe a method of operation and to provide procedural guidelines for specific Department functions or activities for the indefinite future.
2. Standard Operating Procedures will be codified utilizing the Department budget identification for the Division of primary concern for that S.O.P. (1201 for Administration, 1202 for Support Services, etc.) and indexed sequentially (1201-01, 1201-02, 1204-01, 1204-02, etc.).

G. Special Orders

1. Special Orders will be issued by the Chief of Police to define policy and direct procedures for special situations, operations, and events for a specific period of time, including temporary or self-canceling circumstances.
2. Special Orders will be codified and disseminated to affected and other personnel on a need-to-know basis.
3. Division Commanders may issue Special Orders for members of their specific units, providing a copy of the each order is forwarded to the Chief of Police for review and filing.
4. Special Orders will contain a self-canceling statement.

H. Personnel Orders

1. Personnel Orders will be issued by the Chief of Police to officially announce:
 - a. Appointments.
 - b. Assignments or transfers.
 - c. Promotions or reductions in rank.
 - d. Terminations by retirement, resignation, or dismissal.
 - e. Department Awards.
 - f. Personnel Commendations.
 - g. Other personnel actions.
2. Personnel Orders will be codified and disseminated to affected and other personnel on a need-to-know basis.

I. Memoranda

1. Memoranda may be disseminated by any Department personnel in order to exchange information of a nature less than that which would require a General, Special, or Personnel Order.

2. Memoranda may supplement orders but are not a part of the formal written directive system.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 6-03
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: S.O.P.# 5-500.01 ISSUED 05/25/1990	
TITLE: INTEROFFICE COMMUNICATION		

1 PURPOSE

Written communications within the Department that do not have longtime policy implications (i.e. General Orders, Special Orders, Personnel Orders) shall be conducted by departmental memoranda or e-mail.

Department memoranda includes (1) Interoffice Memo and (2) Interoffice Correspondence and shall be utilized in the following manner:

2 POLICY

INTEROFFICE MEMO: Interoffice Memos shall be used, by appropriate authority, to issue guidelines or instructions for special situations, events, projects and assignments that are of a short-term nature and do not warrant the issuance of a Special Order. Also, Interoffice memos are to be utilized for formal requests or response at the command level to and from Department head level. Lastly, Interoffice Memos should be utilized to disseminate information that would have department-wide interest or impact.

INTEROFFICE CORRESPONDENCE: Interoffice Correspondence shall be used for the communication needs of the individual departmental member and for more casual exchange of information between department sub-units and to provide a manner of request and response between specific sub-units. Interoffice correspondence would include but not be limited to: crime information, A.T.L.s and B.O.L.O.s, transfer requests, individual equipment requests, and any other special requests of an individual nature.

All Departmental Memoranda, Interoffice Memo and Interoffice Correspondence, shall follow the appropriate chain-of-command from sender to receptor.

3 E-MAIL

E-MAIL: There are currently two methods of electronic mail, or e-mail in use within the city; Internet e-mail and Spillman e-mail. E-mail, may be used to communicate with members of this department, as well as others within the city. E-mail should be used for informal communications and will not take the place of the above official memoranda. At no time will the established chain of command, or any policy, be circumvented by the use of e-mail and all employees will use these resources for appropriate correspondence. At no time will an employee transmit or forward a message of questionable content and all employees are encouraged to remember that any and all electronic messaging is subject to review, as well as subpoena, by appropriate authority.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 6-05
	EFFECTIVE: APRIL 16, 2015	
	REPLACES: G.O.# 6-05 ISSUED 09-30-2010	
TITLE: TRAFFIC ENFORCEMENT, ISSUING, AND VOIDING CITATIONS		

1 POLICY

- A. TRAFFIC LAW ENFORCEMENT is a basic responsibility of the patrol force. The role of the patrol officer is to observe, detect, and enforce traffic law violations, taking appropriate enforcement action, as warranted. In compliance with Texas law, Texas Peace Officers have the authority and discretion to enforce traffic laws by issuing a warning, citation, or arresting the violator. Traffic law enforcement shall be accomplished in a firm, but fair and impartial manner. The officers should always be professional and courteous, taking appropriate enforcement action, as warranted by the existing circumstances. This agency policy is designed to promote a uniform traffic enforcement policy among our patrol officers.
- B. The ultimate goal of traffic law enforcement is to gain voluntary compliance of traffic laws by vehicle operators and pedestrians. Most traffic enforcement actions are routine in nature; therefore, the guidelines listed should be adhered to in most situations. However, guidelines cannot and should not replace officer judgment, for it is impossible to foresee every conceivable situation involving traffic violations.
- C. It is the policy of the Conroe Police Department that citations will be issued at the officer's discretion, excluding those exceptions when a citation is mandated. Citations for alleged infractions will be based upon city ordinances, state laws and the circumstances surrounding each event. Citations will be voided or dismissed for proper and justified reasons.

2 ISSUANCE AND CONTROL OF CITATIONS AND CITATION BOOKS

- A. The following guidelines apply to citations in general. The Department currently utilizes both manual paper citations and electronic "ticket writers". Some of the guidelines, by their very nature, apply specifically to the "hard copy" citations and citation books, while others are applicable to both written and electronic citations.
- B. Citation books received from the printing company will be maintained in secured storage by the Departmental Inventory Tech/Quartermaster. Access to the citation books and issuance of the books shall be restricted to the Inventory Tech/Quartermaster or a supervisor. Officers issued a citation book will complete the citation book receipt attached to the citation book, listing their name, date citation book received, and the range of citation numbers contained in that book. The receipt will be forwarded to the Inventory Tech/Quartermaster for filing and storage per Texas State Library Records Retention Schedule.
- C. All citations in the book will be issued or voided, when necessary, and the original and appropriate copies turned in to the Municipal Court. Books with unused citations remaining in them will be returned to the Patrol Secretary upon an officer's termination of employment, or for other appropriate reason, and re-issued with a new receipt being completed.
- D. If a citation, a citation book or any part of a citation book is lost, damaged or misplaced, the officer will complete a Conroe PD Property Incident Report form with memo explaining the circumstances of the loss, damage or misplacement. The officer will forward the original of the form through their chain of command and a photocopy to the Municipal Court office.

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3 NUMBER OF CITATIONS ISSUED

- A. There is no imposed quota on the number of citations an officer is to issue. An officer's level of productivity will be based on averages from others in the officer's specific unit and Division.
- B. There is no limit on the number of citations an officer may issue with the following exception. An officer will not charge a violator with more than three violations during a single traffic stop or incident without approval from an on-duty supervisor.

4 ERRORS ON CITATIONS

- A. Substantial citation errors made in the presence of the violator are not to be corrected on a "hard copy" citation. A new citation will be issued to the violator and the incorrect citation retained by the officer. The officer shall subsequently write "Void - Error" boldly on the incorrect citation, sign-off on it, and submit it to his/her immediate supervisor. The supervisor will sign-off on it and forward it to the Municipal Court.
- B. If an error is discovered on an electronically produced citation, the violator is still present, and the citation has not been closed out in the ticket writer, it may be edited and reprinted. The paper copy of the erroneous citation containing a violator's personal information shall be completely destroyed as soon as possible. If the electronic citation has been closed out and the electronic file transferred before the error is noted, a new corrected citation may be issued, all copies of the erroneous citation completely destroyed, and notification sent to the Municipal Court Clerk as described in paragraph C below.
- C. If an officer becomes aware of an error on either a "hard copy" or electronic citation after the violator has departed the scene of the traffic stop, the officer shall write "Void - Error" boldly on the erroneous citation, sign-off on it, and submit it to their supervisor. The supervisor will sign-off on it and forward it to the Municipal Court. The officer shall, prior to going off-duty, notify the Municipal Court Clerk via network e-mail of the citation number, violator name, date of citation, issuing officer's name, and description of the correction needed. The officer shall follow the Municipal Court procedures for issuing a corrected citation.

5 VOIDING / DISMISSING CITATIONS

- A. Citations may be voided or requests for dismissal will be allowed, for the following reasons:
 - 1. Errors in writing the citation
 - 2. Charges filed in county or district court
 - 3. Inappropriate charge
 - 4. Officer becomes aware of information not previously known.
- B. To void traffic, non-traffic, or parking citations, **all** available copies of the citation must be gathered. The word VOID will be written across the entire front of all copies of the citation.
 - 1. For citations issued from a citation book, the No. 2 copy of the citation should be placed on the bottom and the reason(s) for voiding the citation should be written on the back of that same copy. The issuing officer will then sign the No. 2 copy and forward all copies of the citation via their immediate supervisor to the Municipal Court office.

2. For electronic citations with a paper copy available, the issuing officer shall note the reason for the void, sign it, and forward it to the Municipal Court. If no paper copy is available, the issuing officer shall send a network e-mail to the Municipal Court Clerk explaining the reason for the void/dismissal.
- C. After a traffic, non-traffic, or parking citation has been forwarded to the Municipal Court and an official complaint form has been signed and sworn to by a clerk of the Court, it can no longer be voided.
 1. If a justifiable reason exists for the requested dismissal, then a copy of the citation, if available, and written correspondence should be routed by the issuing officer immediately to the Municipal Court to the attention of the Prosecutor. The correspondence will include:
 - a. The charge(s) cited and the justification for the dismissal.
 - b. If no copy of the citation is available, the violator's name, citation number and/or docket number, and the court date.
 - c. If the citation is for a parking citation and no copy of the citation is available, the required information will include the citation number, violator's license plate number, make of the vehicle, and date of issuance of the citation.
 2. Upon review, the Prosecutor may recommend to the Municipal Court Judge that a citation be voided or dismissed, if warranted. The Municipal Court Judge must approve any motion made by the Prosecutor.

6 PARKING CITATION DISMISSAL

- A. To void a parking citation, the requesting officer must write the word "VOID" boldly across the entire front of the citation along with a justification for voiding the citation. The officer's immediate supervisor must sign/initial the voided ticket and all copies forwarded immediately to the Municipal Court office. The officer's name must be printed clearly on the back of the citation.
- B. Parking citations that have previously been forwarded to the Municipal Court and entered into their database must be processed as described in 5 – C above.

7 REFUSAL OR INABILITY TO SIGN A CITATION

A. Refusal to Sign

1. If a violator refuses to sign a traffic or non-traffic citation, the officer will refer the violator to the information printed on the citation indicating the violator's signature is not a plea of guilty. The violator will then be told that their signing of the citation is only an acknowledgment of having received the citation and a promise to appear at the time and place designated on the citation.

2. If the violator still refuses to sign the citation, a field supervisor may be called to the scene. The field supervisor will again explain to the violator that signing the citation is not a plea of guilty. He/she also will explain the consequences of refusing to sign the citation. If the violator still refuses, he/she may be placed in Jail or be required to post a bond. Another alternative available is to write "Refused to Sign" in the signature space, give the citation to the violator, and forward the citation through normal routing to the Municipal Court. The Court Clerk will subsequently send a summons to the violator.

B. Inability to Sign

1. If a violator is unable to sign a citation as a result of severe injury from a motor vehicle accident or other physical limitation, the officer will print the following in the space provided for the violator's signature: "UNABLE TO SIGN DUE TO INJURY". The officer will give the violator their copy, or leave the violator copy of the citation at the hospital with the violator's personal property, or with a relative of the violator, whichever is most appropriate.

8 PROCEDURES

- A. When completing "hard copy" citations all required information (charges, court appearance date/time/location, etc.) will be clearly printed, correct, and provided in full.
- B. When completing "hard copy" citations officers will ensure that signatures and ID numbers of the officers are legible on all carbon copy pages.
- E. Citations issued to juveniles will be handled according to the guidelines set forth in General Order 8-17 [Juvenile Arrest, Detention and Transportation].
- F. At no time will an officer issue either an electronic or "hard copy" citation under another officer's name. If using an electronic ticket writer, officers shall ensure that they are properly logged-in to the ticket writer system before issuing a citation.

9 BOOKING TRAFFIC VIOLATORS

- A. If the officer believes that a traffic violator does not have proper identification or is not likely to appear in court, the officer will follow established guidelines when making an arrest decision.
- B. According to state law, if an individual is charged with a speeding or open container alcoholic beverage violation while operating a vehicle licensed in the state of Texas, and is willing to sign the citation, he/she **cannot** be placed in jail. If the individual is driving a vehicle licensed outside the state of Texas or is a resident of a state or county that is not participating in the Nonresident Violator Compact of 1977, he **can** be placed in jail. Officers should note that violators who are willing to sign speeding citations **may** be booked for other unrelated charges.
- C. If the **only** charge against a traffic-law violator is failure to show proof of financial responsibility and he/she is willing to sign the citation, the violator will **not** be placed in jail.
- D. If an instantar arrest is made the officer shall write INSTANTER in the space for the violator's signature. The case number will also be noted in the appropriate section.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 6-07
	EFFECTIVE: AUGUST 18, 2004	
	REPLACES: G.O. 6-07 ISSUED 04/19/2002	
TITLE: REPORT PROCEDURES		

1 PURPOSE

The purpose of this order is to establish uniform guidelines as to the criteria of and the procedure for the submission of case reports and supplement reports by members of this Department.

2 CRITERIA FOR SUBMITTING CASE REPORTS AND SUPPLEMENT REPORTS

- A. Case reports and supplement reports shall be submitted at the end of the officer's tour-of-duty unless otherwise directed by a supervisor.
- B. Case reports and supplement reports shall be submitted whenever it is obvious or likely that the incident or the officer's actions will be subjected to further investigation or official action.
- C. Officers will not in any way encourage a citizen not to file a report.

3 CASE AND SUPPLEMENT REPORT REQUIREMENTS

- A. Case and/or supplement reports are required on all felonies, Class A or Class B misdemeanors except warrant arrests.
- B. Also, on all Class C misdemeanors except Public Intoxication, Disorderly Conduct, non-accident traffic instanters, warrant arrests, City Ordinance violations, or Class "C" Thefts when the suspect has been issued a citation.
- C. Incidents involving an injury sustained by a victim, a suspect, or a police officer, whether or not anyone is arrested.
- D. Whenever property or evidence has been tagged and turned into the property room.
- E. All natural deaths (include the name of the doctor who will sign the death certificate and Justice of the Peace contacted). Natural deaths under direct hospital or approved hospice care do not require a case report.
- F. Any juvenile report relating to a runaway shall be written immediately and the information forwarded to dispatch for entry into the TLETS System.
- G. All cases involving stolen or suspected stolen vehicles.
- H. If an incident involves a brawl but does not meet the criteria listed above, officers should use their discretion when deciding whether or not to submit a report.
- I. Report on missing person will be taken at the time reported.

4 CASE AND SUPPLEMENT REPORTS RELATED TO LICENSED PREMISES

If the incident involves a shooting, stabbing or other public disturbance on the premises of an establishment holding a T.A.B.C. license or permit a report will be made and copies sent to the local T.A.B.C. office.

5 JUVENILE TRANSPORTS

Whenever an officer transports an individual to juvenile detention the officer will immediately complete a report detailing his actions and containing all necessary offense action unless otherwise directed by Juvenile Detention or a supervisor.

6 CASE NUMBER ASSIGNMENT

Case numbers are assigned for the purpose of tracking certain activities conducted by the police department. The following guidelines are intended to control case number assignment for the purpose of maintaining accurate statistical information.

A. A single case number will be assigned for each of the following situations:

1. Each call for service.
2. Each arrest, if one is not already assigned as the original call for service (note - multiple suspects arrested for the same offense shall all receive the same case number).
3. Secondary/additional charges and warrant service shall be carried under an original case number (example - if an officer is dispatched to a disturbance where a suspect is arrested for assault, the same case number will also be used if he is found to have outstanding warrants).

B. A second or multiple case numbers will be assigned for the following situations:

1. Multiple complainants in assaults, thefts, criminal mischief, etc.
2. When action such as an arrest is made separate from the original call for service (example - if an officer is dispatched to a disturbance that is cleared as advised, but, a subject is checked and found to have outstanding warrants).
3. Each incident covered by U.C.R. requirements (example - multiple auto thefts from one complainant).

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 6-09
	EFFECTIVE: May 31, 2018	
	REPLACES: G.O.# 6-09 ISSUED 11/19/2001	
TITLE: COMPUTER ENTRY OF OFFENSE REPORTS		

1 PURPOSE

The purpose of this procedure is to expedite the computer entry of offense reports which, due to the type of offense or the conditions under which the report was taken, will consequently be needed for immediate and/or constant review or recall. Additionally this procedure will provide for a more efficient and effective storing of offense reports.

2 PROCEDURE

It will be standard operating procedure of the Conroe Police Department to computerize reports totally under all conditions:

- A. All offense and arrest reports will be completed using the Department RMS.
- B. All reports will be forwarded to a Supervisor for immediate review via the Department RMS.
- C. Supervisors will cause any necessary corrections to be made before transferring the report via workflow to the Records Division
- D. Records personnel will lock down the case from Patrol and make any necessary additions relating to T.I.B.R.S./ N.I.B.R.S. Records will then workflow the case to the CID Supervisors for case assignment to a detective or for review to be completed with no investigation.

3 ORIGINAL REPORTS MAINTAINED BY RECORDS

Records will be the custodian of records for reports in the Department RMS database. All hardcopy files, including but not limited to witness statements, affidavits, tow slips, consent forms and other documents, will be scanned into the Department RMS as an original document. All hardcopy files will then be maintained for a six (6) month period before being destroyed once they are verified as being scanned into the Department RMS.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 7-01
	EFFECTIVE: JUNE 29, 2011	
	REPLACES: G.O.# 7-01 ISSUED 10/19/2009	
TITLE: VEHICLE USE AND ASSIGNMENT		

1 POLICY

Each employee operating a motor vehicle while in the course and scope of assigned work duties, whether that vehicle is city-owned or personal shall operate that vehicle in a safe and responsible manner. Vehicles shall be operated in accordance with all the applicable laws of the State of Texas and the City of Conroe and with the current and valid license required for the lawful operation of the vehicle in use.

2 OPERATING RULES FOR DEPARTMENT VEHICLES

- A. Department vehicles are to be used for official city business or in compliance with the Take Home Vehicle section below. They may be driven only by authorized Police Department employees unless otherwise approved by a supervisor or directed to do so by a police employee in times of emergency. All employees using a department vehicle must possess a valid Texas operator's license appropriate for the class of vehicle being operated. Operators of city vehicles must comply with all state and local traffic laws.
- B. All employees will park department vehicles in a legal manner except during emergency situations. No department vehicle will be placed in motion until all passengers have fastened all available seat restraints, such as seat belts and shoulder harnesses.
- C. All drivers of department vehicles shall see that fuel and engine oil is added when necessary. Before drivers refuel a non-department vehicle, division commanders must give approval.
- D. Employees may be held liable for damages to vehicles and required to make full restitution to the city for repair costs in cases of vehicle abuse. Vehicle abuse shall include, but not be limited to, excessively racing a cold engine, continuing to operate a vehicle when instruments or warning lights indicate malfunctions, or overloading a vehicle or using it for purposes other than those for which it was designed.
- E. Any damage to the vehicle must be reported immediately to the driver's supervisor when it is discovered. This does not preclude the reporting of accidents as required under departmental policy.
- F. Other than police radios, no radio, stereo, or other device utilizing earphones (with below exception) may be worn by any driver while operating a city vehicle. Vehicle operators will maintain and monitor appropriate radio contact whenever the vehicles are being used.
 1. An employee driving a marked CPD unit may utilize an earphone for cell phone communication only. The earphone may only be worn in the right ear to limit its view to the public. It may only be worn while actually engaged in a phone conversation and should be removed immediately upon termination of the call.
 2. Employees shall not utilize the cell phone earpiece during any type of contact with the public; it should be left in the vehicle. Employees are also reminded that City of Conroe policy limits personal phone calls to no more than three (3) minutes.

EFFECTIVE: JUNE 29, 2011	PAGE: 2 OF 4	G.O.#: 7-01
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- G. Consumption of alcoholic beverages in a city vehicle is prohibited. No open alcoholic beverage containers shall be allowed in the passenger compartment of any city vehicle unless it is in the scope of the employee's duties or responsibilities.
- H. All employees using a department vehicle are responsible for keeping the interior and exterior of the vehicle clean and presentable.
- I. No bumper stickers of any kind showing political sentiment for or against a political candidate or issue will be placed anywhere on a department vehicle.

3 DISABLED VEHICLES

Employees placing a department vehicle out of service shall park the vehicle in the appropriate place and complete a repair notice. This notice shall be submitted to the designated Supervisor. Any employee operating a department vehicle that becomes disabled will notify the dispatcher of the situation and remain with the vehicle until a wrecker removes it or is relieved by appropriate authority.

4 CITY INSURANCE

Employees shall be insured by the city of Conroe for liability arising from the operation, maintenance or use of motor vehicles owned or leased by the city, provided such operation, maintenance or use is within the course and scope of the employee's position with the city.

5 INSURANCE RIDER

Classified sworn-employees need not carry riders to provide liability coverage for their operation, maintenance or use of motor vehicles owned or leased by the city of Conroe; therefore the City of Conroe or this department will honor no reimbursement for such riders.

6 PREVENTIVE MAINTENANCE CHECKS

All department vehicles will receive regular preventive maintenance checks. These will be done on a scheduled basis. Advance notice of each maintenance check will be provided by the designated authority and the officer assigned that vehicle will be responsible for keeping the appointment. If the vehicle is an assigned take-home vehicle and the scheduled maintenance check cannot be kept, one re-scheduling will be allowed. If the rescheduled maintenance check appointment is not kept the vehicle may be re-assigned to another officer or required to be parked at the station when the assigned operator is off-duty.

7 PATROL VEHICLE ASSIGNMENTS

- A. Officers assigned to the Patrol Bureau will operate only that vehicle to which they have been assigned by appropriate command during their tour of duty.
- B. It will be the **officer's responsibility** to advise their immediate supervisor if their assigned vehicle is down or otherwise unavailable. At no time will an officer operate another vehicle without having first received approval from the on-duty supervisor.

- C. If an officer's assigned vehicle is down or otherwise unavailable the on-duty supervisor will assign that officer a POOL vehicle. It will be the **on-duty supervisor's responsibility** to ensure that no POOL vehicles are available before authorizing an officer to operate another vehicle. If no POOL vehicles are available the supervisor may assign the officer another vehicle starting with the next oldest year model.
- D. A POOL vehicle will not be taken out of service without approval from an on-duty supervisor. The on-duty supervisor will ensure that the POOL vehicle does in fact need to be taken out of service and that a Vehicle Trouble Report form is properly completed and submitted.

8 TAKE- HOME VEHICLES

- A. Only the Chief of Police may authorize the assignment of take-home Department vehicles. Officers should be cognizant that a take-home vehicle is a privilege extended in certain situations, not a mandatory benefit.
- B. Any employee assigned a take-home vehicle is responsible for preserving the safety of the vehicle at all times and ensuring that required maintenance is performed. The garage or police department will not be responsible for any items left in a disabled vehicle.
- C. Assigned take-home vehicles may never be utilized for vacation trips or in the performance of extra-employment. An example would be the use of an assigned take-home vehicle to perform off-duty funeral escorts. This does not prohibit an Officer from utilizing the vehicle to assist in traffic control at a stationary location such as a construction zone.
- D. Employees assigned an *unmarked* take-home vehicle and who reside *inside* the city limits of Conroe may utilize their unmarked take-home vehicle to transport family members or other civilian personnel for brief personal errands (pick-up/drop-off family members from work, school, church, medical appointments, etc.) within the city limits of Conroe. Employees assigned a *marked* take-home vehicle and who reside *inside* the city limits of Conroe may utilize their marked take-home vehicle for brief personal errands within the city limits, but may not transport family members or other civilians while doing so.
- E. Employees assigned an *unmarked* take-home vehicle and who reside *outside* the city limits of Conroe may utilize their assigned take-home vehicle to transport family members or other civilian personnel for brief personal errands (i.e. pick-up/drop-off family members from work, school, church, medical appointments, etc.) within the city limits of Conroe, but only when such errands are in conjunction with work related travel. Employees assigned a *marked* take-home vehicle and who reside *outside* the city limits of Conroe may utilize their assigned take-home vehicle for brief personal errands within the city limits of Conroe, but only when such errands are in conjunction with work related travel and the employee may not transport family members or other civilians while doing so.
- F. Employees are authorized to use their assigned take-home vehicles for work-related commuting and for personal errands, recreational purposes, etc. within the city limits of Conroe (during which the employee is readily available to be called to duty) as described in sections D and E above. However, other than the occasional brief stop at a local

convenience store, employees are not to utilize their assigned vehicles for shopping at grocery stores, home improvement stores, shopping centers, etc.

- G. Employees that reside outside of the mileage radius established by City of Conroe policy shall NOT be assigned a take-home Department vehicle. Present assignments are grandfathered until residence changes occur, at which time current policy becomes effective.
- H. While barred from being used in the performance of extra-employment, assigned take-home vehicles may be utilized for transportation to the location of extra-employment sites within the city limits of Conroe or as approved by the Chief of Police.
- I. Officers on detached duty, specifically assigned to another law enforcement agency of multi-agency task force that is an integral unit, in and of itself, shall be governed by the vehicle policies of that unit.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 7-03
	EFFECTIVE: NOVEMBER 23, 2010	
	REPLACES: G.O.# 7-03 ISSUED 11/08/2002	
TITLE: RIDE-ALONG PROGRAM		

1 PURPOSE

The purpose of this order is to provide an equitable and effective methodology for the accommodation of civilian and non-agency personnel to ride-along with on-duty police officers in marked police vehicles on patrol.

2 POLICY

It shall be the policy of the Conroe Police Department to accommodate requests from civilians, non-police departmental employees and non-agency police personnel to ride-along with Conroe Police officers in Conroe Police vehicles only when issues of safety, civil liability, and the police mission have been adequately addressed and then only in a methodological manner consistent with the organization and functions of the Conroe Police Department and its sub-units.

The following guidelines are established to set forth operational and procedural parameters to assist department employees to affect the Conroe Police Department's policy in regard to ride-along privileges for civilian, non-police departmental employees and non-agency police personnel.

3 OFFICERS OF THE COURT AND NON-AGENCY CRIMINAL JUSTICE PERSONNEL

- A. Judges, prosecutors, and law enforcement officers of other agencies will be granted ride-along privileges when approved by the division supervisor available and properly scheduled on the daily on-duty roster by the division's supervisor.
- B. Non-agency criminal justice personnel who are a repeat ride-along must have a Release of Liability form on file to be updated on a yearly basis.

4 NEWS MEDIA REPRESENTATIVES

Requests from any newsperson, journalist, or other media representative to ride with any member of this department shall be referred or forwarded to the Chief of Police for consideration. Should the ride-along be approved, no cameras, audio or video recorders will be permitted during the ride-along without written permission from the Chief of Police.

5 OTHER CIVILIAN REQUESTS

- A. All other civilian requests such as, college interns, departmental civilian employees, other City of Conroe employees, close friends or relatives of Conroe Police personnel, or participants of the Citizen Police Academy shall be considered on a case-by-case basis.
- B. All such requests shall be made in writing using the approved application form, via the chain of command when appropriate, to the Chief of Police. A complete driver's license and criminal history check must accompany each request. Each application will be submitted in a timely manner as to allow time for approval and scheduling with the appropriate division.

6 RELEASE OF LIABILITY / RULES AND REGULATIONS

- A. All ride-along participants will be required to read, agree to, and sign a Release of Liability form prior to riding with an on-duty Conroe Police unit. Minors must also have a Consent to Medical Treatment form signed by their parent or legal guardian.
- B. All ride-along participants other than judges, prosecutors, and law enforcement officers of other agencies will be required to read, agree to, and sign a Rules and Regulations form prior to riding with an on-duty Conroe Police unit.
- C. It shall be the responsibility of the on-duty supervisor to ensure the approved civilian or non-agency rider has read, agreed to, and signed the appropriate form(s) either by the receipt of said form(s) from the approved rider or by administration of the form(s) to the rider. Whether the on-duty shift supervisor receives the form(s) from the approved rider or administers the form(s) to the rider, it shall be the responsibility of the on-duty supervisor of the division scheduled for the civilian or non-agency rider to maintain the form(s) with the division's records.

7 SAFETY REGULATIONS

- A. Except for law enforcement officers wearing a distinctive police uniform, all ride-along participants will remain in the police vehicle unless otherwise directed by the escorting officer.
- B. Specifically, Officers shall not allow non-law enforcement riders to exit the police vehicle during traffic or pedestrian stops, foot pursuits, any type disturbance or family violence call, or any other in-progress call involving a weapon or known intoxicated or uncooperative suspect.
- C. Officers will not engage in pursuit operations or affect an emergency run when any non-law enforcement person occupies the police vehicle who does not have a signed waiver of liability on file.

8 TLETS GUIDELINES

TLETS guidelines restrict the use of TLETS to law enforcement purposes only. Officers will not share, or allow to be viewed, any TLETS information with any non-law enforcement personnel at any time. If a citizen or prisoner is within view of the MDC screen, the Officer will close or lock the screen, regardless of what information appears on the screen. Anytime an Officer leaves his/her vehicle the screen will be locked in a manner which requires the Officer's password to access, including while checked out at the jail.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 6	G.O.#: 7-05
	EFFECTIVE: December 21, 2021	
	REPLACES: G.O.# 200-13 ISSUED 12-10-2019	
TITLE: PURSUIT OPERATIONS		

1 POLICY

The primary concern of the Conroe Police Department in vehicular pursuits or any emergency-driving situation is the safety and protection of the lives of all citizens and officers. All police officers participating in a pursuit will do so with caution and will adhere to all Departmental General Orders, policies, and procedures relating to "Emergency Runs" and "Use of Force".

Officers will comply with Chapter 546 of the Texas Transportation Code and are specifically directed to Subchapter 546.005 Duty of Care, which states, "This chapter does not relieve the operator of an emergency vehicle from the duty to operate the vehicle with appropriate regard for the safety of all persons or the consequences of reckless disregard for the safety of others."

2 PURSUIT DRIVING DEFINED

A vehicular pursuit is an active attempt by a law enforcement officer operating an emergency vehicle, while simultaneously utilizing all emergency warning equipment, emergency lights and siren, to apprehend one or more occupants of another motor vehicle when the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing his speed, disobeying traffic laws, or ignoring the officer in an attempt to elude the officer.

3 RESPONSIBILITY

- A. Officers will only become involved in, or continue, a pursuit of a suspect fleeing in a motor vehicle when justified by the illegal flight of the violator and then only when the pursuit can be executed with caution, so as not to create extreme or unreasonable danger to the public or officers.
- B. It is the responsibility of all pursuing officers and supervisors to continually assess the involvement in, or continuation of, pursuit operations.
- C. Supervisors, although involved in pursuit operations, will maintain a degree of emotional detachment allowing themselves to render clear and impartial assessments of pursuit operations.
- D. Officers and supervisors assigned to enforcement duties shall receive training in Emergency Vehicle Operations.

4 PURSUIT ASSESSMENT

Factors to be considered by officers and supervisors in making the determination to become involved in, or continue, a pursuit includes, but are not limited to:

- A. Adverse environmental conditions such as rain, fog, icy or wet roadways, or darkness that would substantially increase the danger of the pursuit.
- B. The performance capabilities of the police vehicle.

- C. The performance capabilities of the suspect vehicle.
- D. The officer's familiarity with the area around and ahead of the pursuit and his/her ability to accurately broadcast his/her location and direction of travel.
- E. Vehicular and pedestrian traffic conditions at the time such as rush hour, or around schools, churches, or shopping centers when those locations would be in operation.
- F. The seriousness of the violations known by the officer at the initiation of the pursuit. Officers will not speculate as to the reason the suspect is fleeing but rely on the facts known to the officer at the time.
- G. The sufficiency of suspect identification information that would allow the arrest process to be completed at a later time by obtaining a warrant.
- H. The age and maturity level of the violator. Additional consideration will be given to known or suspected juvenile offenders.
- I. Whether the risk and danger present, both to the police and public, surpass any possible gain to the police mission. Officers will specifically consider if the danger and risk level present outweigh the seriousness of the violations known.
- J. The presence of passengers in the fleeing vehicle including their age and participation in the criminal justification for the pursuit.

5 **INITIATING PURSUIT OPERATIONS**

Pursuit operations will **NOT BE INITIATED** under the following conditions:

- A. When the suspect's identity is known **and** the suspect is wanted for Class C traffic violations only.
- B. When any non-police personnel occupy the police vehicle, unless such person(s) have been properly approved for a "ride-a-long" and have signed liability releases on file.
- C. When the suspect vehicle is fleeing the wrong way on an interstate highway or frontage road.
- D. When the officer is operating an unmarked police vehicle that is **not** equipped with emergency lights and siren of a style approved by the Chief of Police.
- E. When the officer is operating an unmarked police vehicle that **is** equipped with emergency lights and siren of a style approved by the Chief of Police **and** the fleeing vehicle is wanted for Class C traffic violations only.
- F. When an officer is operating any privately owned vehicle.
- G. When an outside agency's pursuit enters the city **and** two or more outside agency units are already engaged.

6 TERMINATING PURSUIT OPERATIONS

Officers will recognize that the decision to terminate pursuit operations may be the best course of action. Pursuit operations will NOT BE CONTINUED under the following conditions:

- A. When the on-duty field supervisor, a division commander, a Deputy Chief, or the Chief of Police orders the pursuit terminated.
- B. When continuation of the pursuit would present a clear and unreasonable danger to officers, the suspect, or the public that clearly outweighs the need for apprehension.
- C. When the suspect vehicle begins fleeing the wrong way on an interstate highway or frontage road, or for an extended distance on any roadway.
- D. When assisting an outside agency's individual unit in a pursuit and that outside agency's backup unit arrives and engages.
- E. When officers lose sight of the suspect vehicle for an extended period of time or the distance between the officers and suspect creates an unreasonable danger.

7 PURSUIT DRIVING GUIDELINES

- A. The vehicle's emergency lights, siren, and police radio must be functioning properly and utilized throughout the pursuit.
- B. The vehicle's major mechanical equipment such as steering, brakes, tires, and lights must be in good working order and functioning properly. If any major mechanical equipment should fail during the pursuit, that unit will cease pursuit operations.
- C. A motorcycle unit may act as a primary or a secondary unit in a pursuit if the motorcycle officer has successfully completed police motorcycle operator training.
- D. Unmarked vehicles equipped with emergency lights and siren, of a style approved by the Chief of Police, may initiate a pursuit as a primary unit but will turn the primary position over to a marked patrol vehicle upon its arrival and may assume a secondary position.
- E. The use of firearms against a vehicle being pursued is prohibited, except in situations where such force would be justified under Chapter 9 of the Texas Penal Code.
- F. An off-duty officer that is not in full uniform but is operating a marked police unit may initiate or assist in a pursuit, but may only continue until on-duty officers in full uniform arrive and engage, at which time the off-duty officer will cease pursuit operations.
- G. An off-duty officer in full uniform operating a marked patrol unit that initiates or assists in a pursuit will be considered on-duty and be bound by all provisions and regulations of this General Order.

8 DESIGNATED AND AUTHORIZED UNITS

The number of police vehicles authorized to participate in pursuit operations will be governed by the following guidelines.

- A. The unit that first initiates or becomes involved in pursuit operations will be designated the "Primary" unit. The second unit to engage will be designated the "Secondary" unit.
- B. If a supervisor initiates pursuit operations or engages as a Secondary unit, the supervisor will allow patrol units to take over upon their arrival and will fall back to a position where he/she can monitor and assess the continuation of pursuit operations.
- C. The Primary unit, Secondary unit, and one on-duty field supervisor will be the only units to engage in pursuit operations. The on-duty supervisor may authorize additional units if necessary to successfully apprehend the suspect(s).
- D. Other units may assume a support role during pursuit operations to assist in traffic and intersection control but will not engage in, "shadow", or otherwise follow the pursuit. Units assuming a support role will not leave their district assignments to do so unless instructed to by a supervisor. Units acting in a support role will not operate in Priority 1 or 2 modes unless specifically instructed to or authorized by an on-duty supervisor.

9 APPROVED STOPPING TECHNIQUES

Before any stopping technique is attempted, the officer(s) must have received training in the stopping technique and shall assess the risk of bodily harm to the suspect, passengers, bystanders and themselves as a result of using the stopping technique versus the threat to the public if the pursuit were to continue.

- A. Pursuit Intervention Technique (PIT Maneuver). **No officer may attempt a PIT maneuver unless they have been specifically trained in performing the PIT maneuver AND have received documented approval from the Chief of Police. The PIT may only be attempted with the approval of the on-duty supervisor monitoring the pursuit and will be conducted within department training and guidelines. The PIT will only be performed using a vehicle that has been outfitted with a front push bar specifically designed to perform the PIT maneuver.** The PIT maneuver allows officers to push, not ram, a suspect vehicle to force it from the roadway by disrupting the traction of the vehicle to end the pursuit. All officers will be trained in approved vehicle positioning after a successful PIT has been performed. The pursued vehicle should NOT be travelling in excess of 40 MPH unless exigent circumstances exist. This technique should NOT be used to stop the following vehicles.
 - 1. The pursued vehicle has a high center of gravity or is significantly heavier than the police vehicle.
 - 2. The pursued vehicle is known to be transporting children or hazardous materials.
 - 3. The pursued vehicle is a motorcycle, motor scooter, ATV, UTV, 3-wheeled cycle, convertible, pickup with passengers in the bed or any vehicle towing a trailer.
 - 4. The pursued vehicle is on an elevated roadway or bridge.
- B. Tire Deflation System. Only Department approved stop-sticks or spike systems may be deployed. Any deployment shall be conducted within the guidelines of department training. Tire Deflation Systems shall **not** be utilized on any two wheeled vehicles.

10 RADIO PROCEDURES

- A. Upon initiating pursuit operations, the primary unit will advise dispatch of his/her location, direction of travel, and known charges. The primary unit will advise a description of the suspect vehicle and provide a plate number if possible. The primary unit will advise of adverse weather conditions and traffic conditions and provide a description of the suspect(s) if possible.
- B. Radio traffic will be turned over to the secondary unit upon his/her arrival to allow the primary unit to focus his/her attention on driving and suspect observation.
- C. Pursuing units will provide location and direction of travel updates as frequently as possible along with estimated speeds and updated traffic conditions.
- D. This information will allow supervisors to continually assess the continuation of pursuit operations without the need for additional radio traffic.

11 SUPERVISORY RESPONSIBILITIES

- A. Supervisors will continually monitor and assess pursuit operations to ensure that the pursuit is conducted and concluded as safely as possible, either by successful apprehension or termination of the pursuit.
- B. Supervisors will ensure that only those units authorized and designated participate in the pursuit and will issue any orders necessary to ensure that pursuit operations are conducted within the guidelines established by this General Order.
- C. Supervisors will make the scene of a concluded pursuit and will inspect all police vehicles involved in the pursuit before being put back into service.
- D. Supervisors will complete the Department's Vehicle Pursuit Documentation, and ensure that all necessary reports, notifications, and forms are submitted as required. The paperwork should be completed before going off-duty. However, if there were no injuries or other issues that would warrant an immediate notification, the paperwork may be completed by the next calendar day.

12 SUPERVISORY REVIEWS

- A. A formal review of all pursuits will be conducted. To facilitate this review, all officers and supervisors involved in a pursuit will detail their actions and observations during the pursuit in the form of offense or supplement reports as appropriate. The primary unit will include with his offense report any other arrest reports, crash reports, or forms that may be required as a result of the pursuit (property damage reports, etc.).
- B. The on-duty supervisor will complete a review of the pursuit, detailing in the comment section an evaluation of the pursuit and including any recommendations for consideration (safety or training issues, policy issues, etc.).
- C. The pursuit report will be forwarded to the Division Commander and a Pursuit Review will be conducted within ten (10) days of the pursuit.
- D. A Pursuit Review Board will consist of a Chairman, either the Patrol Bureau Commander or a Division Commander, along with one Sergeant and one Patrolman who were not involved in the pursuit.

- E. The purpose of the Pursuit Review Board is to determine if the pursuit was conducted within departmental policy and to identify any training or policy needs that require consideration.
- F. The Board Chairman will submit all findings, determinations, and recommendations of the Board for inclusion in the file.
- G. Upon completion, the file will be forwarded to the Chief of Police for final disposition.
- H. The Chief of Police shall cause all Pursuit Review Board reports to be compiled annually into a report, which will be reviewed and analyzed with regard to training, equipment, and policy needs.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 7-06
	EFFECTIVE: December 10, 2019	
	REPLACES: 05/01/2009	
TITLE: TIRE DEFLATION SYSTEMS		

- 1 General Order 7-06 is eliminated. Tire Deflation Systems policy and procedures have been incorporated into General Order 7-05, Pursuit Operations.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 7-07
	EFFECTIVE: SEPTEMBER 23, 2010	
	REPLACES: G.O.# 7-07 ISSUED 11/19/2001	
TITLE: TOWING GUIDELINES		

1 AUTHORIZATION

City of Conroe Code of Ordinances provides for the towing of vehicles, under specified circumstances, by members of the Conroe Police Department. All officers are responsible for familiarizing themselves with the definitions and provisions of the Act.

2 WRECKER REQUESTS

- A. All officer requests for wreckers will be made through the police dispatcher.
- B. Dispatchers shall assign and contact a wrecker service from the Departmental Wrecker Rotation List and ascertain an estimated time of arrival (E.T.A.) from the Wrecker Service. The dispatched wrecker service must confirm the callout with the dispatcher within five (5) minutes. If the dispatched wrecker fails to confirm within the specified time, they will be passed and will lose that turn on the rotation.
- C. Dispatch shall notify the field officer of the wrecker service name and estimated time of arrival.
- D. The officer must wait for the specific dispatched wrecker service to arrive, unless an emergency exists. If the wrecker has not arrived within twenty (20) minutes the police dispatcher will contact the wrecker service and ascertain a second estimated time of arrival. It shall be the discretion of the field officer to continue to wait or cancel that wrecker service and initiate the dispatch of a second wrecker service.
- E. Officers will, through police dispatch, assist citizen requests for wreckers to remove disabled or wrecked vehicles.
- F. Officers are prohibited from recommending any other business or service pertaining to the towing of vehicles such as wrecker companies or repair facilities.

3 SAFEKEEPING OF PROPERTY

- A. Officers should take steps to ensure high value or potentially hazardous property not released by the owner to a person of their choosing or taken as evidence, is safeguarded from theft or misuse. Examples include, but are not limited to:
 1. Large amounts of cash
 2. Jewelry
 3. Expensive electronics not integrated into the vehicle
- B. Firearms and other potentially lethal items shall be secured by officers and entered into evidence per procedures in G.O. 9-05 [Evidence and Property procedures] for safekeeping. Exceptions would be the release of government weapons to another government authority (example: release of military weapons to a commanding officer on the scene of the incident).

4 REPORTS/RECORDS

- A. The officers shall complete form CPD- 051, Record of Towed Vehicle Report, on all non-consent vehicles towed.
- B. The Record of Towed Vehicle Report shall be completed in detail and submitted to the on-duty Supervisor at or before the end of the tour of duty.
- C. A vehicle towed at the request of the owner/operator is not considered towed by the Department and does not require this report. An example is a disabled vehicle where the owner/operator is present and requests or agrees to have the vehicle removed.

5 SUPERVISORY APPROVAL

Department tows under the following circumstances shall be done only with the approval of an on-duty Supervisor:

- A. When any vehicle is left unattended upon a street or parked illegally so as to constitute a definite hazard or obstruction to the normal movement of traffic.
- B. When any vehicle is parked or left standing upon any area or portion of a public street in a legally posted "Tow Away" zone.
- C. When a vehicle is parked in violation of any traffic ordinance and is an obstruction or hazard or potential obstruction or hazard to any lawful function or limits the normal access to or use of any public or private property.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 7-08
	EFFECTIVE: FEBRUARY 15, 2012	
	REPLACES: G.O.# 7-08 ISSUED 06/20/2006	
TITLE: TOWING UNINSURED/UNLICENSED VEHICLES		

1 PURPOSE

The Texas Motor Vehicle Safety Responsibility Act (the Act) prohibits the operation of a motor vehicle by an UNLICENSED DRIVER or a person who has not established FINANCIAL RESPONSIBILITY. Officers engaged in traffic enforcement or accident investigation will frequently encounter UNLICENSED DRIVERS or operators that are unable to provide EVIDENCE OF FINANCIAL RESPONSIBILITY. In such cases the vehicle must remain at the location of the stop until a financially responsible licensed operator can resume legal operation. Vehicles stopped or parked for extended periods in the public street right-of-way may obstruct traffic, hinder visibility, contribute to congestion, and pose other hazards. Such vehicles are also at increased risk of collision, theft or vandalism. The purpose of this policy is to provide for the removal of the vehicle from public street right-of-way when a financially responsible licensed operator is not readily available. It is the policy of the City of Conroe Police Department that this general order be applied safely, equitably and without discrimination to any person.

2 DEFINITIONS

FINANCIAL RESPONSIBILITY means the ability to respond to damages for liability in a motor vehicle accident as established in a manner required by the Texas Transportation Code.

EVIDENCE OF FINANCIAL RESPONSIBILITY means a standard proof of motor vehicle liability insurance form prescribed by the Texas Department of Insurance or some other policy, binder, bond or certificate meeting the requirements of Texas Transportation Code.

LICENSED DRIVER/OPERATOR means a person who possesses a clear and current driver's license including any required endorsements for the type/class of vehicle being operated meeting the requirements of the Texas Transportation Code.

3 PROCEDURES

A. Traffic Stops and Accidents

1. The operator of each vehicle involved in a traffic stop or accident investigation shall be requested to provide a DRIVER'S LICENSE AND EVIDENCE OF FINANCIAL RESPONSIBILITY. An operator who does not exhibit a DRIVER'S LICENSE AND/OR EVIDENCE OF FINANCIAL RESPONSIBILITY shall be presumed to have operated the vehicle in violation of the Texas Transportation Code and shall be cited for the offenses.
2. Before issuing the citation the Officer shall consult TLETS to check the operator's prior traffic record. If it appears that the operator has a prior conviction for NO FINANCIAL RESPONSIBILITY, the citation shall be issued to charge a second or subsequent offense(s).
3. Except in exigent circumstances, a person who is unable to provide a DRIVER'S LICENSE and/or EVIDENCE OF FINANCIAL RESPONSIBILITY may not resume the illegal operation of a motor vehicle and it is the responsibility of the cited operator to provide for the removal of the vehicle through lawful means. The Officer may provide reasonable assistance to aid a cited operator's efforts to obtain the assistance of a financially responsible operator, however, the Officer shall not be

required to extend the length of the traffic stop or investigation for the primary purpose of permitting the violator to obtain a substitute operator.

B. Removal of Vehicles from Public Street Right-of-Way

1. At the conclusion of the traffic stop or accident investigation a motor vehicle stopped in a public street right-of-way shall be removed for safekeeping purposes if no financially responsible licensed operator is present to assume responsibility for operation of the vehicle.
2. If the operator claims to have a DRIVER'S LICENSE and/or established FINANCIAL RESPONSIBILITY but is not in possession of the required proof the Officer shall make reasonable efforts to verify the operator's claim before the vehicle is removed. The requirement to make a reasonable effort may be satisfied by attempting telephone contact with:
 - a. The operator's insurance company.
 - b. The operator's insurance agent.
 - c. The lien holder, if any, of the vehicle.
 - d. The parent or guardian of a minor operator.
 - e. A driver's license inquiry.

A preliminary verification of a DRIVER'S LICENSE and/or FINANCIAL RESPONSIBILITY obtained in this fashion eliminates the necessity for removal of the vehicle but does not effect the obligation of the Officer to issue a citation in accordance with this policy. A cited operator must still present a DRIVER'S LICENSE and/or satisfactory EVIDENCE OF FINANCIAL RESPONSIBILITY to the Court in order to obtain dismissal of the citation.

3. If the vehicle is to be removed the Officer shall assist the occupants in contacting friends, relatives or others that may provide transportation from the location. If other transportation is not promptly available the Officer shall seek the approval of a supervisor to transport the occupants to the Police Station or another location in the City designated by the occupants. If operational demands of the department or other factors make it impractical for the department to provide courtesy transportation, the supervisor must determine if the occupants may safely remain at the location. Safety considerations include:
 - a. Time of day.
 - b. Character and condition of the neighborhood.
 - c. Lighting and weather conditions.
 - d. The number, age, health and special needs of the occupants.
 - e. The ability of the occupants to arrange for alternate transportation.

If the supervisor determines that the occupants cannot safely remain at the location, then the supervisor shall authorize release of the vehicle to the operator.

C. Vehicles on Private Property

1. At the conclusion of the traffic stop or accident investigation of a motor vehicle stopped on private property or publicly accessed property, the motor vehicle shall be removed for safekeeping purposes if no financially responsible licensed operator is present to assume responsibility for operation of the vehicle.
2. Unless the vehicle is being seized for evidentiary purposes, the vehicle shall be left, upon the request of the operator and/or vehicle owner, on the private or publicly accessed property if the property owner or owner's designated agent so authorizes. The officer is not required to extend the length of the traffic stop or investigation for the primary purpose of obtaining such authorization.

D. Towing and Storage

1. A vehicle removed under this policy will be towed by a rotation wrecker and placed in their respective vehicle storage facility.
2. The officer will complete a vehicle tow slip and conduct an inventory of the vehicle to ensure that no preventable loss will occur concerning perishable and/or valuable items.
3. The owner may retrieve a vehicle from safekeeping at any time subject to the payment of all towing and storage charges. Payment of such charges shall be the responsibility of the vehicle owner.
4. An operator who intends to retrieve a vehicle from storage must present a DRIVER'S LICENSE AND EVIDENCE OF FINANCIAL RESPONSIBILITY before being allowed to drive the vehicle from the storage lot. An operator that is not the owner of the vehicle must present written authorization from the owner. If the owner is unable to provide a DRIVER'S LICENSE AND EVIDENCE OF FINANCIAL RESPONSIBILITY and cannot obtain the assistance of a financially responsible driver, the owner may have the vehicle towed to a location within the City that is under the owner's apparent ownership or control, however nothing herein shall be deemed to authorize the owner or any other person to resume operation of the vehicle without having first OBTAINING A DRIVER'S LICENSE AND establishing FINANCIAL RESPONSIBILITY.

E. Arrest Powers

This policy does not limit the authority of an Officer to place a person under arrest for a violation of the Texas Transportation Code. This policy does not limit the authority of an Officer to take custody of a vehicle pursuant to a custodial arrest of the operator.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 7-09
	EFFECTIVE: NOVEMBER 1, 2014	
	REPLACES: G.O.# 7-09 ISSUED 11-19-2001	
TITLE: TOWING OF JUNKED OR ABANDONED VEHICLES		

1 AUTHORIZATION FOR THE TOWING OF JUNKED OR ABANDONED VEHICLES

- A. Part II, Chapter 26, Article III, Sections 26-81 through 26-86, of the Code of Ordinances, City of Conroe, as amended by ordinance 1151-91, provides for the towing of junked or abandoned vehicles.
- B. All junked or abandoned vehicle tows will be done in a manner pursuant to and consistent with the above Act. Officers will, accordingly, familiarize themselves with the definitions and provisions

2 ISSUANCE OF 72-HOUR NOTICE

- A. As set forth in Article III, upon receipt of complaint and/or as determined by an officer that a vehicle is junked or abandoned, the officer will issue a written 72-Hour Notice that if the vehicle is not removed within 72 hours of the notice the Conroe Police Department will have the vehicle towed and that all removal costs, towing, storage, etc. will be the responsibility of the owner. A reasonable effort will be made by the officer to identify and contact the owner of the vehicle in person or by telephone to advise the owner of the 72-Hour Notice.
- B. Regardless of whether or not the owner of the junked or abandoned vehicle is identified or contacted, a written 72-Hour Notice will be issued, as follows:
 - 1. The officer will complete both parts of the 72-Hour Notice, form CPD-043. The officer will retain the white portion of the form for official records and will affix the orange sticker portion to the front windshield of the junked or abandoned vehicle, preferably driver's side.
 - 2. The officer will at or before the end of his/her tour-of-duty turn in the white portion of the 72-Hour Notice to his/her on-duty supervisor. It will be the responsibility of each division command to maintain a file to store the white portion of the 72-Hour Notice and to ensure that there is a follow-up made on the notice with the appropriate time-frame on the Notice.

3 TOWING AFTER EXPIRATION OF THE 72-HOUR NOTICE

When a junked or abandoned vehicle that has been issued a 72-Hour Notice, is found, after expiration of the allotted time, NOT to have been removed will be removed by the officer in the following manner:

- A. The officer will contact CPD Communications Section to request a case number for Abandoned Vehicle and request that a wrecker be dispatched to remove the vehicle.
- B. Prior to the vehicle tow, the officer will complete the "Record of Towed Vehicle Report," form CPD-051, including property inventory and submit the report at or before the end of the duty-watch to the on-duty supervisor. The officer must note if the owner of the junked or abandoned vehicle was identified and contacted or not. An offense report will not be required.

4 DISPOSITION OF RELATED REPORTS/RECORDS

- A. Upon request by the officer for a Case Number and wrecker for a junked or abandoned vehicle, the Communications Officer will:
 - 1. Issue a Case Number to the officer for Abandoned Vehicle,
 - 2. Dispatch the appropriate wrecker from the department's wrecker rotation list.
 - 3. Enter vehicle information in the Abandoned/Stored Vehicle File maintained by T.C.I.C.
- B. Upon receipt from the field officer, the on-duty supervisor will check the "Record of Towed Vehicle Report" (form CPD-051) for accuracy, affix the white portion of the original 72-Hour Notice (form CPD-043) to the Towed Vehicle Report and route to the Records Section.
- C. Upon receipt of the Towed Vehicle Report, the receiving Records Clerk will:
 - 1. Properly store and file the original Towed Vehicle Report and the white portion of the 72-Hour Notice.
 - 2. Submit a copy of the Towed Vehicle Report to the Supervisor, Criminal Investigation Division.
- D. Upon receipt of the copy of Record of Towed Vehicle Report, the Supervisor of the Criminal Investigation Division will:
 - 1. Determine from the report if the owner of the vehicle was identified and contacted by the officer who authorized the tow.
 - 2. If the identity and address of the owner are not known and cannot be determined the Criminal Investigation Division Supervisor will send a written report, by mail, of the vehicle's removal to the Highway Department, Austin, Texas and to the proprietor of the authorized garage in which the vehicle is stored. Such notice will include a complete description of the vehicle, the date, time, reasons for, location from where the vehicle was removed from, the location the vehicle is stored and in all other ways conform with the provisions of Sections 26-84 (Procedures For Removal) and 26-86 (Enforcement Authority).
 - 3. If the owner's identity and address are known, but has not been contacted by the officer who authorized the tow, then the Supervisor of the Criminal Investigation Division will also cause the letter described above to be sent by mail to the owner of the vehicle.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 7-11
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: S.O.P.# 3-300.14 ISSUED 06/16/1999	
TITLE: UNAUTHORIZED USE OF MOTOR VEHICLE		

1 GUIDELINES

- A. When responding to a reported U.U.M.V. call, the responding officer shall determine if the elements of theft (P.C. 31.03) have been met. If so, the officer shall complete a theft report and follow appropriate procedures.
- B. If the elements of theft are not met, the officer shall consider the following before completing a report for U.U.M.V. (P.C. 31.07) and entering the vehicle into TCIC/NCIC.

2 PROCEDURES

- A. Unless other facts are determined by the responding officer which indicate an intentional or knowing degree of culpability on the part of the suspect, U.U.M.V. reports should not be immediately taken under any of the below listed circumstances:
 1. The complainant and suspect have a personal relationship and effective consent of the owner is an issue. This includes, but is not limited to, cases involving the loan of a vehicle to family members, friends, estranged or ex-spouses, boyfriend / girlfriend, roommates, etc...
 2. An employer / employee relationship exists and effective consent of the owner is an issue.
 3. A rental vehicle is not returned by the due date.
 4. Use of the vehicle was bartered for narcotics, sexual favors, or other illegal activities.
 5. The matter is clearly civil in nature, such as:
 - a.) ownership of the vehicle is in question
 - b.) mechanics lien
 - c.) repossession by lien holder

3 SPECIFIC PROCEDURES

- A. Cases involving personal relationships;
 1. Complainant is required to mail a Ten Day Demand Letter (CPD059) to the suspect before a U.U.M.V. report will be completed or the vehicle entered into TCIC/NCIC.
 2. Refer to TEN DAY LETTER GUIDELINES section below for details.
- B. Cases involving employer / employee relationships;
 1. Complainant is required to mail a Ten Day Demand Letter to the suspect before a U.U.M.V. report will be completed or the vehicle entered into TCIC/NCIC.
 2. Refer to TEN DAY LETTER GUIDELINES section below for details.

- C. Cases involving rented or leased vehicles not returned;
 - 1. Complainant is required to mail a Ten Day Demand Letter to the suspect before any police report will be completed or the vehicle entered into TCIC/NCIC.
 - 2. Refer to TEN DAY LETTER GUIDELINES section below for details.
 - 3. When the ten-day period has passed after the demand letter has been sent, or if the demand letter is returned by the postal service, the complainant should re-contact the Police Department. At that time the responding officer shall complete a Theft of Service (P.C. 31.04) report and have the vehicle entered into TCIC/NCIC.
- D. Cases involving vehicles bartered for narcotics or sexual favors;
 - 1. If the suspect's full name and address is known to, or can be determined by, the complainant, the complainant is required to mail a Ten Day Demand Letter to the suspect before any police report will be completed or the vehicle entered into TCIC/NCIC.
 - 2. Refer to TEN DAY LETTER GUIDELINES section below for details.
- E. Cases involving disputed ownership, liens, repossessions; or are otherwise civil in nature;
 - 1. Complainant shall be advised by responding officer to seek legal counsel.
 - 2. No report is required.

4 TEN DAY DEMAND LETTER

- A. In those cases requiring a Ten Day Demand Letter, the complainant should be advised by the responding officer that:
 - 1. He / She is required to mail a certified letter - return receipt requested – to the suspect's last known address. The letter should demand return of the vehicle.
 - 2. If the demand letter is returned unopened, the complainant should re-contact the Police Department so a report can be completed. The complainant need not wait for the expiration of the ten-day period.
 - 3. If the complainant receives a return receipt from the postal service, he / she must wait until ten days from the date of delivery have passed. If the suspect does not return the vehicle to the complainant before the ten days have expired, the complainant should then re-contact the Police Department and the responding officer shall take a report. The vehicle will not be entered into TCIC/NCIC at that time.
 - 4. The investigator subsequently assigned to investigate the U.U.M.V. report shall present the case to the District Attorney's office for review. If the case is accepted for prosecution, the investigator should then enter the vehicle into TCIC/NCIC.

- B. If the complainant does not know the suspect's full name and/or address and cannot determine it, the responding officer shall complete a U.U.M.V. report. However, as noted in section V. (A) (4) above, the vehicle will not be entered into TCIC/NCIC until the case has been reviewed by the District Attorney's office and accepted for prosecution. It is the responsibility of the assigned investigator to present the case to the prosecutor's office and to ensure that the vehicle is entered into TCIC/NCIC if necessary.

5 COMMUNICATIONS AND RECORDS GUIDELINES

- A. If the responding officer clears the initial U.U.M.V. call by advising the complainant of the Ten Day Demand Letter procedure, the call disposition noted in the CAD system should be "NR" for No Report.
- B. If the complainant re-contacts the department after following the Ten Day Demand Letter procedure, an officer shall be dispatched and a new case number issued. If the responding officer clears the call "ACT", the case number assigned for this call shall be used. If the vehicle subsequently requires being entered into TCIC/NCIC, the case investigator will ensure that it is entered under the second (See Report) case number.
- C. If the suspect in the U.U.M.V. is subsequently arrested by CPD. officers for the U.U.M.V., and / or the vehicle is recovered, any future case number should be referred back to the case number under which the vehicle was entered into TCIC/NCIC. It is the responsibility of the on-duty Communications Officer to ensure that the arresting / recovering officer is made aware of the proper case number.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 7-13
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: G.O.# 600-4 ISSUED 02-15-1991	
TITLE: REPOSSESSION OF VEHICLES		

1 PURPOSE

To establish the legality of repossession with and without the owner's consent and what documentation the reposessor be required to have in his possession.

2 GENERAL POLICY

It is lawful for a reposessor to take possession of an automobile without the consent of the owner and without judicial process.

The reposessor must be in possession of documents supporting the repossession.

3 AUTHORITY AND SCOPE

Under Section 9.503 of the Uniform Commercial Code, a secured party has the right to take possession of an automobile after default. There is no need for judicial process unless the taking of the automobile would cause a breach of the peace. However, for there to be valid self-help repossession, there must be a security agreement in writing and there must be a default on payment as specified in the security agreement.

Officers of this Department shall not simply take the word of the reposessor that it is a valid repossession. Without proper papers showing a valid repossession, it shall be the officer's duty to detain the person until it can be established that the repossession is indeed valid.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 10	G.O.#: 7-15
	EFFECTIVE: APRIL 15, 2015	
	REPLACES: G.O.# 7-15 ISSUED 09/20/2012	
TITLE: MOTOR VEHICLE ACCIDENT INVESTIGATION		

1 PURPOSE

Motor vehicle accidents are a major cause of deaths, personal injury, property damage and financial loss. It is the purpose of this policy to address this growing problem in relation to the law, police responsibilities, and citizen satisfaction.

2 POLICY

It is the policy of the Conroe Police Department to follow the guidelines set forth in Chapter 550 of the Texas Transportation Code relating to the investigation of accidents occurring on a road owned and controlled by a water control and improvement district; a private access way or parking area provided for a client or patron by a business, other than a private residential property, or the property of a garage or parking lot for which a charge is made for storing or parking a motor vehicle; or on a highway or other public place.

3 ACCIDENT REPORTING

A. Officers assigned a motor vehicle accident call for service will respond to the scene in accordance with Departmental response priorities. The following guidelines should be followed when arriving at an accident scene.

1. Emergency vehicles should be positioned to detour traffic, protect the safety of involved parties and emergency responders, and to preserve the scene for investigation. When reasonable, vehicles should be removed from moving lanes of traffic to avoid further collisions and/or traffic congestion.
2. Officers shall immediately, or as soon as practical, wear their Departmental-issued reflective safety vest while conducting the investigation, and at any time that the officer is directing traffic for an extended period of time.
3. Officers shall immediately determine if medical aid is required and summon the appropriate medical personnel if needed.
4. Any disabled vehicles and/or debris should be removed from the roadway as soon as practical.

B. Officers shall prepare a crash report, utilizing the current approved State form using the rules and guidelines provided by the State for that purpose, anytime they are made aware that an accident has occurred and any of the following conditions are present:

1. The accident occurred in a place described in the highlighted area of Section 2 above, and the damage to any one person's property appears to be in excess of the minimum limits set forth in Subchapter D, section 550.062 of the Texas Transportation Code.
2. There is reported injury to any person involved in the accident which occurred in a place described in the highlighted area of Section 2 above, or on private property upon request of a person involved in the accident.

3. The accident involves a vehicle, property, or equipment owned by the City of Conroe or a political subdivision of this state or county (subject to Section 12 below).
 4. The accident involves a citizen's vehicle or property, or public property, and is the result of, or occurs in conjunction with, a police-initiated action.
 5. The accident involves one or more drivers who are suspected of violating any statutes regarding driving while intoxicated or driving under the influence of any substance.
 6. An accident in which a driver has fled the scene.
 7. An accident which occurred in a place described in the highlighted area of Section 2 above, and one of the vehicle operators has no driver's license and/or cannot provide proof of financial responsibility.
- C. If none of these above conditions are present, the officer may provide to all drivers involved a Texas Department of Transportation Driver's Crash Report, currently form CR-2 (Blue Form). The officer shall explain the form and provide any assistance that is deemed necessary or requested by the involved party.
- D. The Texas Department of Public Safety and the Federal Aviation Administration will have primary responsibility for any scenes involving major commercial aviation (airlines, cargo carriers such as Fed-Ex, etc.) or military aircraft accidents occurring within the city limits. The Conroe Police Department and The Federal Aviation Administration will have primary responsibility for scenes involving sport or light civilian aircraft accidents occurring within the city limits.
1. CPD units will be dispatched and an offense/incident report will be completed.
 2. The Communications Section will notify D.P.S. Communications of any aircraft crash within the city limits.
 3. If the crash involves major commercial aviation or military aircraft, the scene will be held secure by CPD units until DPS arrives, unless otherwise notified by proper authority. On-scene officers and supervisors will render all possible aid to the D.P.S. and F.A.A. in the investigation of the incident.
 4. If the crash involves sport or light civilian aircraft, CPD officers will work the scene in cooperation with F.A.A. investigators and/or investigators of the National Transportation Safety Board (N.T.S.B.).

4 INITIAL RESPONSE

A. Telecommunications

Whether obtained through 9-1-1, an administrative line, or walk-in at a CPD facility, a Communications Officer receiving the report of an accident will attempt to obtain the exact location of the accident. In situations of undetermined location or jurisdiction, CPD units may be assigned to the accident until exact location and jurisdiction can be established. Communications Officers shall determine the necessity of medical, fire or hazardous material response to the extent possible. Based on the information received from the reportee, the Communications Officer will assign units to respond in accordance with the following guidelines.

1. Minor accident – no reported injuries, with or without road blockage, will be assigned as a priority three.
2. Unknown major/minor accident – unknown if there are injuries, will be assigned as a priority three.
4. Major accident – reported injuries, will be assigned as priority one.

Communications will notify the appropriate on-duty Patrol supervisor in cases of major accidents, accidents involving hazardous materials, or accidents known to involve city vehicles, equipment, or employees.

B. First Arriving Unit

The first unit on-scene will verify the location and jurisdiction with Communications and advise whether additional units are needed for traffic control. The officer will confirm whether medical, fire or hazardous material response is necessary. The first on-scene unit should notify Communications of any wreckers or other resources needed to expedite the restoration of traffic flow.

C. On-scene Responsibilities

Although medical attention to the injured and traffic flow are primary concerns, an accident scene should be given the same regard as a crime scene. If possible, the integrity of the scene should be maintained until the primary unit determines whether a Driver's Crash Report [CR-2, commonly referred to as a Blue Form] can be issued to the involved drivers or if a Texas Peace Officer's Crash Report [CR-3] and any required supplements must be completed.

1. Primary [assigned] Unit

The primary unit is responsible for obtaining all information required to complete the accident report and any necessary supplements or offense reports. This includes driver, passengers, witnesses, and wrecker information.

- a. In cases where there is evidence and/or apparent credible witness statements that indicate a violation of law has been committed, the primary unit is responsible for issuing any citations and/or making any arrests determined necessary.
- b. Accidents with injuries and/or fatalities may necessitate a hospital follow-up. This follow-up will be the responsibility of the primary unit and may include obtaining medical information as well as evidence collection.
- c. In accidents involving damage to a third party's property, the primary unit will make every effort to identify the owner of the property and, as soon as practical, make notification of the damages. The property owner will be supplied with all available information on the person(s) responsible for the damage.

EFFECTIVE: APRIL 15, 2015	PAGE: 4 OF 10	G.O.#: 7-15
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2. All Responding Units

Each officer on an accident scene will wear their Department-issued reflective traffic vest or reflective rain gear as the situation demands. Patrol vehicles, traffic cones, and/or other warning equipment (flares, barricades, marker light, etc.) will be placed in such a position as to provide the greatest possible scene protection while giving the maximum amount of hazard warning to other vehicular traffic. Every effort will be made to quickly and safely restore the flow of traffic while also giving due regard to scene protection.

- a. Restoration of traffic flow may be accomplished by directing traffic around the immediate area of the scene. Officers may direct traffic down alternate streets if the immediate area of the accident is completely blocked and cannot be re-opened within a reasonable amount of time. In all cases, officers shall move involved vehicles to a parking lot, shoulder of the road, or other safe place to conduct their investigation as soon as practical.

5 REPORT ROUTING

Officers will submit all accident reports to their immediate supervisor. After approving the report, the supervisor will forward it to the Records Section who will file the original and send a copy to the state within ten (10) days from the date of the accident. However, accident reports involving damage to a CPD vehicle only, will instead be forwarded by the supervisor to the office of the Chief of Police for consideration of "In House" designation (see section 12 – E below). If so designated by the Chief of Police, such reports will be maintained at the Department level only.

6 HAZARDOUS MATERIAL ACCIDENTS

- A. While train or tractor-trailer accidents provide the greatest risk of exposure to hazardous materials, officers should be reminded that any accident can involve hazardous materials. Common carriers, such as Fed-Ex, UPS, and DHL, frequently transport materials classified under hazardous or bio-hazardous labels. Damaged vehicles leaking fluids [i.e. engine coolant, fuel, transmission fluid, battery acid, etc.] can expose officers to vapor inhalation, skin and/or eye irritation, chemical burns, and other potentially serious injuries. Officers should take precautions to avoid exposure to these materials.
- B. All units responding to accidents should begin assessing the situation as they are arriving. If a scene is known or suspected to involve hazardous materials, responding officers should take the following actions:
 1. Have Communications request a Fire Department response, furnishing all information to the Fire Department known at the time.
 2. Approach cautiously from upwind. Observe basic officer safety protocols and resist the urge to run in.
 3. Secure the scene by setting a perimeter to isolate the area and keep other people from placing themselves in harm's way.
 4. As soon as possible attempt to identify the hazard from any visible placards. Be reminded that cargo may be mislabeled due to human error.

5. Do not approach the scene in an attempt to gain Material Safety Data Sheets or Bill of Lading paperwork until the scene has been cleared by the Fire Department.
6. The primary unit will assume responsibility for the scene after its release by the Fire Department.
- C. Other safety precautions and placard references can be found in the U.S. Department of Transportation Emergency Response Guidebook, or by requesting placard information from Communications.

7 FATALITY ACCIDENTS

- A. If the first arriving unit determines that the accident has resulted in an obvious or probable fatality (consult EMS), Communications shall be requested by an on-duty Patrol supervisor call for a C.O.R.T. unit to investigate the fatality. Special attention should be given to scene protection until the C.O.R.T. unit has completed their investigation.
- B. It shall be the responsibility of the C.O.R.T. unit investigating a fatality accident to notify the on-call Justice of the Peace or Medical Examiner Office, as appropriate, of the fatality. The C.O.R.T. unit will also be responsible for notifying next-of-kin of the deceased.
- C. The C.O.R.T. unit is responsible for completing the CR-3, any related reports, and follow-up investigation, if necessary. The Criminal Investigations Division, or any unit thereof, may be called upon to assist the C.O.R.T. unit at any point of the investigation.

8 ACCIDENT INFORMATION

- A. Officers will ensure that the following information is exchanged between the parties involved in an accident:
 1. Name and address of driver;
 2. Drivers license information;
 3. Motor vehicle liability insurance policy number and company name (not amounts of coverage);
 4. License plate number of the vehicles involved;
 5. Vehicle identification number (VIN).
- B. Accident victims who want a copy of the crash report should be advised to wait two additional working days from the date of the accident before coming to the Records Section to obtain a copy of the report for a fee.
- C. The only time a driver involved in an accident needs to submit a Driver's Crash Report (blue form) is when a law enforcement officer does not investigate the accident.

- D. It is important that officers obtain all authorized insurance information or other proof of financial responsibility from the drivers involved in an accident and that they list this information on the accident report. If a driver claims to have insurance or produces an expired insurance card, officers should note this on the accident report and issue the driver a citation.

9 ACCIDENTS ON PRIVATE PROPERTY

- A. In accordance with the provisions described in Section 2 of this General Order, motor vehicle accidents must be reported to the police, investigated and a written report submitted by the responding officer if the accident occurs on one of the following:
1. Public street or highway.
 2. Private access way or parking area provided for a client or patron by a business.
 3. Parking area provided free-of-charge by a business establishment for its customers.
- B. Officers investigating accidents on private property may file one of the appropriate charges listed below:
1. Failure to stop and give information
 2. Failure to stop and render aid
 3. Backed without safety
 4. Invalid/expired state inspection sticker
 5. Failure to provide proof of financial responsibility
- C. The following charges should not be filed:
1. Driving without an operator's license.
 2. Equipment failure.
 3. None/expired vehicle registration.
 4. Failure to control speed
 5. Any other traffic law that requires the violation to have occurred on a street or roadway.

10 ACCIDENT REPORTS

- A. It is the responsibility of the investigating officer to see that photographs are taken by a CPD photographer at the scene of accidents involving city-owned equipment or property. Private, media, or other City employee photographers may take photographs of any accident scene, unless doing so actually interferes with the on-scene investigation.

- B. The officer making the accident report should submit the accident report at the end of his tour of duty, unless otherwise authorized by their supervisor. Incomplete reports must be completed and submitted to the appropriate supervisor prior to the commencement of regular days off or other leave by the officer.
- C. Unless a valid reason exists to preclude it, officers should take measurements at all investigated accident scenes and include them in their accident reports. The measurements will include, at a minimum, width of street, length of skid marks, point of impact, and vehicles' final resting positions.
- D. Officers should clear minor accident scenes as quickly as possible after obtaining all necessary accident-scene information. To complete their accident reports, officers will move the vehicles off the roadway and out of the flow of traffic as soon as practical.
- E. Persons appearing at the Police Department to make an accident report after the fact will be assisted as soon as possible. Their version of the accident will be recorded and this fact will be noted by the officer in the investigator's narrative opinion section on the CR-3. "Office Report" will be written on the top of the first page of the CR-3 indicating that a field investigation was not made. Local reporting requirements make it necessary to provide this service.
- F. All original crash reports, offense reports, supplements, witness statements and other related forms will be submitted and retained in the Records Section. Photos taken in relation to the accident investigation will be properly submitted and so noted in the report. All original materials relating to the investigation are the property of the Police Department and will be retained in-house.

11 ACCIDENT VIOLATIONS

- A. After completing the investigation, the officer should issue the proper citation to the violator in a motor vehicle accident. Valid reasons for not issuing a citation are listed below:
 - 1. Minor damage to the vehicles involved
 - 2. Mechanical failure that occurred at the time of the accident
 - 3. No damage to the complainant's vehicle
 - 4. Violator could not be determined
 - 5. Double violation committed (each driver at fault)
 - 6. Unable to place driver behind the wheel
 - 7. Person has diplomatic immunity
 - 8. A greater charge was filed (e.g., driving while intoxicated or driving under the influence of drugs)
- B. If charges are not filed, one of the reasons listed above shall be written in narrative section on the crash form.

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12 FLEET ACCIDENTS

- A. All traffic accidents involving any Conroe Police Department vehicle or equipment must be reported immediately by employees having care and custody of the vehicle at the time of the traffic accident.
- B. If within the city limits of Conroe, the involved employee will, as soon as possible, check the welfare of the other parties involved in the accident. The employee will immediately notify the CPD Communications Section that he/she has been involved in a fleet accident and report any injuries.
 - 1. The vehicle is not to be moved prior to the investigation unless it is necessary to do so to protect the lives of others.
 - 2. The involved employee should notify their immediate supervisor as soon as possible of the accident and will remain at the location of the accident unless he is incapacitated or otherwise advised to leave the scene by a higher authority.
 - 3. A Conroe Police C.O.R.T. unit will, if on-duty, investigate all accidents involving any City-owned vehicle inside the city limits. If there is a report of injury to any person involved, and a C.O.R.T unit is not on-duty, one shall be called out by Communications to investigate the accident.
 - 4. The on-duty supervisor will, if available, come to the scene and monitor the investigation.
 - 5. Photographs shall be taken by CPD personnel of all accidents involving City-owned vehicles or equipment.
- C. If the accident occurs outside the city limits of Conroe, the employee shall, as soon as possible, check the welfare of the other parties involved in the accident. The employee will immediately notify the law enforcement agency with jurisdiction for that area of the accident and any reported injuries.
 - 1. The vehicle is not to be moved prior to the investigation unless it is necessary to do so to protect the lives of others or to comply with "Steer Clear" regulations of that jurisdiction.
 - 2. The involved employee should notify their immediate supervisor as soon as possible of the accident and will remain at the location of the accident unless he/she is incapacitated or otherwise advised to leave the scene by a higher authority.
 - 3. The supervisor will determine if a CPD unit should respond to the scene. The decision to do so will depend upon whether any injuries were sustained, the severity of the accident, and the distance from the city limits.
 - 4. The employee will obtain the following information from all persons involved in the accident:
 - a. Names of the driver, passengers, other persons involved and witnesses.
 - b. Addresses and phone numbers, both home and business.

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- c. Make, model, and license numbers of all vehicles involved.
 - d. Name, address, and phone number of the driver's insurance carrier and policy number.
5. Any employee involved in an accident with a Department vehicle outside the City will request a crash report in accordance with the procedures of the law enforcement agency having jurisdiction over the accident location. A copy of this report will be obtained by the employee and submitted to the employee's immediate supervisor along with any other requirements.
- D. The employee will prepare and submit to his immediate supervisor a memorandum with a CPD Property Incident Form (CPD-079) regarding the circumstances of the accident. All correspondence associated with an accident involving a department vehicle will be addressed through the employee's divisional chain of command to the Chief of Police.
 - E. If the accident *involves apparent damage less than current State of Texas reporting requirements and there is no injury to any party, and/or is a collision with a fixed object and there is no other requesting party*, the Crash Report *will be handwritten on the current appropriate form* and forwarded through the chain of command to the Chief of Police. The Chief of Police will determine if "In House" should be written across the top of the report. An "In House" report will not be forwarded to the State.
 - F. Any CPD employee involved in an accident while operating City-owned vehicles or equipment will further be governed by the City of Conroe policy, including drug and alcohol testing guidelines.

13 OTHER CITY-OWNED VEHICLE ACCIDENT INVESTIGATIONS

- A. When notified of an accident involving City-owned vehicles or equipment, CPD Communications will assign a C.O.R.T. unit, if on-duty, or other officer(s) to respond to the accident scene. As described in Section 12, B, (3) above, if any injury is involved, a C.O.R.T. unit will be called out if none are on-duty.
- B. The on-duty Patrol supervisor will, if available, respond to the scene and monitor the investigation. The on-scene CPD supervisor or investigating officer should ensure that the immediate supervisor of the involved City employee has been notified of the accident.
- C. Photographs shall be taken of all accidents involving City-owned vehicles or equipment by CPD personnel. Additional photographs may be taken by others from the involved employee's department, should they so desire.

14 REMEDIAL ACTION

- A. The Chief of Police reserves the right to require any employee involved in an accident while operating a Department vehicle to attend a defensive driving course and/or emergency driving course regardless of whether or not the employee was at-fault in the accident.

- B. Required attendance at the defensive driving course or the emergency driving course shall not preclude appropriate disciplinary action or restitution.
- C. Any employee involved in a fleet motor vehicle accident resulting in the death or near-death injury of any person shall, at the discretion of the Chief of Police, be placed on administrative leave or administrative assignment after completing all internal investigative requirements. The Department shall conduct administrative and/or criminal investigations of the incident as appropriate. The employee will remain on such leave and/or assignment until all administrative and criminal internal investigations have been completed and it is determined by appropriate medical authority that the employee is ready to return to duty.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 8-01
	EFFECTIVE: NOVEMBER 23, 2010	
	REPLACES: G.O. # 8-01 ISSUED 11/19/2001	
TITLE: PATROL SECTOR SUPERVISORY RESPONSIBILITY		

1 PURPOSE

In order to maintain the supervisory and administrative functions of the Patrol Division, all Police Sergeants assigned to the Patrol Division will be assigned as Patrol Sector Supervisors.

Patrol Sectors will be comprised of a West Sector Patrol (Patrol Districts "A", "B" and "C") and a East Sector Patrol (Patrol Districts "D", "E" and "F"). Officers assigned to each patrol shift will be assigned to a Patrol Sector Supervisor on that shift. Officers assigned to twelve hour shifts will be assigned to a specific Crew (A Crew or B Crew). These officers will be assigned to a Patrol Supervisor designated for that shift and crew. The twelve hour officers and supervisors will be assigned to a sector as needed for required staffing needs.

2 RESPONSIBILITIES OF PATROL SECTOR SUPERVISORS

- A. The PRIMARY RESPONSIBILITY of the Patrol Sector Supervisor is to provide for the staffing of the Patrol Districts within the assigned sector, provide for the tactical supervision and management of patrol operations conducted or initiated within the assigned sector, provide for the personnel administration of assigned officers and provide tactical and supervisory assistance to the Patrol Districts outside the assigned Patrol Sector as needed.
- B. The SECONDARY RESPONSIBILITY of the Patrol Sector Supervisor is to provide for the staffing of Patrol Districts outside of the assigned sector, provide for the tactical supervision and management of patrol operations to the Patrol Districts outside of the assigned Patrol Sector during the absence or unavailability of their assigned Patrol Sector Supervisor, provide for the personnel administration of officers assigned to the Patrol Districts outside the assigned Patrol Sector during the absence or unavailability of their assigned Patrol Sector Supervisor and complete special tasks or assignments as directed by Division Command.
- C. Patrol Sector Supervisors should not lose sight of the fact that they have an inherent supervisory responsibility to the entire watch or shift (both patrol sectors) during their tour of duty. Further, personnel and other resources available to the shift will be utilized in a cooperative and efficient manner to the best interest of the patrol mission during the duty-watch.
- D. Patrol Sector Supervisors will take into consideration not only their immediate sector personnel and resources available, but also the total shift resources available, in determining final district assignments or consideration of leave requests, etc.

3 COMMAND AND CONTROL

- A. Patrol Sector Supervisors should perceive their role as "Line Supervisors". They are, as ever, responsible for the entire patrol shift during their duty-watch. When there is only one Patrol Sector Supervisor "on-duty" during a shift, that Sergeant will be responsible for both patrol sectors in all areas related to the conduct and administration of daily operations and tasks.

- B. When both Patrol Sector Supervisors are on-duty, in order to provide for an equitable workload distribution and a clear-cut allocation of responsibility, each supervisor will be primarily responsible for the Patrol Sector to which they are assigned and to provide support and assistance to the other Patrol Sector as needed.
- C. Specifically, when both Patrol Sector Supervisors are on-duty they will be responsible and have original authority over the conduct and administration of police operations within or initiated within their assigned patrol sector. However, when a Patrol Sector Supervisor is not available to respond to a supervisory need within their assigned sector the alternate Patrol Sector Supervisor will respond and retain primary responsibility over the situation until the arrival of the assigned Patrol Sector Supervisor who will then assume responsibility.
- D. Each Patrol Sector Supervisor will be responsible for the personnel administration of the officers assigned to their respective Patrol Sectors.

4 LEAVE APPLICATION

To ensure proper staffing of all Patrol Districts, Patrol Sector Supervisors will, upon receipt of leave applications from assigned personnel, check the Patrol Shift Calendars of the affected shifts to ensure adequate staffing.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 8-03
	EFFECTIVE: NOVEMBER 23, 2010	
	REPLACES: G.O. # 8-03 ISSUED 11/19/2001	
TITLE: PATROL DISTRICTS		

1 PURPOSE

The purpose of this order is to establish an organized and uniform system for the deployment of Patrol units to provide effective and efficient police service throughout the community and to enhance officer safety perspectives. A cornerstone of this system is a concept known as District Integrity which mandates that officers will remain in their assigned districts unless specific circumstances prompt the officer to leave as is further outlined in this General Order. The purpose of this system is to allow officers to become more familiar with their districts and to reduce the number of calls from outside their assigned districts. This system also enhances call-for-service screening and in call prioritization.

2 DAILY SHIFT ROSTERS

It will be the responsibility of the on-duty patrol supervisor to complete, in detail, a Daily Shift Roster and to catalogue and maintain the completed rosters as part of the shift's yearly records.

3 DISTRICT DESIGNATIONS

Patrol Districts will be established by the geographic sectoring of the City as determined, based on needs, by appropriate command. These geographical quadrants translate into Patrol Districts of A (Adam), B (Boy), C (Charles), D (David), E (Edward), and F (Frank), etc.

The number of patrol units assigned to each district will be based upon officer availability and calls for service activity occurring in the individual districts. When two or more patrol units are assigned to one district they will, when practical, be further assigned specific beats (patrol areas) within the District. These units will share a dedicated patrol responsibility to the district assigned, as well as, a secondary response (back up) function to an adjacent district(s).

4 Specialized Units

In addition to regular district units, division commanders may authorize specialized units with individual call designations to address specific problems. An example would be traffic units with a T- (Tom) call designation, or special enforcement units with S- (Sam) call designation.

5 PATROL SERVICE ASSIGNMENT

Patrol units assigned to a district have a primary responsibility to perform the patrol function in that district. They are responsible for responding to calls-for-service in their assigned district and outside their district as instructed by Dispatch or a supervisor. Units will remain in their assigned district unless approved by their supervisor or dispatched to an out-of-district call. Whenever a patrol unit is dispatched outside its District for a service call or as a back-up unit the unit will return to its assigned district as soon as it completes the dispatched assignment. When a call-for-service is received by Dispatch, the call will be assigned to a district unit where the call originated. If more than one unit is assigned to a district, the call will be assigned by rotation. If there are no units available in the district of the call then Dispatch will assign the call to an adjacent district unit as appropriate.

The ordered succession for service-call assignment and for secondary response assignments are:

Service Call Assignment

- 1- District Unit
- 2- Second or Sequential District Unit
- 3- Adjacent District Unit
- 4- Determined by Supervisor

Secondary Response Assignment

- 1- Second or Sequential District Unit
- 2- Adjacent District Unit
- 3- Second Adjacent District Unit

When a call-for-service is received that is a priority 4 response classification and district units are temporarily unavailable, the call will be held until a district unit is available. Dispatch should ascertain a reasonable estimate of time before the district unit is available to respond to the service call. If a district unit is not anticipated to be back in service within fifteen minutes, the dispatcher shall assign the call to another unit. Should no units be in service, the dispatcher should ascertain a reasonable estimate of time before the district unit is available and advise the complainant of the length of the delay. Only a service-call of a Priority 4 response classification may be held in this manner. After a fifteen minute time period a Priority 4 call should be reclassified as a Priority 3 call and assigned.

6 RADIO CALL-NUMBER DESIGNATIONS

On-duty patrol officers will utilize a radio call-number consisting of the District Number, District Designation, and Badge Number. Examples: 1-Adam-12; 2-Edward-12; 1-Tom-12.

Off-duty patrol officers will utilize a radio call-number consisting of the shift designation (600 series for Day shift, 700 series for Evening and 12-hour shifts, and 800 series for Night shift) and the officer's badge number. Example: 612

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE:	1 OF 3	G.O.#:	8-05
	EFFECTIVE: AUGUST 10, 2010			
	REPLACES: G.O.# 8-05 ISSUED 11/19/2001			
TITLE: RESPONSE PRIORITIES				

1 PURPOSE

It is the purpose of this General Order to establish priorities for handling multiple calls for service simultaneously, based on comparative threat to human life and property, probability of apprehension, the nature of the offense involved, and the nature of the police service required.

2 RESPONSE PRIORITY DESIGNATIONS

Response priority designations reflect the urgency of the call for service. These response priorities are described below, from most urgent to least urgent.

A. Priority 1

1. A life-threatening situation in progress.
2. Example: Assist the Officer, Major Accident, Aggravated Assault in progress.
3. All emergency equipment will be used on all Priority 1 calls. The responding officer may not stop any traffic violators on the way to a Priority 1 call.

B. Priority 2

1. A life-threatening situation in progress where the use of emergency equipment could pose a danger to the Officer or public.
2. Example: Robbery in progress, Burglary in progress, Robbery or Panic alarms.
3. All emergency equipment may be used on all Priority 2 calls. However, since the nature of the call may be such that a silent approach is necessary, the Officer may turn off any or all emergency equipment as he/she approaches the location. The responding officer may not stop any traffic violators on the way to a Priority 2 call. The use of a siren without emergency lighting is not authorized.

C. Priority 3

1. A life-threatening situation that has just occurred or a property-threatening situation in progress.
2. Example: Disturbances, life-threatening situations with delayed reporting, property-threatening situations in progress, minor accidents, residential or business burglar alarms.
3. Generally, no emergency equipment is used (see exception below). The responding officer is to travel directly to the scene, obey all traffic laws, and not stop any traffic violators.

Exception

The Department is cognizant that certain types of calls may warrant a quicker response, such as in-progress crimes with suspect(s) still in the area, residential alarms, business alarms at nighttime, minor accidents on high traffic roadways, etc. In those instances, officers may utilize their emergency equipment in order to expedite the response.

- a. If an officer is dispatched to a priority 3 call for service and believes it to fall under the Exception category, the officer will notify Communications that they will be enroute "Alpha", and Communications shall note such in the call comments.
- b. Officers on an "Alpha" run may not utilize a siren without also engaging their emergency lighting.
- b. Officers on an "Alpha" run shall not travel at excessive speeds or without due regard for the safety of others.
- c. If a Supervisor disallows or aborts an officer's "Alpha" run, Communications shall place the notation "Bravo" in the call notes.

D. Priority 4

1. Example: Report calls without evidence.
2. Example: Low priority call, abandoned vehicle causing no hazard, minor parking violation.
3. No emergency equipment is used. If the responding officer interrupts his response for another activity, he must notify the dispatcher when that alternative activity starts and ends.

3 RESPONSIBILITIES ASSOCIATED WITH PRIORITY 1 or 2 CALLS

A. Officer Responsibilities

When responding to Priority 1 or 2 calls, with or without the use of emergency equipment, officers must drive with due regard for safety of citizens and fellow officers.

B. Supervisor Responsibilities

1. Ensure that a proper unit-response is made.
2. Decide whether to recommend that the dispatcher modify some aspect of the response, when such modification is warranted.
3. Ensure that the dispatcher has been properly notified as soon as the situation has been adequately controlled and no additional units are required.

C. Dispatcher's Responsibilities

In most situations, the dispatcher will be responsible for sending out all units requested by on-scene personnel. In situations where the call is of an extended nature and the Special Weapons and Tactics Team or any other specialized unit must be called to the scene, the dispatcher shall do the following as soon as possible:

1. Advise all units involved to switch to an alternate radio channel until the situation has been resolved.
2. Advise all units who are not involved to not use the designated emergency channel.

4 EMERGENCY NOTIFICATION VIA RADIO COMMUNICATIONS

If an officer requires immediate, uninterrupted access to a radio channel, he should state his assigned unit number and immediately follow his transmission with the word "emergency". The dispatcher will acknowledge receipt of the transmission, secure the radio channel for the officer's exclusive use and notify the watch commander who will take any appropriate action.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 1	G.O.#: 8-07
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: S.O.P.# 3-300.12 ISSUED 02/12/1996	
TITLE: EMERGENCY RUNS		

1 PURPOSE

The purpose of this General Order is to establish procedural guidelines for Communications and Patrol personnel when dispatching and responding to Priority 1 or 2 calls that require an emergency response. An Emergency Run is defined as an officer's operation and control of a marked Patrol Unit when responding to an emergency call for service.

2 DISPATCH GUIDELINES

Unless otherwise authorized by an on-duty supervisor, dispatch will assign one (1) primary unit and one (1) secondary unit for emergency calls for service involving life-threatening situations. Dispatch will notify the on-duty supervisor of any call-of-service that is of a life-threatening nature. The on-duty supervisor will make the determination if more units are needed.

3 PATROL GUIDELINES

A. Except as authorized by General Orders governing Response Priorities, Patrol officers assigned a call-for-service that is not related to a life-threatening situation will proceed to the call in a timely and direct manner but in compliance with all traffic controls and law. Patrol officers assigned as the primary, secondary, or supervisory unit to an emergency call-for-service that is related to a life-threatening situation, or as otherwise determined by the senior on-duty Patrol supervisor, will affect an "Emergency Run". Unless otherwise determined by the on-duty Patrol supervisor, only the assigned primary unit, secondary unit, and a supervisor will respond to an emergency service call. All other patrol units will maintain their patrol district integrity and/or continue their patrol presence and responsibility to the remainder of the city.

B. Patrol units will effect emergency runs with due regard for safety and will:

1. Utilize all emergency equipment (lights and siren), unless the emergency equipment constitutes an unnecessary danger to the officer or public, or the officer needs to make a silent approach. In this case, the officer will notify dispatch, via radio, that they will be running silent.
2. Travel at a speed that the patrol cruiser may be safely controlled.
3. Slow and stop, when necessary, at **all** intersections (minor, major, controlled or with limited view, "blind" intersections) and ensure that all other traffic has yielded or stopped prior to the patrol unit entering any portion of said intersection. At no time will Patrol units, responding to Priority 1 or 2 calls, or engaged in pursuit operations, disregard an electronic "red" signal (flashing or solid), boulevard stop or yield sign at a controlled intersection until the patrol unit has slowed or stopped, when necessary, and has determined that all traffic at the intersection or immediately approaching the intersection has stopped prior to the Patrol unit entering any portion of said intersection.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O. #: 8-08
	EFFECTIVE: December 13, 2016	
	REPLACES: G.O. 8-08 ISSUED 05/12/10	
TITLE: ALARM RESPONSE		

1 PURPOSE

This General Order establishes procedural guidelines for responding to alarms that will reduce risk to officers, employees, victims, and bystanders while enhancing the apprehension of criminal suspects.

2 ALARM TYPES AND RESPONSES

A. Burglary

The dispatcher will assign at least two units to any burglary alarm. Response priorities will be determined by G.O. 8-05 [RESPONSE PRIORITIES]. The following serve as guidelines for responding to a burglar alarm.

1. A primary officer and back-up officer should be dispatched to all burglary alarms. An on-duty field supervisor or an officer on the scene may modify or cancel the response of other officers as appropriate given circumstances known at the time.
2. Arriving officers will position themselves using all available cover and/or concealment in a manner that allows them to view the perimeter of the business or residence. The first officer on the scene will direct arriving officers to a point on the perimeter.
3. Officers shall check the building from all possible vantage points for any signs of forced entry or unlocked doors/windows. If there is no sign of fresh entry, officers may clear the call and return to service. Officers may wait for a key holder and conduct a building search consistent with the tenets of this directive when no sign of forced entry is found.
4. A minimum of two officers will conduct building searches. A key holder should not be permitted to enter a building until the search is completed unless extenuating circumstances exist requiring their knowledge of the scene to aid in the search.
5. The dispatcher will attempt to locate a key holder whenever fresh entry is found on a business or residence. The dispatcher will advise the key holder officers will hold the scene for 30 minutes. Officers may wait longer than 30 minutes for a key holder to arrive if it facilitates the investigation.
6. Officers will secure buildings to the best of their ability if no key holder makes the scene. The dispatcher will make a note on the radio log that no key holder responded and the primary officer on the call shall cause a Patrol Check to be issued for the premises.

B Hold-Up and Panic Alarms

The dispatcher will assign at least two units to a hold-up or panic alarm. Response priorities will be determined by G.O. 8-05 [RESPONSE PRIORITIES]. The following serve as guidelines for responding to panic or hold-up alarms.

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1. If, after having received a robbery/panic alarm call, dispatch receives a call to cancel the alarm, officers should continue their response to the scene anyway. However, the on-duty field supervisor may authorize lowering the response priority when appropriate, given circumstances known at the time.
2. Arriving officers should position themselves using all available cover and/or concealment in a manner that allows them to view the perimeter of business/residence. The first officer on the scene will direct arriving officers to a point on the perimeter.
3. The primary unit may advise the dispatcher when the perimeter is set and request the dispatcher make telephone contact with the resident/employee to determine the validity of the alarm.
4. If requested by the primary unit, the dispatcher should request the resident/employee to step outside and talk to officers if informed the alarm is false. The dispatcher will obtain a brief description of the resident/employee and provide it to officers before the resident/employee steps outside. Officers should check the business or residence with the consent of the key holder even after being advised an alarm is false.
5. Officers should assume an alarm is good if the resident/employee refuses to step outside or does not answer the dispatcher's call. However, officers should be cognizant that lone employees may be unable to exit the building if customers are present. Also, invalid residents may be unable or unwilling to come outside. In those instances officers should check the residence or business as closely as possible for danger signs and proceed with appropriate caution in a manner of their discretion.

Officers will call for sufficient back-up to maintain the perimeter before making entry into a business or residence if suspects are believed to be inside.

6. If the alarm is on a business, officers will make entry as soon as the perimeter is secured unless there is evidence to believe a barricaded suspect situation exists. Officers will follow the guidelines set forth in General Order 8.09 [SPECIAL THREAT SITUATION PLAN] if a barricaded suspect, with or without hostages, is confirmed.
7. If the alarm is on a residence, officers should make every effort to contact the resident/property custodian [including attempts through the alarm company] before making forced entry. Officers will make forced entry only if able to articulate reason(s) to believe a life threatening situation exists [i.e. something seen through a window, signs of entry, information from a neighbor, etc.]. Officers will follow the guidelines set forth in General Order 8.09 [SPECIAL THREAT SITUATION PLAN] if a barricaded suspect, with or without hostages, is confirmed.
8. Nothing in this section or any other section prohibits officers from taking immediate action to neutralize an active shooter or other imminent threat to life.

C. Other Alarms

Officers from time to time may be requested to check by with the Fire Department on other types of alarms. These alarms may include medical alarms or fire alarms. Officers responding to medical alarms or fire alarms should respond in a Priority 3 response unless otherwise authorized by an appropriate supervisor.

3 ALARM DISPOSITIONS

A. Officers will clear each alarm with the appropriate clearance using the mobile computer system or by advising the dispatcher of the disposition of each alarm. The officer, or the dispatcher when necessary, will note the call disposition on the computerized call for service slip or the radio log.

1. Typical alarm clearances include the following.

- a. Weather Related- Weather related clearances may include weather severe enough to set off alarms and power outages.
- b. Equipment Malfunction- Equipment malfunction alarms would include malfunctions in the alarm system that may include overly sensitive motion sensors or alarm set off for unknown reason after building has been deemed all secure.
- c. Human Error- Human error alarms would include alarms set off by a person with authorization to be at the location but who does not have the proper code, when the alarm has been set off by accidentally, or other obvious human errors.
- d. No Report- Alarms can be cleared "no report" if an offense has occurred at the location but an offense report is not desired by the victim.
- e. Active- Alarms can be cleared "active" when an offense has occurred and an offense report is generated.

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	EFFECTIVE: SEPTEMBER 28, 2010	
	REPLACES: G.O. # 8-09 ISSUED 11/19/2001	
TITLE: SPECIAL THREAT SITUATION PLAN		

1 PURPOSE

The purpose of this Order is to provide an organized methodology for dealing with special threat situations, such as; Barricaded Actor, Hostage-taking and Sniper situations, or other life-threatening situations that are beyond the scope and resources of the Patrol response. All officers shall be governed by the following policy guidelines when dealing with a special threat situation.

2 THE PLAN

This plan establishes the Police response, generally, to situations requiring containment and negotiation. In essence, buying time through the use of personnel specially trained in weapons, tactics and negotiations. As a general rule, the more time a hostage-taker spends with the hostage the less likely he is to take the hostage's life. Also, the more time spent negotiating with a barricaded suspect the better the chances of surrender without endangering any life.

The success of any special threat situation plan hinges on a team approach, good communications, and coordination of tactical operations under one commander. In this plan, the team consists of Field Officers, Supervisors, Investigators, S.W.A.T. personnel, Hostage Negotiation Team personnel, and other Departmental members at the discretion of the Chief of Police and the Advisory Panel if activated.

This team shall be under the direction and control of the S.W.A.T. Team Commander or his designee. The S.W.A.T. Team Commander shall be responsible for all activities and operations related to the mission of successfully resolving the Special Threat Situation and shall report directly to the Chief of Police.

Field Officers, the first officers on the scene, shall be well ingrained with the philosophy and the policy of restraint and containment as established by this Special Threat Situation Plan. The theme that permeates this plan is the safe release of hostages and the successful termination of the operation without loss of life. The order of priorities established by this policy are the safety of any hostages, innocent third persons, peace officers and other emergency responders, the suspect(s), and property. All tactical decisions will be made in adherence to this premise.

Other members of the Department are necessary to the success of this plan. The Commander of the Criminal Investigations Division, or his designee, shall be utilized as an intelligence officer. The Public information Officer shall also be utilized. Other Departmental personnel shall be utilized as situations arise that require the expertise of individually acquired skills. Furthermore, the senior on-duty Patrol Supervisor shall maintain and control the outer perimeter.

An Advisory Panel shall be established, in cases of extended situations, at the discretion of the Chief of Police or his designee. The Advisory Panel shall serve as a "think tank" in formulating strategy and developing plans. This panel shall be formed and directed by the Chief of Police or his designee and will consist of ranking members of the Department, public officials, and any other persons the Chief deems necessary.

When officers on the scene believe that a Special Threat Situation has developed, they shall refrain from any weapons fire that would endanger hostages or bystanders and they shall seek to confine the suspect(s) to the smallest possible area that is consistent with their own safety. The Communications Section shall be immediately notified to initiate a S.W.A.T. call-out.

A Patrol Supervisor should, if not already on scene, respond to assess and either confirm or cancel the S.W.A.T. call-out. Communications shall, upon request from a field unit, immediately notify the S.W.A.T. Commander and effect call-out procedures for all S.W.A.T. personnel, the Deputy Chiefs, and the Chief of Police.

S.W.A.T. personnel will relieve the field officers who are containing the situation and establish the inner perimeter. S.W.A.T. officers will be the only persons authorized to discharge firearms after the inner perimeter is established.

3 DEFINITIONS

- A. Special Threat Situation is any situation involving:
 - 1. A sniper.
 - 2. Any barricaded suspects known to be armed or not, with or without hostages.
 - 3. High-risk warrants where actors are suspected to be armed, have a violent history, or the location is known to be hardened by anti-police measures.
 - 4. Violent-fugitive apprehension.
 - 5. Armed suspect(s) that do not immediately surrender.
 - 6. Other life-threatening situations that may be beyond the scope and resources of the normal Patrol response.
- B. Barricaded Suspect is any person who:
 - 1. Has demonstrated capability and/or stated the intent to cause death or serious bodily injury to any person, including himself, and
 - 2. Has achieved tactical superiority by the use of a physical obstruction (a building, an open field, a vehicle, any natural or manmade barrier, etc.).
- C. Hostage Situation is any incident where the possibility exists or the available information indicates that a barricaded suspect may be holding a hostage.
- D. Terrorist Activity is any in-progress act that creates or is designed to create the fear of death or imminent bodily injury in the minds of others.
- E. Debriefing is the presentation of all pertinent information for a formal report.
- F. Inner Perimeter is that area of containment nearest the actor.
- G. Outer Perimeter is that area of containment that prevents outsiders from interfering with or being endangered by the Threat Situation.
- H. Objective is the physical location where a barricaded suspect or hostage is believed to be located.

4 SPECIFIC RESPONSIBILITIES**A. First Officers on the scene (normally patrol officers):**

1. Determine that a Special Threat Situation exists and advise the Communications Center to initiate call-out procedures for the S.W.A.T. personnel.
2. Confine the suspect by establishing a perimeter and maintaining firearm discipline.
3. Safely determine the facts of the situation by attempting immediate voice or visual contact. Maintain communications with the suspect only if it stabilizes the situation. Avoid constantly contacting the suspect who refuses to communicate or answer.
4. Determine the necessity of evacuating the area.
5. Relay all available information as soon as possible to the Communications Center. This will include, but not be limited to, location of any hostages, description of suspect(s), their weapons, possible avenues of escape, the location to which additional units should respond, and any areas or streets which may be unsafe for responding units to enter.
6. Detain all witnesses for debriefing.
7. Report to the Command Post for debriefing immediately upon being relieved. This particularly includes the officer responsible for completing the original offense report.
8. Remain at the scene until debriefed by the Investigator assigned as the operation's intelligence officer.

B. Patrol Supervisor first on-scene:

1. Responsible for insuring that the S.W.A.T. Team has been dispatched to the scene.
2. Assume overall command of operations until relieved by the S.W.A.T. Team Commander or a Team Leader.
3. Direct all responding units to report to him/her for assignments and debriefing. Establish a marshaling point distant from the affected area for all responding units.
4. Determine and effect any necessary evacuation of citizens from possible danger areas.
5. Establish and control an outer-perimeter.
6. On-scene S.W.A.T. personnel shall advise the on-duty Supervisor in the tactical positioning of officers.

7. Provide to the SWAT Team Commander a diagram of the outer perimeter showing the locations of all patrol units along the perimeter.

C. Communications Personnel:

1. Upon being advised by field officers of a Special Threat Situation, the Communications Section shall immediately direct a Patrol Supervisor to respond if one is not already on-scene. Upon request for S.W.A.T. to respond, Communications shall initiate call-out procedures for S.W.A.T. personnel.
2. Advise responding units of streets or areas that may be unsafe.

D. Officer, Special Weapons and Tactics Team (Immediate Action Responsibilities):

1. First team member responding will be responsible for the loading and deployment of the S.W.A.T. van.
2. Set up the Team's temporary command post and monitor the dedicated radio frequency.
3. Assume immediate inner perimeter and fire support positions to provide fire-cover to field officers being relieved.
4. Relieve field officers and assume inner perimeter containment positions.
5. Maintain firearm discipline throughout the operation.
6. Prepare intelligence information and scouting reports.
7. Follow and relocate perimeter containment if the suspect(s) moves from the original location.

E. Team Leader, S.W.A.T.:

1. Develop plans that allow clear, decisive action to be taken when conditions are most favorable and act as advisor to the Team Commander regarding the capabilities and resources of the S.W.A.T. Team.
2. Be in command of personnel manning the inner perimeter and limit access to only those persons specifically authorized by the Team Commander.
3. Provide Search & Clear, Arrest and Containment Teams positioned to insure an immediate response to the affected area.
4. Ensure that the Team's specialized equipment is brought to the scene.
5. Ensure that all civilian and unauthorized Police or other emergency personnel have been evacuated from within the inner perimeter.

6. Provide all drawings and scouting reports of location where suspect(s) and, if any, hostages are located.
7. Develop plans in order that clear, decisive action can be taken when conditions are most favorable.
8. Assume role of Team Commander if the S.W.A.T. Commander is not at the scene.

F. Negotiations Team Leader:

1. Provide negotiations at the scene.
2. Assume responsibilities for all activities of negotiation.
3. Screen other persons, other than negotiators, who may speak to the suspect.
4. Maintain communication with the Team Commander, informing him/her of any progress in the situation and advising of any intelligence gathered through the negotiations.
5. During a special-threat or other related life-threatening situation to which the S.W.A.T. Team requests the Negotiators, Negotiators will oversee the control of telephone lines to the objective. If these operations are beyond the capabilities of the Negotiators, the Team Commander or his designee will contact the local telephone company.

G. Intelligence Officer (Commander Criminal Investigations or his designee):

1. Gather all intelligence from debriefings (officers and witnesses) and other sources for the S.W.A.T. and Negotiations Teams.
2. Obtain area maps and floor plan of the location.
3. Ensure availability of technical skills or persons with pertinent knowledge associated with the operation.

H. Press Officer (Public Information Officer):

1. Provide accurate information, which does not violate operational security, to the news media.
2. Provide "rumor control" by utilizing news media representatives.

I. S.W.A.T. Team Commander:

1. Assume overall command of operations at the scene.
2. Maintain liaison with concerned agencies and other jurisdictions.
3. Ensure the establishment of the Tactical Command Post.

4. Once the inner perimeter has been established by S.W.A.T. the S.W.A.T. Commander is the only person who can authorize the discharge of chemical agents, diversionary devices, explosives, or firearms, except to save a life in exigent circumstances.
 5. Provide the Chief of Police or his designee a detailed assessment of tactical options to successfully resolve the situation and, when time allows, make specific recommendation as to the most favorable.
 6. Conduct critique after the termination of the operation.
- J. Chief of Police (or his designee):
1. Determine the most favorable tactical option to resolve the situation and so instruct the S.W.A.T. Commander for the execution of those options.
 2. Ensure the availability of Departmental resources for the successful conclusion of the operation.
 3. Establish, at their discretion, and direct an Advisory Panel. This Panel may include any member of the Department or private sector.
 4. May alter the operation at will.
- K. Advisory Panel:
1. Act as a staff advisory committee to the Chief of Police.
 2. Ensure all jurisdictional disputes are settled.
 3. Assist in obtaining any specialized equipment needed.
 4. Recommend alternatives to unusual negotiation demands.
 5. Assess plans developed by the S.W.A.T. Unit and the Negotiation Team.

5 JURISDICTIONAL RESPONSIBILITIES

When the hostage victim is a foreign official or an official guest of the United States of America, as defined by section 1116 (b) Chapter 51 of Title 18, United States Code, jurisdiction is shared concurrently by the Federal Bureau of Investigation and the local law enforcement agency. When control of the situation has been initiated by the local agency, Operational Command is retained until, or unless, the Federal Bureau of Investigation clearly indicates that they wish to assume command of the situation. Responsibility for the termination of the operation will shift to the Federal Bureau of Investigation in this circumstance.

If the Special Agent in Charge of the Houston Office of the Federal Bureau of Investigation, or his designee (Senior Agent on the scene), indicates that jurisdiction remains concurrent, joint decision-making will be undertaken by the S.W.A.T. Commander and the Senior FBI Agent at the scene. This will permit the successful integration of the operation. Since concurrent responsibility exists, efforts shall be made to ensure mutual agreement by both agencies in decisions prior to the conduct of tactical operations.

If the hostage situation results from the commission of a federal crime the jurisdiction is concurrently shared by the local Department and the Federal Bureau of Investigation. If the initial control of the operation is by the local Department, it will be retained until such time as the Senior Agent of the FBI indicates that he wishes to assume exclusive responsibility.

6 AFTER-ACTION REPORT AND REVIEW

The SWAT Team Commander, or other Incident Commander as designated by the Chief of Police or Deputy Chief of Police, shall be responsible for compiling and forwarding an After-Action Report to the office of the Chief of Police as soon as practical after the incident is resolved. The report should contain:

- A. Date, time, and location of the initial incident,
- B. An explanation of the incident, including cause and /or contributing factors, if known,
- C. Description of Departmental response to the incident including:
 - 1. personnel utilized (attach copies of any rosters available),
 - 2. special equipment utilized,
 - 3. other resources utilized, and
 - 4. actions and functions carried out by the Department to resolve the incident.
- D. Summary of the resolution of the incident. Included should be:
 - 1. description of noteworthy and/or meritorious actions of individuals or units involved in operations,
 - 2. description of any noted deficiencies in availability or performance of equipment or personnel,
 - 3. description of any training needs noted,
 - 4. description of any deficiencies in policy/procedures noted during the incident.

The Chief of Police or his designee shall review each After-Action Report with the command staff and others, as appropriate, to determine sufficiency of the Department's response and to implement any needed changes to policy/procedures, or address any other issues resulting from the incident.

The Chief of Police will cause a review of emergency operations plans to be conducted at least once every two years. The review will include General Orders 3-19, 8-09, 8-11, 8-13, and any other policies or guidelines concerning emergency operations involving natural or man-made disasters, large-scale civil disturbances and/or mass arrests. The purpose of the review will be to determine sufficiency and relevance of the policies and guidelines, and to implement any needed changes.

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	EFFECTIVE: JANUARY 16, 2015	
	REPLACES: G.O.# 8-10 ISSUED 10/19/2010	
TITLE: EMERGENCY OPERATIONS PLAN		

1 PURPOSE

Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and properties. During emergencies, many of the tasks required of law enforcement are simply an expansion of normal daily responsibilities. Emergency management consists of organized analysis, planning, decision-making, assignment, and coordination of available resources for mitigation, preparedness, response, and recovery to save lives and protect property during any emergency situation, disaster, or civil disturbance. The purpose of this General Order is to establish a written Emergency Operation Plan that includes provisions for responding to natural and man-made disasters, civil disturbances, mass arrests, acts of terrorism, and other unusual occurrences, in order to effectively respond to emergency situations.

2 POLICY

It is the policy of the Conroe Police Department to maintain the public peace and security within the City of Conroe by responding to natural and man-made disasters, civil disturbances, and other unusual emergency occurrences with the highest regard for human life and public safety.

3 DEFINITIONS

- A. *Civil Disturbances*: Demonstrations by crowds or mobs, displaying unrest or tension because of dissatisfaction with labor disputes, employment, or housing accommodations, or because of racial prejudice, or for other economic or social causes, including riots, civil disorders, and other violent or potentially violent events, resulting from emotionally charged situations.
- B. *Disaster*: Means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from any natural or man-made cause, including fires, explosions, terrorists acts, severe storms, floods, winds, tornadoes, earthquakes, oil spills, chemical spills, or other water contamination, train derailment, air crash, epidemic, air contamination, blight, drought, infestation, riot, hostile military or paramilitary action, or other public calamity requiring emergency action or energy emergency.
- C. *Emergency Management Coordinator*: A position within city government designated by the City Administrator to prepare and implement an Emergency Management Plan for the City of Conroe.
- D. *Emergency Situation*: An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully. Example: A major disaster involving any number of Conroe citizens, such as a severe ice storm, floods, tornado, explosion, or train derailment, etc.
- E. *EOC*: Emergency Operations Center is a central facility that facilitates coordinated decision-making and support for major emergencies.

- F. *Evacuation:* The removal of citizens from a potentially dangerous area, in a safe and orderly manner, for their safety and protection.
- G. *FEMA:* Federal Emergency Management Agency is a federal agency designed to aid local government agencies in the event of a disaster, such as providing financial aid and recovery assistance.
- H. *Incident Command Post:* The coordination point of all field activities related to the emergency situation. The ICP should be located at an easily accessible point, outside the inner perimeter, in a safe location with security and controlled access. Consideration should be given to the availability of telephones, shelter, parking, etc.
- I. *Incident Commander:* The person in charge of the incident site, who is responsible for the management of all incident operations. Example: The Chief of Police or his/her designee would be responsible for all law enforcement functions at the emergency scene, including traffic direction and crowd control.
- J. *National Incident Management System (NIMS):* A system for incident management that provides a consistent nationwide approach for federal, state, local, and non-governmental organizations to work effectively and efficiently to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, and complexity. There are five major components: command, planning, operations, logistics, and finance / administration.
- K. *Patrol Commander:* The Patrol Commander is a designate of the Chief of Police, in charge of all patrol functions or operations, usually the rank of Lieutenant or Deputy Chief. There may be two Patrol Commanders assigned to rotate through 12-hour shifts in relief of each other as required for the duration of the event.
- L. *Public Information Officer:* Public Information Officer (PIO) who releases accurate, timely, and consistent information to the media at the direction of the Incident Commander.
- M. *Shift Supervisor:* First-Line Supervisors, usually Patrol Sergeants, shall serve as Shift Supervisors responsible for a designated patrol shift.
- N. *Special Event:* An activity that results in the need for control of traffic, crowds, or crime, such as Go Texan parade, Conroe Cajun Catfish Festival, etc. Special events are normally time specific, short duration events, but may be extended over a longer period of time.
- O. *Staging Area:* A safe location for public safety personnel and equipment to be staged for quick deployment, as needed.
- P. *Terrorist Incident:* A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.

4 DISCUSSION

The Conroe Police Department has the primary responsibility for responding to natural and manmade disasters, civil disturbances, and other unusual occurrences, which occur within the City of Conroe. The Conroe Police Department adheres to the principles of the National Incident Management System (NIMS) to fulfill our law enforcement functions in an emergency, including the maintenance of law and order, traffic control and direction, crowd control, and patrolling the disaster area.

During a law enforcement emergency, the Chief of Police may serve as Incident Commander and redirect law enforcement services toward the emergency situation. All nonessential police tasks, such as routine patrolling or response to miscellaneous calls-for-services may be suspended in order to respond to the emergency.

Law enforcement objectives during a civil disturbance are containment, dispersal, prevention of re-entry, arrest of violators, and establishing priorities. Once a disaster or civil disturbance has been identified, the area should be quickly sealed off and contained until the emergency has been resolved. Any unlawful assembly should be dispersed in a safe manner, if possible. Once removed, people should not be allowed to return. If necessary, officers may be instructed to arrest violators, who refuse to comply with lawful orders to disperse from the scene.

The City of Conroe is the county seat for Montgomery County. A major disaster may involve any number of citizens, local governmental agencies (city, county, state, or federal), or the entire community. A unified response would be required in those instances when the Conroe Police Department might be unable to provide adequate law enforcement services, without aid from other law enforcement agencies or volunteer groups.

5 PROCEDURE

The Conroe Police Department has established this written Emergency Operations Plan that includes provisions for civil disturbances, mass arrests, natural and man-made disasters. The Conroe Police Department will utilize the National Incident Management System (NIMS) to coordinate such critical incidents or emergencies. This plan is accessible to all law enforcement personnel, including command and communication personnel.

A. Communications:

Communications always play a critical role in emergency operations. In responding to disasters, civil disturbances, or unusual occurrences, it is imperative that law enforcement vehicles and personnel are equipped with multi-channel radios capable of communicating with other first responders. The Conroe Police Department's primary communications is provided by the Communications Center located in the police department.

1. Radio transmissions should be confined only to essential messages. Use clear text only. When communicating with outside agencies, do not use jargon or terminology that the members of the other agency may not be familiar with.
2. Every police vehicle is equipped with multi-channel mobile radio, with scanning capability, including the capability of communicating with EMS, the Conroe Fire Department, and other local agencies.

3. Individual officers are also issued a portable radio with multi-frequencies.
4. Cellular telephones may also be utilized to support the communication function.
5. Inter-jurisdictional communications network, consisting of telephone, cellular telephones, teletype, and radio facilities, serves to perform the basic communication needs for emergency operations, existing in the Conroe vicinity. When available, landline circuits will serve as the primary means of communication, with radio as a backup.
6. The Conroe Police Department will be responsible for primary law enforcement communication at the onset of any disaster, designating one radio channel for emergency traffic only.
7. If required, communications can be handled from the EOC. Refer to the City of Conroe Emergency Management Plan, Annex B.

B. Chain of Command:

1. During City-wide emergency operations necessitating the staffing of the E.O.C., the City's designated Emergency Management Coordinator shall have overall incident command.
2. Within the Police Department, the established chain of command, as defined by the agency's organizational chart, shall be strictly adhered to. The Chief of Police or his designee shall serve as the Police Department's Incident Commander, responsible for all law enforcement operations within the city.
3. The Patrol Commander shall be responsible for "*Operations*" regarding law enforcement functions. Area law enforcement agencies, aiding with the emergency, shall report to the designated Patrol Commander for field assignments.
4. While responding to the disaster, law enforcement personnel from other agencies should adhere to the Conroe Police Department's "*chain of command*", in accordance with the established mutual aid agreements.

C. Primary Duties and Responsibilities:

1. Chief of Police: The Chief of Police, or his designee, shall activate the ICP and serve as the Department's Incident Commander, responsible for all law enforcement functions and decisions, including planning, directing, and coordinating of all activities of the Police Department:
 - a. Develop, evaluate, approve, and execute all standard operating plans, including mutual-aid agreements related to law enforcement functions;
 - b. Ensure training of appropriate personnel in the Emergency Operations Plan;
 - c. Confirm that an emergency actually exists, as well as, the extent of the emergency;

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- d. Maintain law and order during emergency situations, as well as, the safety of all affected personnel;
 - e. Cancel all personnel leave and authorize Full Force Mobilization;
 - f. Coordinate with the City Administrator, the City's Emergency Management Coordinator, and the Montgomery County Sheriff, or their designates, regarding the implementation of any "*mutual aid agreements*" for additional law enforcement support;
 - g. Participate in or send a designee to the EOC, or establish an ICP for smaller scale emergencies;
 - h. Designate a Patrol Commander, who will be in charge of all field patrol operations;
 - i. Establish a "*staging area*" in a safe, secure location for emergency responders;
 - j. Coordinate with the Department's Public Information Officer and/or the City's Public Information spokesperson to establish a news media location in a safe area (but not at the command post).
 - k. Prepare, as needed, any public statements regarding city curfews or other procedures designed to prevent vandalism and thefts; and,
 - l. Participate with other emergency management personnel in preparing a detailed "*after action report*" to the City Administrator.
2. Patrol Commander: The designated incident Patrol Commander shall assume command of field operations. The "*operations*" function is responsible for the management of all tactical operations directly related to law enforcement functions.
- a. Brief Incident Command with regular updates on status and activities;
 - b. Maintain a current call-up roster of all law enforcement personnel, including a current inventory of all agency resources, both personnel and equipment;
 - c. Coordinate available manpower to staff 12-hour patrol shifts;
 - d. Initiate the notification and mobilization of additional agency personnel as needed;
 - e. Brief personnel in designated location at the beginning of their shift for assignments and issuance of any necessary equipment;
 - f. Proceed to the scene, access the emergency, inform command staff, and execute the emergency operations plan;

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- g. Assume command of all patrol personnel, including other law enforcement support units;
 - h. Establish communications with the MCSO, DPS, and EOC, as needed;
 - i. Ensure operability of CPD Communications Center, including *priority* radio channel;
 - j. Arrange for acquisition and disbursement of emergency supplies and equipment, as needed;
 - k. Evacuate the disaster area, and restrict access to area. In some incidents, it may be necessary to “*contain*” rather than evacuate, such as a haz-mat situation;
 - l. Maintain command post and scene security;
 - m. Provide any casualty information to the ICP or EOC staff, as available;
 - n. Provide for detainee transportation, processing, and confinement;
 - o. Arrange for relief of personnel, including feeding, etc.;
 - p. Supervise post-disaster, de-escalation and resumption of normal activities;
 - q. Notify Animal Services Division to assist with animal problems;
 - r. Conduct post-incident investigation, prepare, and submit after-action reports to the Chief of Police, documenting the incident, including casualty report, injuries, and property damages.
3. Shift Supervisors: The designated Shift Supervisors will report directly to the Patrol Commander for the following duties:
- a. Establish inner and outer perimeters, restricting access, while controlling and securing disaster area;
 - b. Provide for traffic control and direction, as warranted;
 - c. Provide for crowd control, including evacuating, dispersal, and containment of the disaster area;
 - d. Provide for security in the disaster area, including protecting life and property;
 - e. Provide support for search and rescue operations as needed;
 - f. Provide for security at key public facilities, including any temporary morgue; and

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- g. Ensure that all reports related to the emergency are completed in a timely manner and submitted to the Patrol Commander.
- 4. Officers: Officers shall be responsible to respond *promptly* and to *strictly* adhere to the procedures, contained within the emergency operations plan:
 - a. Report as directed to the Police Department headquarters, incident scene, or other location to receive assignments and equipment. BE PREPARED TO WORK 12-HOUR PATROL SHIFTS;
 - b. Perform assigned line functions as directed, including emergency protective measures for the protection of life and property, traffic control and direction, crowd control, evacuation and containment of disaster area;
 - c. Assist with the care and removal of the injured, as well as the removal and identification of any casualties;
 - d. Keep emergency traffic lanes open to provide for the free flow of emergency vehicles and equipment;
 - e. Maintain conspicuous police patrols for the protection of life and property, as well as, preventive measures;
 - f. Enforce the laws, making arrests, as warranted; and
 - g. Prepare reports, as required.
- 5. Civilian and Support Personnel: Civilian and Support Personnel shall also be responsible to respond *promptly* and to *strictly* adhere to the procedures, contained within the emergency operations plan:
 - a. Attend briefings by Patrol Commanders to receive assignments. All employees shall be prepared to work 12-hour shifts until otherwise advised;
 - b. Provide support for emergency operations as directed;
 - c. Participate in continuing or re-establishing essential City services as quickly as possible.
- D. Support From Outside Law Enforcement Agencies:
 - 1. The Patrol Commander should provide for communication, coordination, and cooperation with neighboring law enforcement agencies.
 - 2. Officers from other agencies shall adhere to the established chain of command within the Conroe Police Department, in accordance with mutual aid agreements.
 - 3. Other agency support, such as the Texas Department of Public Safety or Texas National Guard, may be utilized, as directed by the Chief of Police.

E. Primary and Alternate Assembly Areas:

1. The Roll Call room, located at the Conroe Police Department headquarters, is designated as the primary assembly location, unless otherwise notified.
2. The Chief of Police or his designee may authorize alternate assembly areas, such as the FTF or other City facility, depending upon the nature of the emergency.

F. Alert Stages:

1. The Chief of Police may elect to order alert stages depending upon the nature and circumstances of the disaster, in accordance with the City's Emergency Management Plan. However, there may be other alert stages that affect an emergency or unusual situation, such as the "*Homeland Security Advisory System*", as defined by the U.S. Department of Homeland Security (DHS). In response to the continued threat of terrorist attack following 9/11, color-coded alert stages were implemented by the DHS to warn of an increasing risk of terrorist attacks:
 - Red - Severe Alert
 - Orange - High Alert
 - Yellow - Elevated Alert
 - Blue - Guarded Alert
 - Green - Low Alert

G. Incident Command Post (ICP):

Generally, some type of incident command post is necessary to provide a central, stationary location to assist the ICP in command and control, especially when multi-agencies are involved.

1. The Incident Commander shall be responsible to establish an incident command post, as appropriate, to direct police operations.
2. The ICP shall be located in a safe, secure area, close to the vicinity of the disaster for observation purposes. The location should be made known to all personnel. Normally, the ICP will not be moved once established.
3. The incident command post may be the Mobile Incident Command (MIC) truck or some other fixed location with access to electricity, telephones, restroom facilities, and shelter. At a minimum, the ICP shall be equipped with a cellular phone and multi-channel radio to provide effective communication with area law enforcement agencies and related first responders, including fire personnel.
4. The functions of the incident command post are to provide on-scene control and authority; to process information, make decisions (including briefings and assignments), and coordinate actions.

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5. Only *authorized* personnel will be admitted to the incident command post.
MEDIA WILL NOT HAVE ACCESS TO THE INCIDENT COMMAND POST!

H. Equipment Availability / Distribution:

Equipment requirements will vary, depending on the type of emergency or disaster.

1. The Department's Inventory Technician is responsible for the acquisition, operational readiness, and distribution of essential law enforcement equipment.
2. The Inventory Technician is responsible for procurement and distribution of essential equipment, such as:
 - Flashlights / traffic wands / batteries
 - Reflective traffic vests
 - Bullhorn
 - First aid kits
 - Fire extinguishers
 - Raincoats
 - Extra handcuffs or flex-cuffs (mass arrests in civil disorders)
 - Taser cartridges and batteries
 - O.C. spray
3. SWAT shall maintain and have available:
 - Riot helmets
 - Riot batons
 - Shields
 - Chemical and impact munitions
4. Each Division Commander shall be responsible to regularly inspect and ensure that equipment expected to be needed in an emergency situation is maintained in *a state of operational readiness*. Equipment shall be replaced as warranted.
5. Patrol Officers are responsible to bring essential equipment, such as portable radios, flashlights, raingear, protective vests, etc., as needed.

I. Situational Maps:

Some situational maps of buildings and apartment complexes in the Conroe city limits are maintained by the Conroe Fire Department for use during emergency situations. There are also some aerial maps of shopping centers, motels, and other areas available on network servers. Other area maps may be acquired from the Community Development Department.

1. The Patrol Commander shall post and update situational maps, as warranted. During emergencies, situational maps may be used to deploy personnel and plan the appropriate emergency response.

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2. The Patrol Commander should ensure the procurement of tactical plans, situation maps, building blueprints, and other related planning aids to assist in the development and management of an operational plan.

J. Outside Agency Support and Resources:

1. The Chief of Police and/or Emergency Management Coordinator may request operational assistance from the private sector, state, or federal governmental agencies, such as canine units, FEMA, etc.
2. A request for state / federal operational assistance requires official authorization from the Mayor, in the form of an executive order.
3. If the emergency requires additional law enforcement personnel, the Chief of Police may request operational assistance from other area law enforcement agencies, such as the Conroe Independent School District Police Department, the Montgomery County Sheriff's Office, local Precinct Constable Offices, and the Texas Department of Public Safety.
4. Responding law enforcement officers will be directed to report to the Patrol Commander for briefing and assignments.

K. Coordination with Emergency Management Personnel:

The Chief of Police or his designate is responsible for insuring the Police Department's readiness and operational capabilities, including the planning, coordination, and execution of all law enforcement services related to emergency management plan.

1. In preparation, the Chief of Police shall convey any changes of the law enforcement annexes to the Emergency Management Coordinator to be implemented into the City of Conroe Emergency Management Plan.
2. Communication, cooperation, and coordination are essential for the successful application of any emergency operations plan. Therefore, the "*Incident Commander*" concept shall be utilized at the incident command post. During any disaster, the Chief of Police and his employees shall cooperate fully with all emergency management personnel to meet the needs of this community.
3. As needed, the Conroe Police Department shall assist with emergency management personnel concerning damage assessment.

L. Casualty Information:

Temporary morgues and medical centers may be necessary.

1. The designated Local Health Authority has primary responsibility for gathering information concerning personal injuries and casualties, resulting from disasters.
2. Because accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to the ICP or EOC as soon as it is available.

3. Casualty data, including persons killed or injured, will be obtained from all available sources, including local law enforcement's:

- Personal observation
- Identification
- Search & rescue teams

M. Traffic Direction and Control:

Traffic direction and control is the primary responsibility of the Police Department.

1. Patrol shall establish an outer perimeter to secure the disaster area. The purpose of the outer perimeter is to keep the number of people exposed to any hazard to a minimum. Officers shall be instructed to keep everyone out of the disaster area, except authorized persons, such as those engaged in search and rescue operations.
2. Uniformed law enforcement personnel, including military personnel, if applicable, shall be responsible for traffic control, as well as, crowd control at disaster scenes.
3. Traffic barricades and cones should be utilized by patrol to secure the disaster area.
4. The Conroe Fire Department and/or Public Works may be utilized to assist in traffic direction and controlling access to the disaster area.

N. Public Facility Security:

Key public facilities shall be secured by local law enforcement, as directed by the Chief of Police, such as EOC, ICP, police headquarters, public schools, medical centers, or morgue.

1. Prime areas of concern will be the preservation of lives, protection of public records, communications, utilities, and power sources.

O. Legal Authority:

Generally, the Mayor can declare a "*state of emergency*", in accordance with state law. As provided in the Texas Disaster Act of 1975 and the Executive Order of the Governor, the Mayor may exercise the same powers granted to the Governor, but on an appropriate local level.

1. The City Attorney shall advise city officials on emergency powers of local government, such as establishing curfews, restricting or denying access into the disaster area.
2. In civil disturbances, the Chief of Police shall maintain liaison with prosecutors and/or the city attorney, seeking appropriate legal advice and direction, as necessary.

3. Occasionally, it may be advisable to ensure legal review of planned tactical actions, arrests, or search warrants. There may be a need for special arrangements with arraignments, bail, or other legal proceedings.
4. Consideration shall be given to the legal requirements surrounding any mass arrests that may result from police actions.

P. Military Support:

Military support may be employed to assist with security of the disaster area, including security at public facilities.

1. The Mayor will present requests for state and/or federal assistance, such as the Texas National Guard or other military support, to the proper authorities.

Q Martial Law: In extreme cases, the Governor may declare "*martial law*". Marital law is the suspension of civil authority and the imposition of military authority. Under martial law, the military is in control of the disaster area. When the civil authority cannot operate, then martial law is not only constitutional, but would be necessary. The Governor may proclaim martial law in times of rebellion, civil disorders, riots, insurrections, or invasions.

R. Community Relations, Public Information, and Rumor Control:

The purpose of effective community relations and providing public information is to maintain public confidence and trust, while keeping the public adequately informed about any community disaster, disturbance, or unusual occurrence.

1. According to the city's emergency management plan, the designated Public Information Person is responsible to establish effective collection, control, and dissemination of public information regarding the emergency situation, to minimize confusion, false information, and for rumor control. Media briefings should be held in accordance with ANNEX I. (Emergency Public Information), City of Conroe Emergency Management Plan.
2. If the emergency is strictly a law enforcement problem, the Chief of Police, through his Public Information Officer (PIO) designee, shall be responsible for community relations and the release of public information. Prior to being released, all public information must be approved by the Chief of Police, or other designated Incident Commander.
3. The Chief of Police shall designate a safe location for the media, keeping the media informed of timely information, without jeopardizing public safety objectives.
4. Timely press releases and/or media briefings serve to inform the public and eliminate or minimize rumors within the community. Therefore, it is critical that media briefings be scheduled throughout the crisis situation to keep the public informed of the situation and progress in resolving the crisis.

S. Transportation Requirements:

The Chief of Police may request the use of local buses, including school or MCSO Jail buses and vans, to aid with transportation needs, including the transport of disaster victims, injured persons, evacuees, mass arrests, or law enforcement officers. Reference Annex S. (Transportation), City of Conroe Emergency Operation Plan. If possible, injured persons should be transported by ambulance.

1. Transportation resources:

- Crime Scene Van/ SWAT Van
- Conroe ISD school buses
- Montgomery County S.O. Jail transport buses/vans
- Friendship Center buses
- OJCC vans
- Texas Department of Criminal Justice-Institutional Division

2. In the event of floods, trains may be the only transportation available.**3. Transportation vehicles including those provided by outside agencies, should report to the incident command post.****T. Management Control Measures / Evacuation:**

Evacuation is one means of protecting the public from the effects of a hazard. The purpose of the Evacuation Annex - A is to provide the orderly and coordinated evacuation of citizens from the disaster area. There are a wide variety of emergency situations that might warrant an evacuation, such as hazardous materials, major fire, natural gas leak, tornado, flooding, or terrorist attack.

1. The decision to evacuate a disaster area should involve the following questions:

- Is evacuation necessary for safety reasons?
- What areas or facilities are at-risk and should be evacuated?
- What method should be employed to evacuate the public?
- What travel routes should be used by the public?
- What transportation support is needed?
- How will evacuated areas be secured?

2. Texas enacted a mandatory evacuation law in 2009 (Texas Government Code, Title 4, Subtitle B, Chapter 418, Sec. 418.185 [Mandatory Evacuation]). A county judge or mayor of a municipality who orders the evacuation of an area stricken or threatened by a disaster by order may compel persons who remain in the evacuated area to leave and authorize the use of reasonable force to remove persons from the area.**3. Evacuation of special facilities, such as public schools, college, nursing homes, assisted living centers, or day care, require special considerations. Virtually all special facilities stated are required to have an emergency plan that includes provisions for evacuation. Upon receipt of the warning, the decision to evacuate would be at the Director or CEO's direction.**

4. For safety concerns, actual evacuation will be performed at the direction of law enforcement, which should provide traffic direction and control, protect property in evacuated areas, and limit access into disaster areas.
5. Whenever possible, two-way traffic should be maintained to allow for access by emergency vehicles. For large-scale evacuations, the Public Works Department and/or Texas Department of Transportation will provide traffic control devices, such as barricades.
6. Law enforcement will establish control points to limit entry into evacuated areas. One form of management control may be the issuance of *emergency passes*, at the direction of the EOC. If utilized, emergency passes will be restricted to citizens, who demonstrate a vital need to enter the disaster area.
7. Citizens will not be allowed to enter any disaster area, which is declared unsafe by public safety officials.
8. Public warnings may be used to evacuate residents, as warranted. Usually, the media will be employed to give large-scale public warnings.

U. De-escalation Procedures:

Recovery begins as soon as emergency assistance arrives at a disaster. While recovery can take place quickly in some areas, other affected areas may require an extended period of time to recover from a disaster.

1. The Chief of Police shall authorize the de-escalation of the law enforcement response to the disaster or disturbance when:
 - The disaster or emergency situation is resolved, and public safety is no longer in jeopardy; or
 - The effects of the civil disturbance no longer present a danger to the community.
2. Prior to demobilizing, the Patrol Commander will ensure that law enforcement personnel:
 - Complete all work assignments before being released or reassigned to foot patrols, security, or area patrols;
 - Return equipment issued due to the emergency;
 - Complete report writing responsibilities.

V. Post-Incident Duties:

The Chief of Police is responsible to restore essential law enforcement services to the Conroe Community, as soon as possible. Therefore, the Patrol Commander shall direct police personnel to return to essential police duties, as required to resume daily police operations, including the re-assignment to regular patrol duties. In addition, continued security operations may be warranted.

1. The Chief of Police shall be responsible for holding an agency critique of the law enforcement response, as related to the disaster. All participants will be encouraged to participate in this critique.
2. Any changes in the agency's policies or procedures designed to improve the Department's emergency response for future disasters, shall be noted and Emergency Management Plan annexes updated. Anyone can make recommendations for changes regarding agency policy, training, or equipment needs. The objective is to improve agency response to future emergency situations.
3. The Department Inventory Technician, in coordination with the appropriate Division Commanders shall be responsible for restoring, repairing, and/or replacing agency equipment, *in a state of operational readiness*.

W. After-Action Reports:

Within 48-hours after the conclusion of the emergency, the Patrol Commander shall prepare a written report to the Chief of Police, recording the disaster and the execution of the emergency operations plan.

1. The report shall be reviewed to identify any weaknesses in the agency policy, resources, equipment, or training.
2. The report should include relevant data regarding:
 - Law enforcement personnel / equipment
 - Overtime costs / Expenditures
 - Equipment repair or replacement costs
 - Casualties / personal injuries / property damages
 - Arrests
3. This report shall serve as a preliminary critique of the agency's response to the emergency. During the agency critique, any rumors or personnel concerns shall be addressed by the Chief of Police.
4. The Chief of Police shall prepare an official report, containing law enforcement functions related to the disaster. This report shall be forward to the City Administrator and the Emergency Management Coordinator.
5. Based upon Departmental and City Administration critique of the disaster, annexes and policies/procedures will be reviewed, evaluated and modified, as needed.

Y. Training:

Conroe Police Department Command and Staff Officers shall receive training regarding the City and agency's emergency operations plan, as well as, other related training.

1. When appropriate, a simulated emergency disaster exercise or drill shall be conducted at the direction of the Emergency Management Coordinator. The purpose of the training exercises or drills is to provide preparation for a real disaster.

2. The Emergency Management Coordinator shall critique the disaster exercise or drill; any changes in operating procedures or annexes shall be noted and forwarded to the Emergency Management Coordinator.
3. Review of Emergency Operations Plan: At least every two years, the Chief of Police must conduct a documented review of the Emergency Operations Plan. This review may be a full or partial exercise, a tabletop exercise, or a command/supervisory staff discussion and review of the plan.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 8-11
	EFFECTIVE: SEPTEMBER 30, 2010	
	REPLACES: G.O.# 8-11 ISSUED 11/19/2001	
TITLE: BOMB THREAT OR EXPLOSION		

1 PURPOSE

To provide an organized and methodological response to situations and incidents related to terroristic bomb-threats or explosive devices.

2 INITIAL RESPONSE

A. Immediate Action:

1. Do not use radio or cellular phones in or about the affected location. Advise Communications of your arrival prior to reaching the immediate proximity of the affected building/area. Within the affected building/area use "land-line" telephone or other officers as runners to accomplish necessary communication.
2. Ensure that the affected location is sufficiently isolated from public access.
3. Contact the person who received the threat to determine the exact language used in the threat. Collect all available and pertinent information.
4. Determine if a search of any nature has been completed and, if not, request that one is conducted immediately.
5. Allow the person in charge of the premises to decide if the premises are to be evacuated. Assist in any evacuation to ensure a safe, orderly operation.

B. Searches.

1. Request that the person in charge of the premises use their personnel to assist in the search. Explain that such personnel are most familiar with the structure and the placement of its contents and will generally recognize foreign objects or out-of-place articles. Accompany these personnel on the search. Do not allow pregnant women or children to participate in the search.
2. Explain that personnel participating in a search are NOT TO TOUCH any package, item, or article that does not belong, looks out-of-place, or is otherwise suspicious.

C. Reports.

The primary unit assigned to the original call-for-service of a terroristic threat - bomb threat incident shall be responsible for the original offense/incident report and the collection of evidence within existing Departmental guidelines. The officer will ensure that all reports are completed in detail so as to provide adequate information for future prosecution and crime analysis.

3 SUSPICIOUS ITEM

Should a suspicious item be located, the following procedures shall be followed:

- A. Cease all search activity and evacuate affected structure and/or an area of at least 300 feet around the suspected device.
- B. Notify an on-duty supervisor.
- C. Contact the Conroe Fire Department, Conroe Fire Marshall's Office and Emergency Medical Services.
- D. All suspected explosive devices/items will be handled by personnel trained in handling explosive ordinance.
- E. DO NOT MOVE an object or package identified as strange or unusual.
- F. NO radio or cellular phone communication will be permitted within the secured perimeter.
- G. Make certain appropriate explosive disposal group (B.A.T.F., HPD Bomb Squad, Military E.O.D.) is contacted and responds.
- H. Remain at the scene to assist explosive ordinance disposal group and investigators.

4 EXPLOSION

Should there be an explosion from a bomb or of a suspicious nature. The following guidelines shall be followed.

- A. Remain aware of the possibility of a second device detonating should the explosion have resulted from other than natural causes.
- B. Summon Emergency Medical and Fire Services. Also notify appropriate investigative response such as BATF, Fire Marshall, HPD Bomb Squad, etc.
- C. Secure the area of the explosion, evacuate as necessary, and restrict unauthorized personnel from entering.
- D. Notify an on-duty Supervisor. The Supervisor shall see that the following procedures take effect:
 - 1. Proceed to the scene of the explosion and take command and control of situation until relieved by senior command personnel or S.W.A.T. Team Command.
 - 2. Establish a command post, a marshalling point for all responding elements and coordinate efforts.
 - 3. Advise appropriate command officers of the situation and the location of command post using available communication.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 8-13
	EFFECTIVE: JULY 27, 2010	
	REPLACES: G.O. 8-13 ISSUED 11/19/2001	
TITLE: HAZARDOUS MATERIAL INCIDENTS		

1 PURPOSE

To provide guidelines for the initial emergency management of hazardous material incidents.

2 RESPONSIBILITIES

A. First Officer on the scene

1. Advise dispatcher of scene information and call for the following, if needed:
 - a. Ambulance and fire units
 - b. Additional C.P.D. units
 - c. Supervisor
 - d. Exercise due care in use of radio or vehicle until material is identified and determined not to be combustible.
2. Attempt to determine the identity of the material and advise dispatch to notify the Conroe Fire Department of any placard (information or I.D. numbers) and any other identification information gained at the scene.
 - a. Comply with requests from Conroe Fire Department. The Fire Department will have primary responsibility at the scene for dealing with the hazardous material.
 - b. Do not use flares for traffic control until the extent of danger from the cargo is determined.
3. Isolate hazardous area and restrict entry.
4. Approach site of spill with extreme caution, maintaining a safe distance, avoid contact with material and attempt to remain upwind of gases.
5. Evacuate all persons one-quarter (1/4) mile from the spill, if needed.

B. Supervisory Personnel (Field Supervisor Assigned)

1. Coordinate all C.P.D. units assigned to scene area
2. Confer with the Conroe Fire Department and comply with all safety instructions
3. Remain at the scene until properly relieved or the hazard has been removed
4. Determine need to activate Emergency Operation Center (E.O.C.)
5. Maintain communication with E.O.C. or dispatcher
6. Monitor evacuation information from E.O.C. or Fire Department and initiate changes in evacuation plans as needed.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 8-15
	EFFECTIVE: SEPTEMBER 27, 2010	
	REPLACES: G.O.# 8-15 ISSUED 11/19/2001	
TITLE: DOMESTIC VIOLENCE		

1 PURPOSE

The purpose of this order is to establish a uniform policy for handling incidents of domestic violence. The procedures set forth shall be conducted in compliance with the Texas Family Code and by all officers responding to or investigating incidents of domestic violence.

2 SCOPE

The Texas Legislature has recognized the need to protect victims of domestic violence. Under state law, victims of domestic violence, as with victims of other forms of violence, are entitled to maximum protection from harm or abuse. On September 1, 1985, Senate Bill 869 went into effect, revising the state law relating to the prevention of domestic violence as well as the duties and authority of law enforcement officers, prosecutors and the courts in domestic violence cases.

To comply with the revised state law, officers will protect any potential or actual victims of domestic violence, make arrests of violators to the full extent provided by law and provide written notice to the victim of his or her legal rights and the availability of shelter or other community services to domestic violence victims.

3 DEFINITIONS

- A. *Domestic Violence* - the intentional use or threat of physical force by a member of a family or household against another member of the same family or household.
- B. *Family Violence* (see *Domestic Violence*). This term also includes a "dating relationship" as defined in the Texas Family Code, Title 4, Section 71.0021 (b).
- C. In this General Order, the terms "*family*", "*household*", and "*member of household*", have the same meanings as assigned to them by the Texas Family Code.

4 ARREST POLICY

Arrests for domestic violence may be made without regard to the relationship between the alleged offender and the victim. This includes individuals related by blood (consanguinity) or marriage (affinity), whether still married (includes common-law marriage), divorced, or separated. Those who may be arrested also include former spouses, biological parents of the same child (without regard to marriage or legitimacy), foster children and foster parents (whether or not those individuals reside together). The Texas Legislature has amended Article 14.03 (a) (2) of the Texas Code of Criminal Procedure to state that "any peace officer may arrest, without warrant, persons who the peace officer has probable cause to believe have committed an assault resulting in bodily injury to another person and has probable cause to believe that there is a danger of further bodily injury to that person."

The assault need not have occurred in the officer's presence.

The District Attorney's office has interpreted the amendment to Article 14.03 (2) to mean that in domestic violence cases only, officers may arrest without warrant persons who have committed any offense of misdemeanor assault. Therefore, where officers have responded to a domestic disturbance and have established probable cause to believe that an assault has occurred and that there is a danger of further bodily injury to the victim, proper procedure will normally call for the officer to arrest the offender(s). Bodily injury includes any impairment of physical condition such as bruises, abrasions, scratches and black eyes.

5 NOTICE OF VICTIMS RIGHTS

The law requires officers to give the victim written notice, in English or Spanish (as appropriate to the victim), explaining the victim's legal rights and the availability of shelter or other community services. Officers shall make every reasonable effort to help the victim understand that something can be done to help her or him. The Conroe Police Department makes victim assistance information forms available to all officers. It is the duty of responding officers to ensure that every adult victim of domestic violence receives the form.

6 REPORTS

Officers will make a written report when there is reason to believe that an offense involving domestic violence has occurred. The report must contain, but is not limited to, the following:

- A. The names of the suspect and the complainant.
- B. The date, time and location of the incident.
- C. Any visible or reported injuries.
- D. A description of the incident and a statement of its disposition.
- E. The relationship of the defendant to the victim.
- F. Whether or not children were present.

Arrest reports should include the term "Family Violence" in the charge so as to alert prosecutors and the magistrate at Probable Cause hearings. Offense reports related to domestic violence should include the notation "Domestic (or Family) Violence" in the narrative, and the proper Circumstance code used to indicate Domestic Violence in the Spillman reporting system. In cases where the officer makes an arrest, he/she shall act as the affiant if the victim does not want to file charges. If an officer chooses not to make an arrest, they should do so with the knowledge that they may be held accountable should further violence take place after they leave the scene.

Officers may remain at the scene of a dispute for a reasonable length of time to allow a person who desires to leave the premises to gather certain necessary items of personal property. If an abused spouse is away from the residence when the officer arrives and there is no immediate danger of personal injury to the abused, the officer may accompany the abused spouse back to the residence to gather personal property, particularly in cases of dire emergency (e.g. to retrieve required medicine). Under no circumstances will officers attempt to adjudicate a division of personal property or offer information to the complainant that could in any way be construed as legal advice.

7 PROTECTIVE ORDERS

There is a difference between a protective order and a restraining order. A restraining order concerns civil actions and does not contain the specific language required of a protective order.

- A. A protective order concerns criminal actions and must contain the following language, according to the Texas Family Code.
 - 1. A person who violates a protective order may be punished for contempt of court by a fine of up to \$500 or by confinement in jail for up to six months, or both.
 - 2. A violation of a protective order by commission of family (domestic) violence may be a criminal offense punishable by a fine of up to \$4,000 or by confinement in jail for up to one year, or both.
 - 3. No person, including a person who is protected by this order, may give permission to anyone to ignore or violate any provision of this order. During the time in which this order is valid, every provision of this order is in full force and effect unless a court changes the order.
 - 4. It is unlawful for any person, other than a peace officer, as defined by Section 1.07, Penal Code, actively engaged in employment as a sworn, full-time paid employee of a state agency or political subdivision, who is subject to a protective order to possess a firearm or ammunition.
- B. The Texas Legislature has amended the Texas Code of Criminal Procedure concerning protective orders. This amendment authorizes law enforcement officers to accept a copy of a protective order as proof of the validity of the order, and it is presumed the order remains valid unless the order contains a termination date that has passed, it is more than two years after the date the order was issued, or the peace officer has been notified by the clerk of the court having jurisdiction that the order has been vacated.
- C. Therefore, an officer may arrest without warrant, persons whom he has probable cause to believe have violated a protective order, whether or not the offense is committed in the officer's presence. The code further states "if necessary to verify an allegation of violation of a protective order, a peace officer shall verify the existence of a protective order without leaving the scene of the investigation if there is a possibility of the further commission of domestic violence". Officers who have been told that a protective order exists or who have probable cause to believe that a violation of a protective order has been committed shall verify the order's existence through the Communications Section.
- D. A person commits a violation of a protective order if he or she knowingly or intentionally commits domestic violence as defined above, directly communicates with a member of the family or household (including over the telephone) in a threatening or harassing manner, or goes to or near the residence or place of employment or business of a member of the family or household as specifically described in the protective order. Any person who violates a protective order may be prosecuted for both the violation of the court-entered protective order and their actions dealing with the assault itself.

8 OBTAINING AN EMERGENCY PROTECTIVE ORDER

There are instances where the threat of possible continued violence may constitute the need for a protective order. In these cases, the following guidelines will be used in procuring an emergency protective order. Some examples of domestic violence where an emergency protective order would be warranted are Aggravated Assault of a family member (serious injury or the use/display of a weapon during the commission of the assault), family violence incidents where there are obvious injuries and previous history of family violence, and stalking cases (Texas Penal Code, section 42.072) involving the threat of death or serious injury to the victim or member of the victim's household.

- A. The officer will describe in the probable cause statement (arrest report) the facts that lead the officer to believe an emergency protective order is needed.
- B. The officer will complete a protective order request form (see Attachment-A) at the jail and attach it to the arrest report. The officer or the Montgomery County Sheriff's Office (MCSO) staff will complete a Protective Order NCIC worksheet (see Attachment-B) and process it through NCIC/TCIC. This form is for MCSO and should be noted on the top that it is a NCIC request from "Conroe Police Department". It will be the responsibility of the Montgomery County Jail to notify the victim and the suspect when a protective order has been issued.

NO.

THIS IS THE STATE OF TEXAS

IN THE _____ COURT

VS.

OF

Defendant

MONTGOMERY COUNTY, TEXAS

MAGISTRATE'S ORDER FOR EMERGENCY PROTECTION

On this day, **Defendant**, _____ 'appeared' before this Court after arrest for an offense involving:

- a) _____ family violence
- b) _____ stalking, under section 42072 or the Texas Penal Code.

The Court considered entering a Magistrate's Order for Emergency Protection, pursuant to article 17.292 of the Texas Code of Criminal Procedure:

- a) _____ on its own motion;
- b) _____ at the request of the:

_____ victim, _____

_____ guardian of the victim, _____

_____ peace officer

_____ attorney representing the State, _____; or

- c) _____ as a matter of law after the Court's finding that the Defendant has been arrested for an offense that also involves:

_____ serious bodily injury to the victim;

_____ the use or exhibition of a deadly weapon during the commission of an assault.

Protected Person(s):

Based on the information presented, this Court enters this Order for Emergency Protection on behalf of the following persons:

Prohibited Acts:

IT IS HEREBY ORDERED that effective immediately Defendant

(name) _____, date of birth:

driver's license state/no. —, — is prohibited from:

- a) _____ committing family violence or assault on the person(s) protected under the order;
- b) _____ committing an act in furtherance of stalking, under section 42.072 of the Penal Code;
- c) _____ communicating directly with a member of the family or household or with the person(s) protected under the order in a threatening or harassing manner;
- d) _____ communicating a threat through any person to a member of the family or household or of the person(s) protected under the order;
- e) _____ going **within** _____ (specify minimum distance) of the: _____

_____ residence, located at
(put address here unless requesting confidentiality) (include city, state and zip code)

_____ place of employment, located at
(put address here unless requesting confidentiality) or

school,
_____ <Put address here unless requesting confidentiality> where a child or children protected under the order reside(s) or attend(s).

Confidentiality of Address:

_____. Based on the facts presented, the Court finds that, for the safety of the person(s) protected under this order, the addresses and specific locations of the person(s) protected by the order remain confidential and shall be omitted from the order.

Delivery of the Order:

_____ the Chief of Police in the municipality where the member of the family or household or individual(s) protected by this order reside;

_____ the Sheriff of the county where the member of the family or household or individual(s) protected by this order reside;

_____ the principal, director, or person in charge of the school or childcare facility attended by a person or persons protected by the order and named herein.

_____ the victim (if not present at the hearing)

Notice to the Victim:

IT IS ORDERED that a law enforcement officer shall make a good faith effort to notify, within 24 hours, the victim that the order has been issued by calling the victim's residence and place of employment.

Suspension of Concealed Handgun License:

IT IS ORDERED that the license to carry a concealed handgun of _____ (name of Defendant), if **any**, is suspended for _____ e duration of this order. A copy of this order shall be forwarded to the Concealed Handgun Division of the Texas Department of Public Safety. On receipt of this order suspending the license to carry a concealed handgun, the department shall record suspension of the license, report the suspension to the local law enforcement agencies, as appropriate, and demand surrender of the suspended license from the licensee.

Duration of order:

This order is effective upon issuance and shall remain in full force and effect until midnight on the _____ day of _____, 20____ (this date should be no less than

31 days and up to 61 days from the date of issuance for non-aggravated offenses, and up to 91 days from date of issuance for aggravated offenses).

Signed

Signed at _____ a.m/p.m. on this the _____ day of _____, 20_____.

Judge or Magistrate Presiding

WARNING

A VIOLATION OF THIS ORDER BY COMMISSION OF AN ACT PROHIBITED BY THE ORDER MAY BE PUNISHABLE BY A FINE OF AS MUCH AS \$4000.00 OR BY CONFINEMENT IN JAIL FOR AS LONG AS ONE YEAR OR BY BOTH. AN ACT THAT RESULTS IN FAMILY VIOLENCE OR A STALKING OFFENSE MAY BE PROSECUTED AS A SEPARATE MISDEMEANOR OR FELONY OFFENSE. IF THE ACT IS PROSECUTED AS A SEPARATE FELONY OFFENSE, IT IS PUNISHABLE BY CONFINEMENT IN PRISON FOR AT LEAST TWO (2) YEARS.

NO PERSON, INCLUDING A PERSON WHO IS PROTECTED BY THIS ORDER, MAY GIVE PERMISSION TO ANYONE TO IGNORE OR VIOLATE ANY PROVISIONS OF THIS ORDER. DURING THE TIME IN WHICH THIS ORDER IS VALID, EVERY PROVISION OF THIS ORDER IS IN FULL FORCE AND EFFECT UNLESS A COURT CHANGES THE ORDER.

WARNINGS UNDER FEDERAL LAW

THIS ORDER IS ENFORCEABLE IN ALL FIFTY STATES, THE DISTRICT OF COLUMBIA, TRIBAL LANDS, AND US TERRITORIES. 18 U.S.C. 2265.

INTERSTATE VIOLATION OF THIS ORDER MAY SUBJECT THE RESPONDENT TO FEDERAL CRIMINAL PENALTIES. 18 U.S.C. 2261, 2262.

POSSESSION, TRANSPORTATION, OR RECEIPT OF A FIREARM WHILE THIS ORDER REMAINS IN EFFECT MAY BE A FELONY UNDER FEDERAL LAW PUNISHABLE BY UP TO TEN (10) YEARS IN PRISON AND/OR A FINE.

IT IS UNLAWFUL FOR ANY PERSON WHO IS SUBJECT TO A PROTECTIVE ORDER TO POSSESS A FIREARM OR AMMUNITION.

Defendant's Acknowledgment of Receipt of Order

I, _____ (name of Defendant), the
Defendant in this case, received a copy of Magistrate's Order for Emergency Protection in
open court, on this the _____ day of _____, 20____.

Signed by Defendant

Statement of Service

I, the undersigned, hereby state I gave a copy of the Magistrate's Order for
Emergency Protection attached hereto to the Defendant named above at
a.m./p.m. on this the _____ day of _____, 20____.

Signed by Judge or Magistrate

Title

CONROE POLICE DEPARTMENT
EMERGENCY PROTECTIVE ORDER

INFORMATION NEEDED FOR ENTRY INTO TCIC

CASE #: _____

APPLICANT/PROTECTED PERSON(S) INFORMATION	RESPONDENT INFORMATION
NAME:	NAME:
DOB:	SEX: RACE: DOB:
CONTACT#:	HGT: WGT: EYE: HAIR:
MINOR CHILD:	SOC:
DOB:	STATE ISSUED DL:
MINOR CHILD:	STATE ISSUED ID:
DOB:	RELATIONSHIP TO PROTECTED PERSONS:
MINOR CHILD:	
DOB:	

THE MAGISTRATE'S ORDER FOR EMERGENCY PROTECTION FOR ENTRY INTO TCIC NEEDS TO INCLUDE THE INFORMATION ABOVE TO ENABLE THE RECORD TO BE ENTERED CORRECTLY.

THE SSN, STATE ISSUED DL, AND STATE ISSUED ID ARE NOT MANDATORY. HOWEVER, THIS INFORMATION HELPS TO ENABLE THE RECORD TO BE "TRACKED EFFECTIVELY".

SUBMITTING OFFICER SIGNATURE

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 22	G.O.#: 8-16
	EFFECTIVE: SEPTEMBER 30, 2010	
	REPLACES: NEW ISSUE	
TITLE: ARREST PROCEDURES		

1 PURPOSE

It is the purpose of this policy to establish guidelines that coincide with State and Federal laws concerning the arrest process, arrest discretion, and the transportation and processing of prisoners.

2 POLICY

The arrest process can at times be a traumatic, emotionally charged, and physically dangerous event. It is the desire of the Conroe Police Department to ensure that all arrests are made in the safest possible manner for both officers and citizens. To that end, the following procedures and guidelines should be followed by all officers, in conjunction with General Order 5-01 [USE OF FORCE], and other applicable state statutes and policies of this agency.

Special circumstances sometimes arise during the routine arrest of individuals. Those special circumstances may involve the health or particular medical condition of the arrestee, or that the arrestee is in sole care and control of a dependant person(s) who could not care for themselves (dependency may be due to age [minor children or advanced age], infirmity [physical disability/handicap], or mental incompetency). With this consideration in mind, it is the policy of this Department to allow its officers a certain amount of latitude in the use of discretion in the arrest and/or incarceration of individuals where issues of the medical condition of the arrestee, or disposition of dependants in the arrestee's care and control, may confront the officer. This General Order contains procedures and guidelines to assist officers in using that discretion for arrest and/or incarceration when those conditions exist that may necessitate an officer's deviation from otherwise standard arrest/incarceration procedures.

3 DETENTION, FRISK AND SEARCH OF PERSONS

In the performance of their duties, officers frequently encounter situations requiring that they detain, and sometimes frisk or search, persons who may be involved in criminal activities. It is the desire of the Department to ensure that law-abiding citizens are free to carry on their daily activities without unreasonable intrusion by officers. Therefore, the following guidelines should be adhered to by all officers.

A. Detention

When an officer observes suspicious activity there are several appropriate responses available to the officer including continued observation, computer checks, and approaching the suspect and asking questions. When enough facts are developed, temporary detention may be in order. For purposes of this General Order, detention is defined as holding a person for a limited time, but who, as yet, is not answerable to a criminal offense.

1. Elements required for temporary detention.

- a. Reasonable suspicion by an officer that some activity out of the ordinary is or has taken place.

- b. Some indication to connect the person to be detained with the suspicious activity.
 - c. Some indication the suspicious activity is related to criminal activity.
- 2. Officers must be able to articulate their reasons for detaining a person.
 - a. Officers must be cognizant of the fact that it is a detention only as long as the detainee understands that they are not under arrest.
 - b. Officers should not routinely handcuff or otherwise restrain detainees unless the officer has articulable reasons to believe the detainee poses a threat to the officer.

B. Frisking

- 1. A frisk is a mere pat-down of the outer clothing or container to which a detained person may have immediate access.
- 2. A lawful frisk can only be initiated when the officer has first made a lawful stop.
- 3. The sole justification for the frisk is the protection of the officer and others nearby. A protective frisk is not an investigative technique.
- 4. These are some, but not all, of the reasons an officer would have to suspect the person stopped might possess a weapon:
 - a. Type of crime for which person was stopped.
 - b. Furtive movements.
 - c. Appearance of person stopped (bulge, etc.)
 - d. Time and place stopped.
 - e. Proximity to recent crime scene.
 - f. High-crime area.
 - g. Reputation of subject.
 - h. Officer's experience.
 - i. Description of wanted vehicle or person.
- 5. The companion(s) of a detainee should only be frisked when the officer has a reasonable suspicion the companion(s) may be in possession of an offensive weapon.

6. The objective of the frisk is to locate weapons that could be used against the officer or others nearby. A frisk can only be used by an officer when he justifiably stops someone and has a reasonable fear for his safety and the safety of the public.
 - a. The protective frisk cannot be used as a subterfuge to search for incriminating evidence – it may be used only to protect the officer from harm.
 - b. Officers should be aware that if they order or instruct a suspect to empty their pockets or otherwise remove items from inside their clothing, the complexion of the protective frisk likely becomes that of a search.
7. Normally, an officer cannot put his hands under the suspect's outer clothing until the officer feels something which the officer reasonably believes is a weapon.
8. Any pat-down must be justified by specific articulable facts. Any deviation from the normal pat-down must be related in scope to those facts justifying the deviation.
9. Packages, purses, briefcases and other containers should not be searched, but can be separated from the suspect and frisked during the stop. Any deviation must be justified by articulable facts.
10. Officers may seize any evidence they observe under the plain view doctrine.
11. Officers can conduct a frisk limited to those areas in which a weapon may be placed or hidden, *if the officer possesses a reasonable belief based on "specific" and articulable facts which taken together with the rational inferences from those facts*, that the suspect is dangerous and may gain immediate control of weapons.
12. The scope of a protective frisk is limited to persons and places within arm's reach of a concealed weapon, or to which the subject might lunge.
 - a. Person - patdown outer clothing
 - b. Vehicle - area under immediate control of person(s) feared.
 - c. Briefcase, purse, or container possessed by person.
 - d. Only potential weapons may be seized unless evidence in plain view is discovered.
13. Factors which may contribute to reasonable fear for a protective frisk include:
 - a. Darkness.
 - b. Remote location.
 - c. Outnumbered officer.

- d. Relative physical size of the officer compared to other person(s).
- e. Reason for the contact.
- f. Encountered hostility.
- g. Excess clothing (heavy coat on a warm day).
- h. Visible bulges in clothing.
- i. Excess nervousness or excited state.
- j. Torn or bloodstained clothing.
- k. Quick, sudden movements.
- l. Apparent efforts to adjust clothing or conceal something.
- m. Known record of violence.
- n. Reports that the suspect is armed or dangerous.

C. Searching

In the absence of a warrant and with limited exception, a search must be voluntarily consented to. Searches incidental to arrest are covered below in Section 6.

1. Persons

- a. If, during a detention situation, an officer develops articulable probable cause to believe the detainee is in possession of contraband or a weapon, the officer may search and seize the item(s).
- b. Consent Searches
 - A legally valid consent to search is a waiver of a person's Fourth Amendment rights to be searched and have property seized only on the authority of a lawful search warrant. Record consent when possible
 - A valid consent search requires that consent be given voluntarily and knowingly. Consent is not voluntary if it is obtained by means of expressed or implied threats, or if it merely amounts to a peaceful submission to authority. Consent is not "knowingly given" if the person who gives it does not understand the consequences of his consent and his right to refuse.
 - The scope of the search is limited by the scope of the authorized consent and consent may be withdrawn at any time.

- c. A person who exposes an item to open view without prompting from an officer does not have a reasonable expectation of privacy.

2. Vehicles

- a. A search may be made of the vehicle of a detained person if the person voluntarily and knowingly consents to the search. The same guidelines in Section C, subsection 1, para. b. (above) apply to this circumstance.
- b. An officer may conduct a warrantless search of a vehicle (automobile, mobile home, boat, or airplane) *if there exists probable cause to believe that seizable items are inside.*
- c. The search should be made immediately.
- d. Probable cause to search a vehicle does not automatically extend to cover the occupant(s) of the vehicle. Occupant(s) may only be searched if they are being arrested or if the officer has articulable probable cause to believe the person(s) possess contraband or evidence. An officer may frisk if he/she has a reasonable fear for their safety.
- e. Officers shall be aware that restraining a detainee away from the immediate vicinity of their vehicle will likely invoke the restrictions imposed by the Supreme Court in Arizona v. Gant:
 - When the person being arrested is close enough to the car to reach in, possibly to grab a weapon or tamper with evidence; or,
 - When the arresting officer reasonably believes that the car contains evidence pertinent to the very crime that prompted the arrest.

4 AUTHORITY FOR ARREST

- A. The authority for peace officers in this state to arrest persons without a warrant is derived from the applicable statutes of the Texas Code of Criminal Procedure, particularly from Title I, Chapter 14.
- B. Offenses Within View
 1. Peace officers or citizens may arrest without a warrant persons who commit a felony or a breach of the peace within the view of the officer or citizen.
 2. Peace officers may arrest without a warrant a person who commits any offense in the officer's presence or within the officer's view.
- C. Officers may arrest without a warrant:
 1. Persons found in suspicious places and under circumstances that would cause a reasonable person to believe:
 - a. That the person has or is committing a felony offense.

- b. That the person is committing a breach of the peace or otherwise violating Texas Penal Code Chapter 42.
 - c. That the person is about to commit some offense against the laws of this state.
- 2. Persons who a peace officer has probable cause to believe have committed an assault which resulted in bodily injury to another, and the officer has probable cause to believe that there is a danger of further bodily injury to that person if the officer does not arrest.
- 3. Persons that a peace officer has probable cause to believe have violated a Protective Order, whether or not committed in the officer's presence or within the officer's view.
- 4. Persons who a peace officer has probable cause to believe have committed an offense involving Family Violence.
- 5. Persons who a peace officer has probable cause to believe have prevented or interfered with someone's ability to place an emergency telephone call or to request assistance in an emergency from a law enforcement agency, medical facility, or other agency or entity the primary purpose of which is to provide for the safety of individuals, whether in the officer's presence or view or not.
- 6. Persons who confess to a felony offense, if the statement is freely and voluntarily made without compulsion or persuasion, and establishes probable cause to believe the person has committed the felony admitted to.

5 ARREST DISCRETION

- A. Officers, when acting under color of Articles 14 and 15 of the Texas Code of Criminal Procedure, shall always be conscious of their safety, the safety of any and all persons in the area, and the safety of the arrestee when effecting or contemplating arrest.
 - 1. When a person having dependent child(ren) in their care is arrested, and proper care for the child(ren) cannot be obtained before taking the person from the location, the arresting officer should obtain the name, address and telephone number of a responsible adult that can take custody of the child(ren). The child(ren) should be transported to the CPD Headquarters until the responsible adult can take custody of the child(ren). If the person cannot be contacted by telephone, a unit may be sent to make personal contact with the responsible adult, if that person is located in the City of Conroe or within a reasonable time and distance from the scene. If no contact can be made, the on-call CID supervisor should be contacted to arrange care for the child(ren), or
 - 2. The arrestee may be released from custody pending further investigation by the arresting officer with an on-duty supervisor's approval.

- B. When the decision to arrest has been made for a Class C warrant or any Class C misdemeanor and the arrestee is located at home alone with children, the arresting officer may follow the guidelines in Section A (above).
- C. When the decision not to arrest has been made for a Class C Misdemeanor warrant, the officer should explain the bond process to the arrestee and allow the arrestee to appear at City of Conroe Municipal Court by the end of the next working day.
- D. When the decision to arrest has been made for a Class C warrant and the arrestee is occupying a motor vehicle stopped by the arresting officer and the arrestee is accompanied by children, the arresting officer shall follow guidelines outlined in subsection A.
- E. When the decision to arrest has been made on any Class C Misdemeanor (other than warrants) and the arrestee is at home or in a public place and has children in the arrestee's custody, the officer shall follow guidelines in Section A (above) or release the arrestee on citation.
- F. Arrests on Class C Misdemeanor offenses or warrants will not be made on the arrestee's job location unless:
 - 1. The offense is committed in the arresting officer's presence, or
 - 2. To delay the arrest would endanger life or hinder a police investigation currently being conducted which directly or indirectly involves the arrestee, or
 - 3. Repeated efforts to arrest elsewhere are unsuccessful, or
 - 4. Members of the CPD have, on at least one prior occasion, informed the person to be arrested of an outstanding warrant and that person has not complied with the first warning to appear. The warning to report for arrest or municipal court appearance may be made at the workplace.
- G. An obviously pregnant woman may be incarcerated at Montgomery County jail for a felony or higher misdemeanor (Class B and above) after following guidelines set by that agency and using officer's discretion. Subsequent warrant issuance can be obtained in lieu of arresting in that instance.
- H. During the course of the arrest if it is shown that the arrestee is mentally incompetent, the arresting officer may transport the arrestee to the appropriate Tri-County MHMR facility for evaluation. If the arrestee is determined to be in a crisis by the staff, then the arrestee should either stay voluntarily or be involuntarily committed. If the arrestee will not stay voluntarily they must be medically cleared by appropriate medical authority before the officer can leave. The decision to pursue further commitment proceedings against the arrestee after the initial confinement period will rest with the investigator assigned the case's follow up in consultation with the arrestee's family.
- I. While affecting arrests, officers will use only the minimum amount of force necessary to accomplish the arrest. Officers will follow the guidelines of General Order 5-01 [USE OF FORCE].

- J. If an arrestee in a Class C Misdemeanor offense claims to possess a physical ailment that would be life-threatening to the arrestee if incarcerated, this information will be verified by contacting the arrestee's physician of record or by examining any documents so proclaiming such disorder on behalf of the arrestee. If the ailment is confirmed, the arrestee will not be incarcerated, but will be released pending further investigation. If the ailment cannot be confirmed, then the decision to incarcerate will be at the discretion of the arresting officer and, ultimately, MCSO Jail Staff. The arrestee may be taken to a hospital for "incarceration approval" from a physician if necessary.
- K. The excessive age of an arrestee will not automatically disqualify that person from arrest/incarceration; however, discretion should be exercised.
- L. The final decision to arrest or not to arrest for Class C misdemeanors lies with an on-duty supervisor, unless that supervisor chooses to consult a higher ranking supervisor.
- M. For Class B Misdemeanor or higher charges, officers will contact the Intake Attorney from the D.A.'s Office who will confirm the arrest and issue a PAN # to include on the arrest report.

6 ARRESTEE IDENTIFICATION

- A. Determine whether or not the identity of the arrestee can be ascertained through local files, or other means; i.e., birth certificate, driver's license, etc.
- B. Each arresting officer during the booking process will make every effort to identify each person arrested. The arresting officer may use a valid Texas driver's license, Social Security number, birth certificate or other government-issued identification card; however, an attempt should be made to verify this information by using local police database, or the files of the Montgomery County Sheriff's Office, the Texas Department of Public Safety, or the Federal Bureau of Investigation.
- C. All information obtained for arrest records from federal, state, county, and city agencies will be used for law enforcement purposes only and will not be used for any other purpose.
- D. Arresting or investigative officers may take photographs of scars, tattoos, or birthmarks to assist in the identification of an arrestee. The arresting officer or investigator may also use these identifying marks through the Communication Section to assist in identifying the arrestee.
- E. If the arrestee is found to be a foreign national, there may be a requirement under the Vienna Convention on Consular Relations to notify the consular office for their country of origin of the arrest of the foreign national.
 - 1. Determine the foreign national's country of nationality. In the absence of other information, assume this is the country on whose passport or other document the national is traveling.
 - 2. This applies to foreign nationals actually arrested and jailed. This does not apply to those who are only cited and released.

3. Notification of consular offices is made by the Montgomery County Sheriff's Office per their policies.
4. Arresting officers shall note in the arrest report of a foreign national any questions or comments made by the foreign national regarding consular notification.

7 SEARCHING PRISONERS

- A. Prisoners will be thoroughly searched at the time of arrest to ensure the safety of officers and to prevent the destruction of evidence.
- B. Under normal circumstances, prisoners will be searched by an officer of the same gender as the prisoner. Female prisoners should be searched by female officers or other female personnel. Purses, luggage, coats, and pockets of female prisoners may be searched by the arresting officer regardless of the gender of the officer.
- C. Whenever a reasonable possibility exists that any prisoner may have a weapon that could cause injury or death to an officer or any other person, a search will be made of that person in a timely manner. In the case of a female prisoner, it is preferable that such search be made by a female police officer, unless exigency and officer safety concerns dictate otherwise.
- D. Officers accepting prisoners from other officers will search the prisoners before accepting custody and will be responsible for the prisoners. Prisoners shall be searched each time they come into the transporting officer's custody, including to and from court appearances, hospital visits, or interview sessions.
- E. Strip searches will usually be performed by the Montgomery County Jail facility employees as part of the booking process. However, circumstances may arise necessitating that strip searches be conducted by members of this Department. When strip searches are conducted by this Department's members, the following guidelines will be adhered to;
 1. Definition: A strip search involves requiring an arrested person to remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, and anus or female breasts of such person.
 2. A strip search will be conducted only upon the approval of an on-duty police supervisor, or a supervisor of higher rank than the on-duty supervisor.
 3. Any strip search that is conducted shall be performed by a person of the same gender as the arrested person and where the search cannot be observed by person(s) not physically conducting the search.
 4. An officer shall only conduct a strip search (which cannot include a search of body cavities or extend beneath the body surface) if there is probable cause to believe that such a search is necessary to detect evidence of a particular crime or a hidden weapon. If a strip search is conducted, a description of the search and thorough articulation of the probable cause for the search shall be documented in the arrest report or supplemental report.

5. No person arrested for a Class C Misdemeanor offense (traffic or otherwise) shall be strip searched, prior to being booked-in at the jail, unless probable cause exists to believe the individual is concealing a weapon, controlled substance, or other contraband.
6. Other than search as part of the booking process, no search of any body cavity shall be conducted without a search warrant authorizing the body cavity search or the voluntary consent of the person to be searched. Any body cavity search should be performed under sanitary conditions by appropriate medical personnel.
7. Notification shall be made of the intent to conduct the body cavity search, under a search warrant, to the officer's Division Commander. This notification may be made to another available supervisor if the officer's Division Commander is not immediately available. Any body cavity searches will be documented in a complete and thorough report.
8. All searches extending beneath the body surface and/or involving penetration of an arrestee's body cavities shall only be conducted based on probable cause and under sanitary conditions by medical personnel in a medically approved manner.
9. When an officer has probable cause to believe that a person has evidence or contraband concealed in their mouth, the officer should order the person to remove or spit out the article(s), but the officer shall not remove it with their own fingers or use any object or force for the removal.
 - a. Force used in and around the head or neck region in the form of a choke hold or other manual manipulation to inhibit the suspect's ability to swallow, or that restricts the flow of air to the suspect's lungs or blood flow to the suspect's head, is prohibited.

8 TRANSPORT VEHICLE AND EQUIPMENT

- A. Marked patrol vehicles used in transporting prisoners should have a barrier separating the driver from the prisoner.
 1. The safety barrier may be of wire mesh, heavy gauge plastic, or other durable construction that does not unnecessarily restrict airflow to the prisoner compartment.
 2. The purpose of the safety barrier is to prevent the prisoner from having access to the driver's compartment.
 3. The safety barrier will be constructed so that communication between the front and back seat is not impaired to the point that conversation cannot be conducted.
- B. The transport vehicle may be modified to minimize opportunities for the prisoner to exit from the rear compartment of the vehicle without the aid of the transporting officer.

- C. Vehicles used primarily for transporting prisoners may have the window cranks and door handles removed or rendered inoperative from the rear compartment. Door lock releases will be operated from the front compartment or from outside of the vehicle. Eye bolts may be installed for leg restraint if necessary.
- D. Investigations and other Departmental vehicles not routinely used for the transportation of prisoners need not be equipped as described in this section.
- E. During normal arrest incidents, reasonable effort should be made to transport prisoners in marked patrol vehicles from arrest locations. Prisoner transports in non-patrol vehicles should be done only as a last resort when a patrol vehicle is not available. Exceptions may be made in arrests where there is no patrol vehicle available, if the arrestee is non-violent and/or non-destructive.

9 SEARCH OF TRANSPORT VEHICLES

- A. A transporting vehicle's rear seat area shall be searched prior to and after the transport of any prisoner. The procedure is necessary to assure the transporting officer that no weapons or contraband are present in the vehicle prior to the prisoner being placed in the vehicle.
 - 1. Absent constant observation of the interior of the prisoner compartment of the police vehicle, the possibility exists that weapons or contraband may be hidden in the vehicle without the officer's knowledge. The procedure of searching prior to transport also assists in establishing possession of contraband by the prisoner if the prisoner discards the contraband item in the transport vehicle.
 - 2. The transport vehicle should also be checked immediately after the prisoner has been removed from the vehicle.
- B. An inspection of the transport vehicle will be conducted at the start of each shift.

10 RESTRAINING PRISONERS DURING TRANSPORT

- A. Being legally responsible for the custody of the prisoner(s), officers should always evaluate the application of restraint equipment. Restraint equipment consists, but is not limited to, handcuffs, waist chains, restraint belts, leg irons/restraints, and "flex-cuffs".
- B. Prisoners should be handcuffed with their hands behind their back. Officers may use their discretion to handcuff in the front when a prisoner has injuries or a medical condition that would limit their ability to be handcuffed in the back. While infirmity of the prisoner is a consideration in handcuffing in the back, gender or age is not. The decision to handcuff in the front should be made with the utmost consideration for the safety of the officer(s), other citizens, and the arrestee. In all cases, handcuffs and other restraints should be comfortable, yet secure and double locked.

If the decision is made to handcuff a prisoner in the front, the officer should take the following steps:

- 1. Make a very careful, thorough search of the prisoner.
- 2. Utilize the prisoner partition in the patrol unit.

3. For those instances when an officer is unable to handcuff behind the arrestee's back, the officer may consider using leg restraints or forearm/elbow restraints, along with front handcuffs.
- C. Ensure all restraints are secured properly. Restraints should be double locked to prevent injury and escape.
- D. Leg restraints may be utilized when transporting:
1. Violent, uncooperative prisoners who are actively resisting arrest/transport.
 2. Prisoners who are actively engaged in violent, destructive behavior that endangers themselves, the officer(s), or equipment in the patrol unit.
 3. Prisoners who, through past demonstrated behavior, pose a significant danger to the officer(s) or themselves, or pose a substantial escape risk.
- E. Because of obvious safety concerns, all reasonable efforts shall be made by the officer to secure all prisoners with a seat belt.
- F. Sudden Custody Death Syndrome (SCDS) is known to sometimes occur to persons who are under the influence of drugs or alcohol, particularly when accompanied by other stressful conditions. The placing of a hogtied person into a prone position is known to have contributed to SCDS deaths in certain individuals. Under no circumstances will an officer of the Conroe Police Department place or participate in placing a prisoner into:
1. A hogtied position (defined as a four position binding of a person's wrists and ankles together behind the back).
 2. A position handcuffed behind their backs, laying across the rear seat of the patrol car on their stomach or left side.
 3. After securing individuals who have struggled vigorously, Officers will be alert for signs of "excited delirium", "positional asphyxia", or "cocaine psychosis" and closely monitor the individual throughout the arrest process, taking appropriate action or seeking medical assistance when necessary.
- G. A prisoner will not be handcuffed or shackled to a stationary object or a motor vehicle unless it has been clearly indicated by significant past conduct of the individual that the procedure is imperative in order to safeguard the security of persons and property. If it is necessary to handcuff or shackle a prisoner to a stationary object, the reasons for such action will be documented. The officer will note in such documentation the facts upon which this decision is based. The intent of this directive is to clearly manifest that this alternative is to be used only in the most extreme cases.
1. This does not preclude an uncooperative **adult** prisoner being handcuffed to the metal bench located near the Report Room in the CPD Headquarters building. Any prisoner handcuffed to this bench should be under constant observation.
- H. Use of restraint equipment does not eliminate the need for continuous, alert supervision. Prisoners may pick or cut restraint equipment.

- I. It shall be the responsibility of the Police Department to maintain an adequate supply of all types of restraining equipment (handcuffs, leg irons, restraint belts, hobble straps and leg restraints). All such equipment will be maintained in good operating condition.
- J. As an alternative to handcuffing behind the back when transporting more than one prisoner, each prisoner may be handcuffed with hands in front and arms intertwined with the next prisoner. (For example, Prisoner's A left hand to Prisoner B's left hand.)
- K. The use of vehicle occupant safety restraints (seat belts, etc.) should conform to the laws of the State of Texas and regulations of the Conroe Police Department. Under violent, emergency or unusual situations, or due to physical or mental limitations of the prisoner, officers may, when necessary, use discretion in the use of vehicle occupant safety restraint devices. Every reasonable effort should be made to conform to state law or Departmental regulation. Any deviation from the use of such restraining devices should be documented in the arrest report.

11 RESTRAINING HANDICAPPED PRISONERS AND SICK OR INJURED PRISONERS

- A. It ***should not*** be assumed that restraining devices are not required on handicapped prisoners. A prisoner in a wheelchair or one who uses walking aids may not require the use of restraining devices in ***all*** instances; however, the following circumstances should be considered:
 - 1. The prisoner's charges,
 - 2. The prisoner's reputation, e.g., combative, escape risk, suicidal tendencies, and
 - 3. The extent and nature of the handicap or injury.
- B. The restraining of a handicapped prisoner is at the discretion of the transporting officer within the guidelines noted above. The most important factor in transporting a handicapped prisoner is the safety of the officer and the prisoner. The following restraints will be available and considered by the transporting officer:
 - 1. Handcuffs or "flex-cuffs"
 - 2. Hobble straps or other leg restraints
 - 3. Seat belts
- C. Restraining a sick or injured prisoner is discretionary since restraining devices may not be required on sick or injured prisoners, depending upon the nature of the sickness or injury. However, the following circumstances will be considered in the officer's decision:
 - 1. Prisoner's charges;
 - 2. Criminal history, if known;
 - 3. Prisoner's attitude or reputation, e.g., violent combative, manipulative, escape risk; and
 - 4. The extent and nature of illness and injury.

- E. No restraint will be applied to a sick or injured prisoner in such a manner as to aggravate the illness or injury.

12 SEATING OF OFFICERS AND PRISONERS IN THE PATROL VEHICLE

- A. All prisoners will be placed in the rear seat and seat belted in. Generally, patrol vehicles equipped with a center mounted safety shield to confine the movement of the prisoner should be used.
 - 1. It is the transporting officer's responsibility to maintain observation of the prisoner at all times. The officer must be aware of opportunities for escape or attack and prevent such opportunities from arising.
 - 2. Seat belts should be used on all prisoners transported.
 - 3. Leg restraints may be used under circumstances described in 8 – D above.
- B. A maximum of two (2) prisoners will be transported in a single patrol vehicle at one time.
- C. Police Bicycles or Motorcycle Units will not be used for transporting prisoners.
- D. ***Juvenile prisoners should not be transported with an adult prisoner*** unless the adult is the parent of the juvenile or someone arrested in connection with the same incident as the juvenile.
- E. Female prisoners will not be transported with male prisoners, unless their arrests stem from the same incident.
- F. Combative prisoners should not be transported in the same vehicle.
- G. The primary duty of the transporting officer is the safe and timely delivery of the prisoner. An officer will not respond to another police incident while transporting a prisoner, unless the incident is of such magnitude that a life is placed in jeopardy or an innocent person is placed in jeopardy of serious bodily injury. The officer must also be concerned with the safety of the prisoner and will not expose the prisoner to unnecessary hazard.
- J. Safety aspects of transporting a prisoner require that the officer be always cognizant of others wishing to communicate with the prisoner while being transported. Communications between the prisoner and others during transport is at the discretion of the arresting officer or supervisor.
- K. When transporting prisoners, officers should ensure that the prisoner's property is kept on their person until arriving at the jail. If this is not practical then the following guidelines should be followed;
 - 1. If the prisoner has a large amount of money (\$500.00 or more) on their person, then the primary and a secondary officer should both count the money prior to transporting the subject to the county jail. The money should be counted in front of the patrol car and recorded on the in-car video system.
 - 2. If the prisoner desires to release his property to a person at the scene, then the name and identification information of the person receiving the property should be documented in the call-for-service by the officer or Communications.

3. If the prisoner's property is removed from him at the scene then it should, if practical, be removed in front of the patrol car and recorded on the in-car video system. The property should be secured in a bag and transported with the prisoner to the jail.
4. The transporting officer should ensure that the prisoner does not have or keep small weapons or others items commonly used to attempt escape on their person (i.e., pocket knives, hair clips, straight pins, handcuff keys, razor blades).
5. The prisoner's property will be released to the jail once it has been itemized on the arrest sheet.

13 SPECIAL TRANSPORT SITUATIONS

- A. When the transporting officer is transporting a prisoner of the opposite sex or a juvenile the transporting officer will:
 1. Advise Communications of the destination of the transport or record the information into the unit's mobile laptop.
 2. Advise Communications of the beginning and ending mileage of the transport vehicle or record the information into the unit's mobile laptop.
- B. Physically handicapped prisoners present conditions for their transportation that dictate special care and attention. The safety of the prisoner and the transporting officer requires due care when transporting handicapped prisoners. The type of vehicle used in transporting non-ambulatory prisoners should be given careful consideration. The officer should consider if the prisoner is able to sit up.
 1. It may be necessary to carry the prisoner's wheelchair, crutches, prosthetic appliances, medications, etc.
 2. It may become necessary to require the assistance of medical personnel and medical equipment (e.g., ambulance) to complete the transport of a handicapped prisoner.
- C. If a prisoner becomes sick or injured, it is the arresting officer's responsibility to seek medical attention for that prisoner prior to transporting the prisoner to the Montgomery County Jail facility. An on-duty supervisor will be notified of the prisoner's injury or illness.
- D. The prisoner will be transported to a medical facility and offered medical treatment. If the prisoner refuses medical treatment, documentation of the refusal will accompany the prisoner to the Montgomery County jail. The officer will sign for the refusal at the hospital.
- E. Prisoners arrested as a result of a traffic accident should be evaluated carefully for the need of medical treatment as not all traffic accident related injuries are visible or obvious.
 1. If paramedics are on scene they can make an initial evaluation; however, paramedics are not doctors and cannot make a formal diagnosis.

2. If there is any doubt about a prisoner's injuries the prisoner will be transported to a medical facility for treatment prior to transporting the prisoner to the Montgomery County jail for evaluation and treatment.
- F. The Montgomery County jail has trained medical staff on duty that can initially treat minor injuries, e.g., cuts, scrapes. However, this facility lacks the equipment and personnel to make a formal diagnosis and provide treatment. If the transporting officer transports an injured or sick prisoner to a booking facility without first seeking medical attention for that prisoner, the officer should remember that they may be required by the medical personnel at the booking facility or by the booking personnel to transport the prisoner to a medical facility prior to the jail accepting the prisoner.

14 TRANSPORTING TO A MEDICAL FACILITY

- A. It is the arresting officer's responsibility to ensure that any injuries are treated prior to releasing the prisoner from the officer's custody or incarcerating the prisoner. If the arresting officer is not transporting the prisoner, the arresting officer will notify the transporting officer of the prisoner's injuries. Unless otherwise directed by an on-duty supervisor, the transporting officer upon notification will become responsible for obtaining medical attention for the prisoner.
- B. Medical treatment will be routinely obtained at Conroe Regional Medical Center or other local hospital. Upon arrival at the hospital, the officer shall maintain close contact with the prisoner. The officer will take all precautions possible to restrict the prisoner's opportunity to escape.
- C. The officer having custody of the prisoner will remain with the prisoner at all times during the examination and treatment. The officer will:
 1. Never remove the restraints from the prisoner unless the restraints interfere with the treatment, and the physician or hospital staff request removal of the restraints.
 2. When removing restraints, use the utmost caution and only remove those restraints necessary. In some cases alternative restraints may be appropriate.
 3. Upon completion of the treatment, replace the restraints on the prisoner.
 4. If the required medical treatment restricts the officer's access to the prisoner or the use of the restraints, the officer shall comply with the attending physician's directions after the physician has been advised of safety concerns. If the officer has reason to believe that the prisoner is a risk to the officer's safety, or the safety of the medical staff or other persons at the facility, or may attempt to escape, the officer will notify an on-duty supervisor and request a second unit.
- D. During medical transports, the officer will be especially aware of officer's side arm and protect their weapon at all times.
- E. The officer should obtain all appropriate paperwork, medical release and instructions and/or medication from the hospital when the treatment is completed.

- F. If the prisoner is to be incarcerated, the transporting officer will ensure all medical paperwork and medication is turned over to the receiving officer at the Montgomery County jail.
- G. If the prisoner is to be admitted into the hospital, the officer in control of the prisoner will notify an on-duty supervisor immediately. The supervisor will be guided by the following steps:
 - 1. If the prisoner is in custody for a Class C misdemeanor the prisoner may be released from custody and issued a citation for the offense when possible. If the prisoner being released has a Class C warrant from Conroe Municipal Court, Communications should be notified to replace the warrant back into active status in the system.
 - 2. If the prisoner is in custody for a Class B misdemeanor or above, the supervisor shall determine if the prisoner should be released from custody pending presentation of the charge(s) to the appropriate prosecutor's office. The supervisor may consult with the on-call District Attorney's office prosecutor and/or a CID supervisor as to the appropriateness of relinquishing custody of the arrestee. If the prisoner is released from custody pending charges being presented, the officer shall complete a report and forward it to CID for follow-up and charges.
 - 3. If the prisoner is not released from custody, the prisoner will be guarded by an officer until such time as the prisoner can be released from the hospital and custody transferred to the Montgomery County Sheriff's Office (MCSO).
- H. If the prisoner refuses medical treatment, this should occur in the presence of medical personnel. The officer should prepare documentation of the refusal and include those persons present at the time of refusal in the police report.
- I. The officer should include the following in their report:
 - 1. A description of the injuries;
 - 2. A detailed explanation of how the injuries occurred. If unknown, state so and explain (e.g., prisoner had injury prior to arrest);
 - 3. Photos of injuries, if appropriate;
 - 4. Treatment provided;
 - 5. Who treated the prisoner; and
 - 6. The place, date and time treatment was provided.
- J. If a subject has sustained injuries prior to being placed in custody, they should be asked if they desire medical attention. If the arrestee does desire medical attention, the arrestee will be transported to a hospital and be examined by medical personnel at the arrestee's expense. If a medical *emergency* exists, then the arrestee will be transported to the nearest hospital without regards to their ability to pay (ref. Art. 104.002 Expenses for Prisoners, CCP).

1. In a non-emergency condition, the arrestee (if indigent) should be taken to Conroe Regional Medical Center for treatment, unless they request medical attention at another local medical facility (ref. Art. 104.002 Expenses for Prisoners, CCP).
 2. The arrest process will be completed after the person is released from the hospital.
- K. If an arrestee is injured as a result of direct or indirect police action and requires medical attention, they should be taken to Conroe Regional Medical Center, or other appropriate medical facility, and examined by medical personnel.
- L. In any case where an arrestee has injuries that appear to interfere with or preclude normal activities and the arrestee declines medical treatment, an on-duty supervisor shall be notified. If the supervisor believes the arrestee does require medical attention, the arrestee shall be taken to an appropriate medical facility for examination irrespective of the arrestee's desires.
- M. If an arrestee is treated at a medical facility and the examining physician advises that the arrestee is not medically fit for incarceration, the arrestee will not be incarcerated. If the arrestee is not admitted for observation to the medical facility, the arresting officer and an on-duty supervisor will use discretion in determining the arrestee's disposition.
- N. Responsibility for Obtaining Medication
- 1) Prior to Acceptance by MCSO Jail Personnel
 - a. The obtaining of prescribed medication for persons arrested by a CPD officer is the responsibility of the arresting officer prior to the arrestee being accepted at the MCSO jail. If, prior to acceptance of a prisoner by the MCSO jail, the arresting officer is made aware that the arrestee needs, or claims to require, prescribed medication that the arrestee possesses or is easily accessible, then the arresting officer shall ensure that the prescribed medication is brought with the arrestee to the jail.
 - b. An attempt should be made to arrange for a third party to bring the medications to the jail if the arrestee does not have the medications with them. The jail personnel should be notified of medication that the arrestee claims to be needed if arrangements could not be made.
- O. Any documentation indicating medical treatment received, refusal of medical treatment, or incarceration approval from a physician will accompany the arrestee to the MCSO jail. A copy of the documentation will also be included with the arrest report.
- P. While transporting a prisoner to a hospital, etc., the officer shall not allow the prisoner to have contact with other persons including, family members, attorney, media representatives, etc. The lack of control of the physical surroundings by the officer during transport precludes prisoner interaction with anyone, until such contact can occur in a safe and controlled environment.

15 ESCAPE OF A PRISONER IN TRANSPORT

- A. Despite all precautions, a prisoner may escape. If this happens and the officer is in pursuit of the suspect, Communications should be notified of the escape and the officer will provide a direction of travel and description. The officer should employ the minimum amount of force necessary to apprehend the prisoner, while ensuring the safety of bystanders and the pursuing officer. Additional units will be sent to assist in the search and apprehension.
- B. If an officer discovers that a prisoner is missing and not in sight, the officer must decide whether the prisoner is within an enclosed area the officer can control. If the prisoner is contained, the officer will:
 - 1. Maintain their position blocking the prisoner's escape,
 - 2. Notify Communications of the officer's location and status, and
 - 3. Await the arrival of assisting officers to aid in the search and apprehension.
- C. If the officer has reason to believe that the prisoner is not within a confined area and is not within sight, the officer will:
 - 1. Notify Communications of officer's location and status,
 - 2. Broadcast an appropriate "Attempt to Locate"
 - a. Describing the escapee,
 - b. Providing the last known location of the escapee,
 - c. Providing the direction of travel if known,
 - d. Provide charges, and
 - e. Ensure an on-duty Patrol supervisor is notified.
- D. If an escaped prisoner is recaptured by an officer, the escapee should immediately be thoroughly searched for weapons or contraband. The escapee should then be placed in additional restraints and transported to the Montgomery County jail.
- E. If a prisoner attempts to escape from custody, the officer will:
 - 1. Summon assistance to the officer's location, and
 - 2. Subdue the prisoner using only the force necessary to maintain custody.
- F. Under no circumstances should the supervision of other prisoners be relaxed to pursue an escaping prisoner.
- G. A police report of the escape or escape attempt will be completed per normal reporting procedures. Any use of force shall be reported per Use of Force reporting procedures.

- H. If a prisoner is injured and requires medical attention during an escape attempt, an escape, or during recapture, the officer will transport the prisoner to a medical facility, unless the injuries are severe enough to preclude transport in a police vehicle. If the prisoner is transported by ambulance, the officer should ride in the ambulance with the prisoner when possible. The officer will also notify an on-duty Patrol supervisor. If the officer having custody of the prisoner is injured during the incident and is unable to fulfill further duties, a second officer will be summoned to the scene to complete the transport.

16 PROPERTY OF ARRESTED PERSON

It is the responsibility of arresting officers to ensure that an arrested person's personal property, which was on or about their person at the time of their arrest, is properly cared for after the arrest. This includes any motor vehicle and its contents that the arrestee was operating or in care, control, and custody of at the time of their arrest.

A. Vehicles

- 1. Vehicles towed pursuant to arrest shall be towed under the guidelines set forth in General Order 7-07 [Towing Guidelines].
- 2. An inventory will be completed in detail on a Record of Towed Vehicle Report (form CPD-051), individually listing items of value and denoting any contraband or evidentiary items removed by officers.
- 3. If an arrestee's vehicle is not being seized for evidentiary purposes, for forfeiture proceedings, for safekeeping, or for other valid, articulable reasons, it may, at the arrestee's request, be left at the scene or released to another person. If the scene is a public roadway or public property, it must not present a traffic hazard or block any access to public or private property. If it is on private property not commonly accessed by the public, it must be with the property owner's consent. If the arrestee requests to release the vehicle to a person, that person should possess a valid driver's license and, if not at the scene, be able to arrive within a reasonable amount of time.

B. Property

- 1. Any property on an arrestee's person at the time of arrest and not being seized as evidence or contraband should accompany the arrestee to the jail. However, property other than identification items (driver's license, government issued ID cards, etc.) may be released by the prisoner to another person at the scene. A Property Receipt/Release Form (CPD-053) should be completed detailing the property being released and signed by the person receiving the property. The form should be submitted to the Records Section with the Arrest Report and other paperwork.
- 2. All property taken to the jail with the prisoner shall be properly documented and released to jail staff. This includes identification cards not seized pursuant to a DWI/DUI or DWLS/I arrest, and medications (see 12-N above).
- 3. If the arrestee is in possession of a large amount of property (suitcases, several large bags of clothing or other items, bicycle, etc.) that the jail will not allow to be brought in to their facility, the arresting officer will be responsible for seeing to the safekeeping and transporting of the property to the Police Department. The property will be appropriately entered into the computer database and stored according to the procedures outlined in General Order 9-05 [Evidence and Property Procedures].

17 ARRIVAL AT THE JAIL OR OTHER SECURE DETENTION FACILITY

- A. Upon arrival at the destination, the transporting officer will notify Communications.
- B. After the prisoner has been removed from the vehicle, the officer shall check for contraband, lock the doors and secure the patrol vehicle.
- C. The officer will follow the facility's policies regarding the carry and securing of weapons by officers while at the facility (which may include firearms, pepper spray, batons, Tasers, ammo and/or magazines, knives, etc.).
- D. Removal of restraints:
 - 1. Most facilities will have their personnel remove the restraints or handcuffs from the prisoner.
 - 2. If the facility requires the prisoner remain restrained for some reason, the officer will remove those restraints and the destination facility may restrain the prisoner with their own equipment.
 - 3. Generally, the officer will not allow the prisoner to be placed into a holding cell while still being restrained by the officer's handcuffs or Department-owned restraining devices.
- F. The transporting officer will deliver all the necessary paperwork and required legal documents to the receiving officer at the holding facility.

18 CUSTODIAL DEATH

- A. If a detainee/arrestee dies while in the custody of any employee of the Conroe Police Department, the Justice of the Peace or County Medical Examiner (as appropriate), the District Attorney's Office, and the Conroe Police Criminal Investigations Division will be contacted immediately.
- B. The investigation into the death of the detainee will be the responsibility of the Criminal Investigations Division, unless otherwise directed by the Chief of Police. An Administrative Investigation will also be initiated.
- C. Upon completion of the investigation the investigator(s) involved in the custodial death investigation will submit their findings to the Chief of Police or his designee. All in-custody deaths involving members of the Department shall be reviewed by the appropriate authority and in compliance with the administrative and criminal investigation procedures of the Department.
- D. According to the Texas Code of Criminal Procedure Art. 49.18, a Departmental incident report must be completed if a person dies while in the custody of a peace officer, or if a prisoner dies while confined in jail or prison.
 - 1. The written report concerning the custodial death must be filed with the Texas Attorney General's office no later than thirty days after the date of the in-custody death.

- E. The Texas Attorney General's Prosecutor's Assistance Division interprets, "if a person dies while in custody of a peace officer" to also mean:
1. While the peace officer is in pursuit of a person and that person dies. This would include foot or vehicular pursuits where an arrest was imminent.
 2. The time after a peace officer has arrested someone, prior to arriving at the jail.

19 JUVENILE ARREST PROCEDURES

Officers of the Conroe Police Department are regularly called upon to assume custody of juveniles who have been accused of delinquent conduct or conduct indication a need for supervision ranging from status offenses to capital felonies. Because the police are governed by the Family Code as well as by other guidelines, all personnel should understand that procedures for dealing with juvenile suspects may differ significantly from those used for handling adults. Officers should refer to General Order 8-17 [Juvenile Arrest Policy] for guidance in handling juvenile arrests.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 8	G.O.#: 8-17
	EFFECTIVE: SEPTEMBER 17, 2010	
	REPLACES: G.O. 8-17 ISSUED 04/19/2002	
TITLE: JUVENILE ARREST DETENTION, AND TRANSPORTATION		

1 PURPOSE

The purpose of this policy is to provide guidelines for officers when dealing with juveniles who are in need of protection, who display conduct indicating a need for supervision, and those charged with a criminal offense.

2 POLICY

Officers of the Conroe Police Department are regularly called upon to assume custody of juveniles who have been accused of conduct indicating a need for supervision or delinquent conduct violations ranging from status offenses to capital felonies. Because the police are governed by the Family Code, as well as by other guidelines, all personnel should understand that procedures for dealing with juvenile suspects differ significantly from those used for handling adults.

The Department's policy in dealing with juveniles is one of intervention and correction, whenever feasible. All personnel are encouraged to use the least forceful means reasonably available to them when dealing with juvenile offenders.

3 RIGHTS OF ARRESTED JUVENILES

- A. It is the policy of this Department to ensure that the rights of all citizens are protected. Officers will follow the guidelines set forth by the Texas Family Code when interviewing and/or obtaining statements from a juvenile suspected of committing an offense. These rights and guidelines in reference to oral interviews and written statements are outlined in General Order 9-11 [JUVENILE ORAL-WRITTEN STATEMENTS].
- B. Juveniles will be afforded all rights and protections afforded by federal, state, and local laws.

4 SEARCHING OF JUVENILES

Officers shall follow established procedures regarding the search of juveniles. Searches related to probable cause, search incident to arrest, exigent circumstances, and officer safety issues will follow the same procedures as if the suspect were an adult. The following will also apply to juvenile searches:

- A. Purses, luggage, belt packs, hats, gloves, and coat pockets of juvenile prisoners will be searched by the arresting officer at the time of the arrest.
- B. When performing a frisk (pat-down) of juvenile offenders, officers should use techniques that are non-invasive and would not be construed as offensive by a reasonable person.
- C. To the extent possible, the search of a juvenile incident to arrest should be conducted by an officer of the same gender as the juvenile. The search will occur as soon as possible after the arrest and prior to the prisoner entering any detention or holding facility.
- D. Officers transporting prisoners for other officers will search prisoners before accepting custody.

5 METHODS OF TRANSPORTING JUVENILES

- A. Prior to transporting, the arresting officer will notify dispatch that they have a juvenile in-custody. The officer will also note the beginning and ending mileage (over the radio) which will be logged into the call slip by the Communications officer. The officer may also log the mileage in the call slip via his/her Mobile Computer Terminal (MCT) if the situation permits.
- B. Juveniles should not be transported in the same vehicle with adult prisoners, unless the adult is the parent or relative of the juvenile, or someone arrested in connection with the same incident as the juvenile.
- C. Juvenile offenders 10 years of age or older should be transported in the rear seat of a patrol vehicle equipped with a cage used to separate the officer from the suspect. When transporting juveniles, officers should comply with Texas Transportation Code statutes regarding safety restraint systems and child passenger safety seats to the extent possible.

6 USE OF RESTRAINTS AND MONITORING

The restraint and monitoring of juveniles does not differ from that of adults except for the following guidelines.

- A. Non-Secure Custody is the condition under which a juvenile's freedom of movement is controlled by members of this agency and, during such time the juvenile;
 - 1. is placed into a juvenile processing office with the door open, or closed with the door unlocked,
 - 2. is at no time handcuffed to any stationary object,
 - 3. is held only long enough to complete identification, investigation and processing and then is released to a responsible adult or transferred to a juvenile facility or court, and
 - 4. is under continuous visual supervision until released.
- B. A juvenile can only be held in non-secure custody for a period of 6 hours before being transferred or released to the above mentioned facilities or released to a responsible adult. A responsible adult who is not the legal guardian of a juvenile must be approved by the legal guardian prior to the juvenile being released to that individual.

7 APPROVED METHODS AND LOCATIONS OF DETENTION

- A. Particular care must be exercised so as to ensure that a child shall not be detained in or committed to a compartment of a jail or lock-up in which adults arrested for, charged with, or convicted of crimes are detained or committed, nor be permitted contact with such persons outlined in Section 51.12 of the Texas Family Code. An arrestee shall not be automatically sent to the Juvenile Detention facility because of an unsubstantiated claim to be a juvenile. All possible steps should be taken to determine the correct age of the suspected juvenile. The arrestee will not be transferred to Juvenile Detention unless proof of age is conclusive, or age cannot be verified and it is reasonable and prudent to believe the arrestee is a juvenile.

- B. When an arrestee who was originally believed to be a juvenile is found to be an adult, officers shall refer to policies and guidelines for adult arrestees. These procedures shall be observed without unnecessary delay, and the adult arrestee transferred to the appropriate custody in an expedient manner.
- C. Officers assuming custody of juveniles may exercise one of three options for prisoner disposition:
 - 1. Transporting the juvenile to the Montgomery County Juvenile Detention Facility located in the City of Conroe.
 - 2. Release the juvenile to a parent, legal guardian or responsible adult. If a parent or legal guardian is notified but unable to respond within a reasonable time, they may authorize release of the juvenile to a responsible adult [defined in 15 (A) (3) below].
 - 3. The juvenile is released with a citation. If this is the manner in which the juvenile is to be released, then the policies regarding releasing juveniles with citations should be followed. See sections 10 and 11 of this General Order.

8 MANAGEMENT OF JUVENILE FILES

- A. Files and records maintained by the Conroe Police Department regarding a juvenile are not open to public inspection nor may their contents be disclosed to the public. However, inspection of the files and records is permitted by the Juvenile Court, Juvenile Probation Department, District Attorney, or members of other law enforcement agencies when necessary for the discharge of their official duties.
- B. The Department may forward information, including photographs and fingerprints, relating to a child who has been detained or taken into custody by the agency to the Department of Public Safety of the State of Texas for inclusion in the Juvenile Justice Information System created under Texas Family Code, Title III, Chapter 58, Subchapter B only if the child is referred to Juvenile Court on or before the 10th day after the date the child is detained or taken into custody. If the child is not referred to Juvenile Court within that time all information, including photographs and fingerprints, relating to the child shall be destroyed, unless the child is placed in a first offender program under Section 52.031 or on informal disposition under Section 52.03.
 - 1. No information relating to the child may be forwarded to the Texas Department of Public Safety while the child is in a first offender program under Section 52.031 or on informal disposition under Section 52.03. On successful completion by the child of a first offender program under Section 52.03, all information possessed by this agency, including photographs and fingerprints, relating to the child shall be destroyed.
- C. Juvenile files must be physically maintained in a separate, secure storage area from records of adults (refer to SOP 1202-01). All jail records, arrest records, pictures, and fingerprints must be purged from all adult files, if a prisoner is discovered to be a juvenile while in jail custody. The CID Juvenile Section shall, without delay, be notified and the juvenile prisoner and all documents pertaining to the juvenile will be released to a juvenile investigator.

9 REPORTING PROCEDURES

An offense report that includes the following information will be made whenever a juvenile suspect is taken into custody.

- A. The juvenile's name, address, date of birth, sex and race.
- B. Physical description of the juvenile (i.e., height, weight, hair and eye color).
- C. Any alias or nickname used by the juvenile.
- D. The school the juvenile attends (or last attended if no longer in school) and their grade level.
- E. Names, addresses and telephone numbers of the juvenile's parents or legal guardians.
- F. Where the juvenile was detained, the offense alleged, and the circumstances surrounding the detention.
- G. Name, address and telephone number of the person to whom the juvenile was released, if the juvenile is not placed into the Juvenile Detention facility. Also include the receiving person's relationship to the juvenile and the name of the person authorizing the release.

10 ISSUANCE OF TRAFFIC CITATIONS

Traffic citations may be issued to juveniles at the officer's discretion. The officer, however, should adhere to the following guidelines:

- A. A juvenile younger than 10 years of age shall not be issued a traffic citation.
- B. A juvenile aged 10-13 may be issued a traffic citation but will not be assigned a court date. If using a citation book, the issuing officer will print the word "juvenile" at the top center of the citation and, below the word "juvenile", a statement that the juvenile must report to a C.P.D. Juvenile Investigator, accompanied by a parent or legal guardian, within 10 days of the date the citation was issued. For electronic ticket writers officers shall follow the procedures established for use of those devices.
- C. Any juvenile fourteen (14) through sixteen (16) years of age who commits a traffic related violation may be issued a traffic citation for improper operation of a vehicle (e.g., ran red light, ran stop sign, speeding and bicycle associated offenses). Traffic citations may also be issued for pedestrian violations (e.g., hitchhiking, walking on freeway, "jay-walking"). A Municipal Court date will be assigned. The issuing officer will write "Bring One Parent to Court" on citations issued to violators fourteen (14) through sixteen (16) years of age (electronic ticket writers follow procedures for that device).

11 ISSUANCE OF NON-TRAFFIC CITATIONS

Non-traffic Class C Misdemeanor citations, **except Public Intoxication**, may be issued to juveniles ten (10) through sixteen (16) years of age, at the officer's discretion.

- A. Non-traffic Class C Misdemeanor citations issued to juveniles ten (10) through sixteen (16) years of age will require that the guidelines in sections 10-B and 10-C of this order be followed;
- B. On any non-traffic Class C Misdemeanor citation issued to a juvenile, the issuing officer will write "Bring One Parent to Court" at the top of the citation (electronic ticket writers follow procedures for that device).
- C. Non-traffic Class C Misdemeanor citations cannot be issued to children younger than ten (10) years of age.
- D. When an officer issues a juvenile aged 10 through 16 years a non-traffic Class C citation for other than Public Intoxication, Disorderly Conduct, non-accident traffic instanters, City Ordinance violations, or Class "C" Thefts, the officer must complete an offense report which includes the ticket number(s), court number, the date and time required to appear for county-wide tracking of such offenders. The incident number shall be included with the admonishment to "Bring One Parent to Court".
- E. Juveniles charged with Public Intoxication shall be taken to Juvenile Detention, or released to a parent or legal guardian (see 16 E. below).

12 DWI / DUID OFFENDERS

A juvenile driving while intoxicated (DWI) or driving under the influence of drugs (DUID) shall be processed in a manner similar to that used for adult DWI/DUID offenders, except that the juvenile will not be videotaped at the jail. Up to, but not including, the point where charges are filed, juveniles shall be processed and shall be allowed to take a breath test, if the intoxilyzer machine is not in the jail lock-up area. Forms and paperwork related to the DWI/DUID offense shall be completed by the arresting officer. After the juvenile suspect has been processed, the juvenile will either be released to Juvenile Detention, or to a parent or legal guardian (see 16 E. below).

13 MUNICIPAL COURT ARREST WARRANTS

Arrest warrants will not be issued for juvenile offenders. The complaint will remain on file until the juvenile reaches the age of 17 at which time a warrant will be generated.

14 STATUS OFFENDERS

Truancy - Any child apprehended for truancy may be brought to Montgomery County Juvenile Detention for processing or turned over to the Conroe Independent School District Police Department. Any child who has ever been married, divorced or widowed cannot be proceeded against for truancy.

Runaways - A child is considered a runaway if a parent or legal guardian reports that the child is voluntarily away from parental care/custody, the child has not been "kicked out" of the home by the parent, and the child's whereabouts are unknown.

1. A child under 17 years of age may still be considered a runaway, even if the parents know the whereabouts of the child, if the child does not have parental permission to be at that location, and has been absent from the home for a substantial length of time or indicates intent not to return home.
2. All reports of runaways must be immediately entered as such in TCIC/NCIC by the Communications Section.
3. Any child who has ever been married, divorced, or widowed cannot be proceeded against for runaway.
4. A person who has reached their seventeenth (17) birthday, but is younger than eighteen (18) years of age, should not be listed as a runaway unless the person has, prior to their 17th birthday, fallen under the jurisdiction of the juvenile court. Those persons 17-18 years old and not previously handled by the juvenile court shall be listed as missing persons and entered into TCIC/NCIC.
5. All recovered runaways less than 17 years of age should be transported to Montgomery County Juvenile Detention or released to their parent or adult legal guardian. All recovered missing 17 year olds not previously handled by the juvenile justice system shall either be released to the person entitled to possession of the child, or to the Department of Family and Protective Services.

15 RELEASE OF JUVENILES

Officers assuming custody of juveniles may exercise one of four options for prisoner disposition:

- A. Field Release: Officers may release a juvenile in the field to a parent, guardian, or responsible adult with permission of the parent/legal guardian.
 1. A parent or guardian is described as the adult who has legal custody of the juvenile.
 2. A responsible adult is described as an adult who agrees and reasonably demonstrates the ability to provide supervision for the juvenile until parents, legal guardian, or next of kin can assume that responsibility.
 3. A juvenile may not be released to an adult who is an actor in the original call for service.
 4. It should be documented that the person to whom the juvenile is released has been notified and has promised to bring the child before the Juvenile Court when requested by the court.
 5. In the event a juvenile is released to an adult other than a parent or guardian, the receiving person's relationship to the juvenile and the name of the parent or guardian authorizing the release should also be documented.
- B. Custodial Arrest: A juvenile facing criminal charges that is not released to a parent or guardian, shall be taken directly to the Montgomery County Juvenile Detention Center and released to their custody.

- C. Protective Custody or Investigation: Juveniles not facing charges that are detained by an officer for the juvenile's protection and/or are determined to be a crime victim may be brought to the Conroe Police Department for temporary custody until a parent, guardian or other responsible adult (with parent/guardian approval and not involved in the initial investigation) is located to take custody of the juvenile. Examples would include, but are not limited to, purposes of identification, locating parents or guardians, recovered missing persons, or child abuse. Juveniles may not be detained in areas of the Conroe Police Department where adult offenders or suspects may come into contact with the juvenile.
- D. Medical Facility: If a juvenile is in custody and is believed to suffer from a serious physical condition or illness that requires prompt treatment, the arresting officer shall ensure that the juvenile is taken to a medical facility.
 - 1. If the juvenile is treated and released, the juvenile should be transported to the Montgomery County Juvenile Detention Center.
 - 2. If the juvenile's condition requires hospitalization, the offense report shall be completed and submitted per usual procedures. The case shall subsequently be forwarded to the CID Juvenile Section for follow-up.
 - 3. The parent or legal guardian should be notified immediately upon a juvenile being transported to a medical facility.

16 AUTHORITY TO TAKE JUVENILES INTO CUSTODY

- A. Officers may take juveniles into custody pursuant to an order of a Juvenile Court, pursuant to the laws of arrest, or when there is probable cause to believe the child has engaged in delinquent conduct or Conduct Indicating a Need for Supervision (CINS).
- B. In exceptional circumstances, juveniles may be released in the field when the release is in the best interest of the Department, the child, and/or the State. Regardless of the alleged crime at the time of contact, officers shall check the juvenile for any court ordered Directive to Apprehend and, if found and confirmed, the juvenile will be transported to the Montgomery County Juvenile Detention Center and will be handled as a warrant arrest.
- C. If a juvenile is detained for a Class B misdemeanor or greater and the juvenile is released in the field with charges pending, the reporting officer shall document the circumstances of the case in an offense report. The case will subsequently be forwarded to the Criminal Investigations Division for follow up.
- D. Once an officer has detained a juvenile for a Class C misdemeanor offense, the juvenile may be released in the field to a parent or other legal guardian.

- E. In a case of Public Intoxication, the juvenile may be released in the field to the parent(s) or legal guardian. If no parent or legal guardian can be located, the arresting officer shall transport the juvenile to the Montgomery County Juvenile Detention Center for assessment. The Montgomery County Juvenile Detention Center reserves the right to refuse admission to the Detention Center and may require the arresting officer to transport the intoxicated juvenile to a local hospital for evaluation and detoxification. Generally, the time period for detoxification is a minimum of four hours.
- F. When an officer responds to a location regarding a runaway and/or makes contact with a runaway who is not in the custody of a parent or legal guardian, the following guidelines will apply:
 - 1. The officer, if given credible information regarding the location of the runaway, will proceed to that location and take custody of the child.
 - 2. As required by Chapter 17 of the Family Code, the child will be delivered without unnecessary delay to the parent or legal guardian entitled to take possession of the child.
 - 3. The officer shall transport the child to the Montgomery County Juvenile Detention Center if the parent(s) or legal guardian cannot be located (see Section 14 above).
 - 4. The officer will complete a Recovery of a Runaway/Missing Person report and include the details of the recovery, the removal of the child from NCIC/TCIC, and to whom the child was released.
- G. Officers who take a juvenile into custody for any felony offense, assault, drug or paraphernalia possession, weapons offense, terroristic threat, or deadly conduct charge will notify the Criminal Investigations Division Juvenile Section by offense report or other communication that the juvenile was arrested. Juvenile Investigators will notify the appropriate school personnel as required by the Texas Code of Criminal Procedure, Article 15.27.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 15	G.O.#: 8-19
	EFFECTIVE: JUNE 27, 2016	
	REPLACES: G.O.# 8-19 ISSUED 09/01/2012	
TITLE: MISSING PERSONS		

1 PURPOSE

The purpose of this policy is to establish guidelines and responsibilities regarding this agency's response to reports of missing persons.

2 POLICY

Because of the need to minimize the potential danger faced by missing adults and juveniles and the need to increase the possibility of gathering evidence (when applicable), it is the policy of the department that all missing person reports (juvenile and adults) will be taken immediately. **There is no waiting period imposed before a report will be accepted. All missing persons, including runaways, will be entered into TCIC/NCIC within the most current guidelines and timeframes established by TCIC/NCIC rules.**

3 MISSING PERSONS - GENERALLY

When an officer receives a call involving a missing person, the officer will do the following:

A. Make a written report which contains the following:

1. Accurate and complete description of the missing person and type of clothing and transportation. Description should include jewelry, scars, marks, tattoos and other identifying characteristics.
2. Accurate and complete information on the reportee.
3. Accurate and complete information detailing the circumstances of the person's disappearance.

B. Notify immediate supervisor who will determine whether or not to contact the on-call investigator based on the circumstances relating to the disappearance.

C. Have Communications enter the missing person into TCIC/NCIC using the following criteria:

1. Disability--a person of any age who is missing and suspected or proven to be suffering from a physical or mental disability/disease (senility, dementia, Alzheimer's, etc.) which thereby may subject himself/herself or others to personal and immediate danger.
2. Endangered--a person of any age who is missing under circumstances indicating that his/her physical safety is in danger.
3. Involuntary--a person of any age who is missing under circumstances indicating that the disappearance was not voluntary (abduction).

4. Juvenile--a person under eighteen years of age who is missing, is unemancipated as defined by law, and does not meet the entry criteria set forth in 1, 2, 3, or 5 of this subsection.
 5. Catastrophe Victim--a person of any age who is missing after a disaster.
 6. Other--a person not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety **or** a person who is under age 21 and declared emancipated by the laws of his/her state of residence.
- D. Have the Communications officer enter the name of the missing person into the "missing person" logbook kept in the Communications Office.

4 SPECIAL ATTENTION

If the missing person is elderly, confused, mentally handicapped, seriously ill, or reasonably believed to be in danger, the officer will also do the following:

- A. Broadcast a description of the missing person and his/her vehicle over the police radio and MDC to other units in the area.
- B. Begin a search of the area where the missing person was last known to be or reasonably believed to be.
- C. Coordinate with assigned or on-call investigator all activities performed in connection with the search.

5 ALERT SYSTEMS

Officers shall be cognizant of and utilize available alert systems, electronic or other, when appropriate. Appropriate situations include cases involving juveniles (see Sec. 6 below) or adults who may be mentally handicapped, seriously ill, or reasonably believed to be in danger. Available alert systems include, but are not limited to:

- A. Amber Alert System
- B. Silver Alert System
- C. Area or Regional ATL/BOLO Broadcasts
- D. Local Media outlets
- E. Social Media

6 MISSING PERSONS - JUVENILES

- A. Every child reported missing to this agency will be considered **at risk** until significant information to the contrary is confirmed. The term **missing child** refers to a person who is younger than 18 years of age, and whose whereabouts are unknown to his or her custodial parent, guardian, or responsible party.
- B. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child resides in this jurisdiction, this agency will immediately initiate the required reporting process. If a child resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child report, this agency will assume reporting and investigative responsibility.
- C. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be the policy of this agency to accept the report of a missing child even if custody has not been formally established.
 - 1. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child(ren) is paramount, members of this agency will open a case when it can be shown the child has been removed, without explanation, from his or her usual place of residence.
 - 2. If custody has not been established by the Court, then the law enforcement responsibility is to ensure the child is safe only.
- D. A missing child will be considered **at risk** when one or more of the following **risk factors** are present:
 - 1. The missing child is 13 years of age or younger.
 - a. This age was designated because children of this age group have not established independence from parental control and do not have the survival skills necessary to protect themselves from exploitation on the streets, **or**
 - 2. The missing child is believed or known to be experiencing one or more of the circumstances noted below.
 - a. The child is out of the zone of safety for his or her age and developmental stage. The zone of safety will vary depending on the age of the child and his or her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a school-aged child the zone of safety might be the immediate neighborhood or route taken between home and school.
 - b. The child has mental or behavioral disabilities. If the child is developmentally disabled or emotionally/behaviorally challenged, he or she may have difficulty communicating with others about needs, identity, or address. The disability places the child in danger of exploitation or other harm.

- c. Is drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening. Any drug dependency puts the missing child at risk. The diabetic or epileptic child requires regular medication or his or her condition may become critical. The abuser of illegal drugs, on the other hand, may resort to crime or become the victim of exploitation.
- d. Has been absent from home for more than 24 hours before being reported to law enforcement as missing. While some parents may incorrectly assume 24 hours must pass before law enforcement will accept a missing-person case, a delay in reporting might also indicate the existence of neglect, abuse, or exploitation within the family.
- e. Is in a life-threatening situation. The environment in which the child is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a teenager, or an outdoor environment in inclement weather for a child of any age.
- f. Is in the company of others who could endanger his or her welfare. A missing child in such circumstances is in danger not only of sexual exploitation, but also of involvement in criminal activity such as burglary, shoplifting, and robbery or other violent crimes.
- g. Is absent in a way inconsistent with established patterns of behavior and the deviation cannot be readily explained. Most children have an established and reasonably predictable routine. Significant, unexplained deviations from that routine increase the probability of risk to the child.
- h. Is involved in a situation causing a reasonable person to conclude the child should be considered at risk. Significant risk to the child can be assumed if investigation indicates a possible abduction, violence at the scene of an abduction, or signs of sexual exploitation.

E. Actions upon determination of **risk factors**.

- 1. If it is determined **risk factors** are involved in the report of a missing child, the child will be considered **at risk**, and an expanded investigation, including the use of all appropriate resources, will immediately commence.
 - a. While all missing child incidents should be thoroughly investigated, those involving risk factors indicate a heightened likelihood of danger to the child and, therefore, require an intensive response.
- 2. If appropriate, existing interagency response protocols including the **AMBER Alert** system and/or other immediate community notification methods, if available, should be considered. While AMBER Alerts are typically for abducted children, there are other tools available such as the Endangered Missing Advisory.

- F. Procedures and responsibilities of agency members involved in a missing child case.
1. **Communications personnel** receiving the report of a missing child shall:
 - a. Determine if circumstances of the report meet the definition of a missing child as set forth in Section 6, paragraph A, above.
 - By questioning the caller about the circumstances of the report, the telecommunicator can make a preliminary assessment about the level of risk to the missing child. This assessment shall also prepare the telecommunicator to promptly activate additional response protocols if needed.
 - Each telecommunicator should be familiar with “The Standard for Public Safety Telecommunicators when Responding to Calls of Missing, Abducted, and Sexually Exploited Children” for guidance about formulating such questions.
 - b. Dispatch, in a prompt manner, an officer to the scene of the report.
 - The handling of missing child reports over the phone is discouraged since accurate assessments of risk to the child cannot be made.
 - c. Notify a supervisor. Because of the complexity of some missing-child cases, especially those requiring the immediate mobilization of investigative resources, telecommunicators should verify a supervisor has been notified whenever officers respond to such an assignment.
 - d. Transmit the appropriate alerts and other notifications.
 - A critical responsibility of the telecommunicator is to obtain sufficient information from the reporting party to broadcast a message alerting other officers, and other agencies if necessary, about the circumstances of the missing episode.
 - Information should include the child’s height, weight, hair and eye color, clothing, and the location where the child was last seen as well as any dangers or special considerations unique to this missing child.
 - Most importantly, the alert should contain any information known about a possible abductor with special emphasis on the description of the suspect and vehicle used as well as direction of travel.
 - e. Search agency records for related information, specifically any records such as those pertaining to the family, the place where the child was last seen, and the child's residence.

- It is essential for responding officers to know if the child or family has been the subject of previous reports that might have a bearing on this incident. Records should also be reviewed to learn if any incidents have been reported in the area that might have investigative value in this case. Complaints of or reports about incidents such as attempted abductions, prowlers, public lewdness, loitering, and suspicious people will be of particular interest.
 - Access should also be made to the DPS Sex Offender Registry to determine if individuals designated as sex offenders reside, work, or might otherwise be associated with the area. All available background information is critical to responding officers and investigative personnel to help evaluate the incident and interview witnesses or possible suspects.
- f. Activate the **AMBER Alert** system and/or other immediate community-notification methods when authorized by appropriate supervisor.
2. The **responsible officer** assigned to the report of a missing child shall:
- a. Respond promptly to the scene of the report activating patrol-vehicle mounted video camera if circumstances warrant.
- Even if the assigned officer has been provided with initial information such as the missing child's description and other facts about the incident, it would be inappropriate to delay response to conduct a random search by doing things such as circling through parks, checking playgrounds, or stopping suspicious individuals.
 - Unless in immediate response to the missing child's safety, these activities can be handled by other patrol units.
- b. Interview the parent(s) or person who made the initial report. The purpose of this interview is to gain an insight into the circumstances surrounding the missing episode and other information needed to conduct an initial assessment of the case.
- All details should be thoroughly documented for more in-depth review later by investigative personnel who can compare statements made with investigative facts.
- c. Obtain a detailed description of the missing child including recent photo(s) and videos. The collection of information about the missing child, including race, height, weight, hair and eye color, clothing, and other noteworthy features, should be done promptly and relayed to other officers who may be assisting in the investigation.
- Photos should be the most accurate representation available of the missing child. If no photos are immediately believed to be available, several areas commonly forgotten would include cell phones with cameras as well as photos included on social-networking sites.

- d. Confirm the child is in fact missing. Officers should never assume searches conducted by distraught parents or others have been performed in a thorough manner. Another check of the scene should be made and include places where children could be trapped, asleep, or hiding.
 - Special attention should be paid to enclosures such as refrigerators, freezers, and the interior of parked vehicles where limited breathing air may place the child at even greater risk.
 - In the case of older children, first responders should ask if parents have checked with the child's friends or perhaps overlooked or forgotten something the child may have said that would explain the absence.
 - A search of the home should be conducted even if the missing child was last seen elsewhere.
- e. Verify the child's custody status. Officers should ascertain whether a dispute over the child's custody might have played a role in the missing episode or might constitute a risk factor. Questions regarding whether the reporting party has legal custody, if the noncustodial parent has been contesting custody, or if the missing child expressed a desire to live with the other parent may help an officer gain important insight into the case.
- f. Identify the circumstances of the missing episode. Officers need to ascertain whether the circumstances are such that a heightened level of response is warranted. If risk factors exist, as defined in Section 6, paragraph D, then the decision to employ additional response methods is clear. In other situations where the circumstances are not clear, officers should keep the missing child's safety in mind and act accordingly.
- g. Determine when, where, and by whom the missing child was last seen. This information is needed to determine factors such as abduction time frame, windows of opportunity, and verification of previously received information.
 - Interview family members, friends/associates of the child, and friends of the family to determine when each last saw the child, what they think happened to the child, and if the child had complained about being approached by anyone.
 - Comparison of information gathered from the reporting party, witness, and other sources may prove vital to case direction.
- h. Interview the individual(s) who last had contact with the missing child. Effective questioning of those individuals who last saw or spoke with a missing child is crucial in the case-assessment process.
 - While seeking information about the child's appearance, demeanor, and actions, officers should also be alert to any contradictions made or evasiveness demonstrated by the witness, especially if these statements cannot be readily corroborated.

- Thorough documentation will allow investigative personnel to later compare those statements with the facts of the case as they are uncovered.
- i. Identify the missing child's zone of safety for his or her age and developmental stage. Responding officers should attempt to determine how far a missing child could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation. This perimeter should, under many circumstances, define the first search zone.
 - j. Make an initial assessment of the type of incident. By employing all available assessment tools (i.e., interviews with parents, other family members, and friends; statements of witnesses; and search of scene) an officer should be able to reach a preliminary determination regarding the type of case and the need for additional resources.
 - Officers must be cautious in "labeling" or classifying a missing child case, since the classification process will impact the way in which initial information or evidence is gathered.
 - Even if first indications suggest a "less urgent" incident, officers should consider all possibilities until the case category is clearly determined.
 - k. Obtain a description of any suspected abductor(s) and other pertinent information.
 - Officers need to immediately record witness information, not only for general investigative use but also before witnesses forget or speak to others who may confuse or make suggestions about what was actually observed.
 - If the case involves abduction and the scene is a business or other public place, officers may be able to supplement witness information with video from security cameras that might provide crucial information about the suspect, vehicles, and circumstances.
 - In the case of a suspected family abduction, the reporting party may have photos of the abductor or other valuable information.
 - l. Determine the correct NCIC Missing Person File category and ensure notification is promptly transmitted. There are 5 categories within the Missing Person File applying to children. They are disability, endangered, involuntary, juvenile, and catastrophe. Simply because the child is younger than 18 does not require the juvenile category be used. The circumstances should govern category selection.
 - m. Provide detailed descriptive information to Communications for broadcast updates. As information becomes available regarding the missing child's physical appearance, circumstances of the case, or description of the potential abductor, the responsible officer should ensure other officers and agencies are provided with up-to-date facts.

- n. Identify and separately interview everyone at the scene. The name, address, home and work phone numbers of everyone present at the scene, along with his or her relationship to the missing child, should be recorded.
 - If possible, include them in photos and/or videos of the incident scene.
 - By interviewing each person privately, officers may be able to uncover information instrumental in resolution of the case.
- o. Conduct an immediate, thorough search of the scene. With the assistance of additional personnel, a systematic, thorough search of the incident scene should be conducted. If appropriate, officers should obtain written permission to search houses, apartments, outbuildings, vehicles, and other property that might hold information about the child's location.
 - Officers are again reminded to conduct a thorough, immediate search of the child's home and property — even if the child was last seen at another location. Evaluate the contents and appearance of the child's room/residence. When possible officers should also search a missing child's school locker.
- p. Seal/protect scene, area of child's home, and areas of interest as potential crime scenes. Officers must take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence.
 - Extend search to surrounding areas and vehicles including those that are abandoned and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered "attractive nuisances."
 - In addition to external crime scenes, the missing child's home, and particularly his or her bedroom, should be secured and protected until evidence and identification material such as hair, fingerprints, etc. are collected.
- q. Inquire if the child has access to the Internet, cell phone, and/or other communications device. Before making an initial decision the child has run away, an officer should determine if the child may have left to meet someone he or she encountered while online.
 - Since some offenders are known to use the Internet to identify vulnerable children, what appears at first to be a runaway case, may, in fact, be a child abducted or enticed to leave by someone the child first met online.
 - Even if a child willingly decides to leave home to join someone first met online, the child should be considered at risk. Additionally, since many children have their own cell phones or other electronic communications devices and may have them while missing, an officer should note these devices during the information-gathering process.

- r. Prepare necessary reports and complete appropriate forms. Information gathered by the first responding officer(s) may be instrumental in the eventual case resolution.

- To record this important information, officers should prepare a chronological account of their involvement and actions in the case from time of assignment to the point of dismissal. Reports should include everything, not just events seeming to have a direct bearing on the case.

3. The **supervisor** assigned to the report of a missing child shall:

- a. Obtain a briefing from the first officer(s) and other agency personnel at the scene. This briefing allows the supervisor to determine the scope and complexity of the case and develop an appropriate response.

- The briefing should be conducted away from family, friends, or any other individuals who may be present. Doing so will allow officers to speak freely about case circumstances and pass along initial impressions and opinions that might be misconstrued by others.

- b. Determine if additional personnel and resources are needed to assist in the investigation. Depending on the situation, a supervisor may determine additional personnel, including specialized units, should be called to the scene or otherwise assist in the investigation.

- Confirm all required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability. Be available to make any decisions or determinations as circumstances develop.

- c. Consider activation of the **AMBER Alert** system and/or other immediate community notification methods. If circumstances indicate the chances for the child's safe recovery would be increased by immediate public awareness, a supervisor should promptly activate such efforts.

- d. If appropriate for the circumstances, establish a command post to be used for scene management.

- Used as a center for organizing personnel, launching and monitoring search and rescue operations, and directing investigative efforts as well as a focal point for deciding the division of investigative labor on-site, administering on-site change of command, responding to investigative inquiries, and gathering intelligence.
- As a general rule the command post should be close enough to the center of activity to facilitate control and coordination, but sufficiently isolated to allow a free exchange of ideas among responders.
- Establish a command post away from the child's residence.

- e. Organize and coordinate search efforts. Systematic searches are common features of missing child investigations. A supervisor should appoint a search operation coordinator who can oversee the search effort while the supervisor remains available to manage the entire investigation.
 - f. Ensure all required notifications have been made. Because dissemination of information is an integral part of the search for a missing child, the supervisor should ensure all officers, other departments and agencies, and all investigative networks are supplied with accurate details.
 - As soon as possible prepare and distribute a flyer/bulletin with the child/abductor's photo and description.
 - g. Establish a liaison with the victim family. Families of a missing child will experience extreme stress. Supervisors should establish a liaison with the victim family who can explain what investigative actions are being employed and what they can do to assist in the search. In addition the liaison can help the family work with the media.
 - h. Confirm all agency policies and procedures are observed. In addition to providing the innovative direction required during a missing child investigation, a supervisor must also ensure adherence to the rules and regulations of their professional law-enforcement organization. Established policies and procedures, especially those related to missing children, should be regularly reviewed to ensure compliance.
 - i. Manage media relations. Many missing child investigations, especially those involving large-scale search efforts, are likely to draw media attention. Supervisors should utilize the Department's PIO to manage media presence in a way to complement rather than conflict with the investigation.
4. The **investigator** assigned to the report of a missing child shall:
- a. Obtain a briefing from agency personnel at the scene. This briefing should be conducted prior to interviews with family members of the missing child or witnesses who may have been identified during the initial stage of the case. Its objective is to assist the investigator in formulating an effective interview strategy.
 - b. Verify the accuracy of all descriptive information. The verification process should include all details developed during the preliminary investigation. During the interview process the investigator should be alert to facts or statements in conflict with those gathered by the first officer(s) at the scene.
 - c. Initiate a neighborhood investigation. A thorough canvass of the neighborhood should be conducted without delay.
 - The objective is to identify and interview all people within the abduction zone who may be able to provide information related to the incident.

- According to a key child-homicide study, unknowing witnesses are those who see some aspect of a crime but at the time do not realize they are witnessing part of a crime or potential abduction. It was found there were unknowing witnesses in 32.9% of those cases studied. This indicates a neighborhood or area canvass would be of great importance in generating investigative leads.
 - Investigators should use a standardized set of questions during the canvass to ensure completeness and uniformity of information and facilitate establishment of a database to track leads.
 - A record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value.
 - Access should also be made to Sex Offender Registries to determine if individuals designated as sex offenders reside, work, or are otherwise associated with the area.
- d. Obtain a brief history of recent family dynamics. Information about family dynamics, obtained from family members, neighbors, teachers, classmates, employers, coworkers, friends, and witnesses, can offer valuable insights into what may have happened to the missing child and where he or she may be found.
- Records of family contact maintained by law-enforcement agencies, social-service departments, schools, and other organizations should also be obtained and evaluated.
- e. Explore the basis for any conflicting information. When preliminary investigative steps have been taken, investigators should “compare notes” with the first responders, fellow investigators, and other agency personnel to identify and work through conflicting information.
- This collaborative evaluation will provide the investigative staff with a solid foundation upon which to structure future case directions. Correct and investigate the reasons for any conflicting information.
- f. Complete all remaining key investigative and coordination steps. Key investigative steps may include, when applicable,
- Collecting articles of the child’s clothing for scent-tracking purposes
 - Reviewing and evaluating all available information and evidence collected
 - Securing the child’s last medical and dental records
 - Contacting landfill management and requesting delay or segregation of garbage and dumping containers from key investigative areas
 - Developing and executing an investigative plan

- Conducting a criminal-history background check on all principal suspects, witnesses, and participants in the investigation
 - Establishing a method for receipt of tips and leads such as a phone hotline, e-mail address, or other methods of electronically receiving leads.
 - Key coordination steps include ensuring details of the case have been reported to the National Center for Missing & Exploited Children (NCMEC) and preparing and updating bulletins for local law-enforcement agencies, the missing children clearinghouse, FBI, and other appropriate agencies.
- g. Evaluate the need for additional resources and specialized services. The complexity of many missing child incidents may necessitate the use of resources and services both from within the agency and other organizations as well.
- h. Update descriptive information. If it appears the case will not be promptly resolved, investigators should ensure the descriptive record, especially the information entered into the NCIC Missing Person File, is updated to include dental characteristics, scars, marks, tattoos, and fingerprints along with additional articles of clothing, jewelry, or unique possessions.
- i. Monitor media relations. While information gained through effective media relations is often of significant value in a missing child case, investigators should review all notices prior to release to ensure investigative objectives are not unintentionally compromised.

7 FOUND PERSONS

Procedures for dealing with found, located, or unidentified persons, are listed below.

A. Found/Located Adult who is identifiable.

1. Obtain any necessary medical care if injured, or mental or other intervention services if necessary.
2. Check the Missing Persons log in the Communications Office and TCIC/NCIC to determine/confirm if the person has been reported as missing.
3. If an officer finds an adult who is elderly, confused, or mentally handicapped, the officer will attempt to locate and contact a responsible person such as a relative to whom the found person may be released.
4. If no responsible person can be located, or if the found person refuses to be transported, release the found person and conclude the investigation.
5. If there are circumstances which lead the officer to believe that releasing the person would not be in the person's best interest, the officer should contact his immediate supervisor who will then determine whether or not to contact the on-call investigator, seek intervention services, seek emergency commitment, etc.

6. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed describing the person's activities while missing and circumstances of the recovery/return.

B. Found/Located Juvenile.

An officer assigned to the recovery or return of a missing child shall:

1. Verify the located child is, in fact, the reported missing child. An officer should personally verify all returns. The benefits of this practice include assessing the child's safety, gaining intelligence about possible offenders, and helping to prevent future episodes.
2. Secure intervention services, if appropriate. During the verification process, officers should be alert for indications additional services may be needed before the child can be safely reunited with his or her family. These services may include mental and/or physical health examinations and arrangements for family counseling.
3. In the case of a runaway or missing child from within the Department's jurisdiction who has been located and who is not wanted on a warrant or other law violation, arrange for the return of the child to his or her legal guardian or an appropriate children's shelter.
4. In the case of a runaway from another jurisdiction or from out-of-state who has been located, and for whom a warrant exists or for whom an NCIC missing-person "hit" is verified, place the child in custody and transport him or her to the appropriate facility for admission.
5. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed describing the child's activities while missing and circumstances of the recovery/return.

C. Recovery of Unidentified Person (alive or deceased)

1. Obtain as complete a description as possible.
 - a. Officers who are assigned to this task should consider utilizing standardized information-gathering forms such as the NCIC Unidentified Person File Worksheet and data-collection guide.
 - b. In cases involving an unidentified deceased person, this information should be gathered in cooperation with the medical examiner or other forensics specialist.
 - c. In cases involving skeletal remains, consideration should be given to consulting with a Forensic Anthropologist and Forensic Odontologist to ensure all pertinent and accurate information has been gathered.

2. Enter the unidentified person's description into the NCIC Unidentified Person File.
 - a. This file is compared daily with the contents of the NCIC Missing Person File. Entries with common characteristics are flagged and both agencies are informed. The information/response will usually come overnight.
3. Use all available resources to aid in identification of the person. NCMEC's Forensic Services Unit; NamUs (National Missing and Unidentified Persons System); missing person clearinghouses; and other professionals, such as medical examiners, may be of assistance in the identification.
4. Cancel all notifications after identification is confirmed.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE:	1 OF 2	G.O.#:	8-21
	EFFECTIVE: NOVEMBER 19, 2001			
	REPLACES: G.O.# 100-16 ISSUED 02/07/1991			
TITLE: MENTALLY ILL PERSONS				

1 POLICY

The Department adopts the following general principles authored by the Texas State Legislature:
 "It is the purpose of this code to provide humane care and treatment for the mentally ill and to facilitate their hospitalization, enabling them to obtain needed care, treatment and rehabilitation with the least possible troubles, expense and embarrassment to themselves and their families and to eliminate so far as possible the traumatic effect on the patient's mental health of public trial and criminal like procedures, and at the same time to protect the rights and liberty of everyone. In providing care and treatment for the mentally ill, the State acts to protect the community from harm and to serve the public interest by removing the social and economic burden of the mentally ill on society and the burden and disturbing effect of the mentally ill on society and the burden and disturbing effect of the mentally ill person on the family, and by care and treatment in a mental hospital to restore him to a useful life and place in society".

The Department has established the following guidelines as a basic foundation on which an officer should base his responses when he encounters a mentally ill person.

2 PROCEDURES

- A. An officer shall only arrest a person who has violated the law. An officer does not have authority to arrest a person solely on the basis of his mental condition because neither insanity nor any other form of mental illness violates any criminal statute.
- B. Although the law limits the degree to which an officer can intervene in situations involving a mentally ill person, the officer should respond and take lawful action in an attempt to:
 1. Protect the public from harm caused by a mentally ill person,
 2. Protect the mentally ill person from harm, which he or others may cause,
 3. Provide a stabilizing force in any conflicts which may arise from the actions of the mentally ill person, and
 4. Aid in acquiring proper medical attention for the mentally ill person.
- C. Incidents involving a mentally ill person require tactful, patient, and understanding responses. The police officer on the scene must be aware that his initial contact with a mentally ill person will have a strong influence on that person's immediate conduct and, perhaps, on that person's ultimate prognosis as well. To the extent reasonably possible, an officer should;
 1. Attempt to learn as much as possible about the individual and the situation, by talking with the mentally ill person, his family, his friends and witnesses.
 2. Regardless of the circumstances (e.g., verbal abuse directed at the officer), respond in an objective, unexcited, non-elusive, unthreatening manner in order to calm and control the subject.
 3. Not deceive the mentally ill person. Trust enhances the opportunity for controlling the situation.

3 GUIDELINES

- A. Whenever possible, if it appears likely that a situation involving a mentally ill person will require immediate police intervention in order to prevent personal injury or extensive property damage, two officers should be dispatched initially. A lone officer who encounters such a situation should, whenever possible, request a back-up officer.
- B. If an officer must control and restrain a mentally ill person, he shall use the least amount of force necessary to effect the control and restraint.
- C. If the officer has reason to believe that a person may be a mental patient who has left institutional care without authorization, the officer should investigate and notify the institution and let the institution arrange for the patient's return.
- D. Attempt to locate responsible relatives or friends who will attend to the needs of the mentally ill person. If asked for advice, the officer may provide information about the availability of voluntary hospitalization.
- E. If the mentally ill person has no friends or relatives who will take responsibility for him, he will not apply for voluntary hospitalization, and the officer believes that the person is a danger to himself or others, the officer should refer the matter to the proper health authorities in the manner currently prescribed by policy.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 8-23
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: S.O.P.# 5-500.05 ISSUED 08/02/1993	
TITLE: DEAD ANIMAL REMOVAL		

1 COMMUNICATION OFFICER'S DUTIES

- A. The Communication Officer that receives a notification of a dead animal shall take the appropriate information.
- B. The Communication Officer shall not transfer the call to, nor refer the caller to, Public Works or any other department within the City.
- C. The Communication Officer shall determine the following information that will provide the course of action necessary:
 - 1. Is the animal on public or private property?
 - 2. Was the animal the reportee's pet?
 - 3. Was the animal a stray?
 - 4. The exact location of the animal.

2 DISPOSAL PROCEDURES

- A. If it is determined that the animal is on public property, the Communication Officer shall notify Public Works. Public Works shall be responsible for disposal of the animal.
- B. If it is determined that the animal is on private property but was the pet of the reportee, the Communication Officer shall inform the reportee to place the animal in a plastic bag. The bag is then to be placed at curbside. The Communication Officer will notify Public Works. Public Works will be responsible for the disposal of the animal.
- C. If it is determined that the animal is on private property and is a stray, the Communication Officer shall request the reportee to place the animal in a plastic bag. The bag is then to be placed at curbside. The Communication Officer will notify Public Works. Public Works will be responsible for the disposal of the animal.
- D. If it is determined that the animal is on private property and is a stray and the reportee is unable or refuses to comply with the request to place the bagged animal at curbside the Communication Officer shall notify Animal Control and initiate a call for service.

In this situation, Animal Control Officers shall respond to the scene utilizing equipment and transportation designated for this purpose. The Animal Control Officer shall load and remove the animal from the property and dispose of it in accordance with City policy.

Animal Control Officer shall perform these duties during normal working hours only. During off-duty hours the appropriate information shall be obtained by the Communications Officer and forwarded to the Animal Control Officer via voice mail.

- E. If the animal is located in an inaccessible location of a residence, building or any area of the property, it is the responsibility of the reportee or property owner to extricate the animal for disposal.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 8-25
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: G.O.# 300-9 ISSUED 11/11/1997	
TITLE: BIKE PATROL		

1 POLICY

It is the policy of the Conroe Police Department to utilize bicycle patrols to provide quality response to a wide variety of community issues. Also, to assist in the prevention and detection of crime, to promote an improved quality of life within our community, to promote an improved working relationship between the community and the Police Department and to promote a favorable public image.

2 DEFINITIONS

- A. Bicycle Patrol Officers: Officers of the Conroe Police Department, who are trained in the care, handling, and use of a police bicycle.
- B. Bicycle Patrol Team: at least two (2) bicycle patrol officers.
- C. Police Bicycle: a bicycle designed for the use by Police Officers and approved by the Police Department.

3 OPERATIONS

A. General:

- 1. Bicycle patrol officers will work as a team when on duty and will be deployed in a minimum of two (2) man teams.
- 2. Bicycle patrols will be employed only when weather and other conditions are favorable to safe effective operations.
- 3. Bicycle patrol officers will wear an approved helmet when operating the bicycle.
- 4. Bicycle patrol officers while in the performance of their duties will wear soft body armor.
- 5. Officers will operate their bicycles in accordance with applicable traffic laws:
 - a. Officers may ride on sidewalks when necessary, taking care not to startle pedestrians or violate their right of way.

B. Assignment:

The bicycle patrol schedule will be at the discretion of the Patrol Bureau Commander and based upon the nature and scope of community problems and needs.

C. Responsibilities:

- 1. The primary responsibility of the bicycle patrol units is to provide general law enforcement services to the areas patrolled and to engage in citizen interactions and visitations. Additional duties include intelligence gathering and specific crime interdictions as directed by appropriate authority.
- 2. The unit may be utilized for high profile patrol and security such as at special community events or dignitary protection.

4 EQUIPMENT

- A. Police bicycles should be equipped with the following minimum specifications:
1. Soft-sided water-resistant rear bag with a rack.
 2. Water bottle and cage.
 3. Rear mounted kickstand.
 4. Battery operated headlight.
 5. Bicycle computer.
- B. Bicycle patrol officers are responsible for the cleaning and maintenance of issued equipment. The current bicycle vendor will conduct repairs and other scheduled maintenance unable to be performed by the Officer.

5 UNIFORMS

All uniforms must be first be approved by the Chief of Police.

- A. Uniform equipment issued by the department will include an ASTM, ANSI or SNELL approved helmet with "POLICE" on each side and cycling gloves.
- B. Shirts will be professional in appearance with a nonmetallic badge and name tag on the front, with "POLICE" in large letters across the back.
- C. Pants and shorts will be designed to protect the rider, complete with pockets and professional in appearance.
- D. Jackets will be water resistant with liner, which serves as a barrier against cold, while allowing for excessive heat and moisture to dissipate.
- E. Officers will wear nylon web gear.
- F. Sweatbands of terry cloth may be worn and should be worn as far up under the helmet as is practical.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 6	G.O.#: 8-27
	EFFECTIVE: AUGUST 14, 2020	
	REPLACES: G.O. 8-27 ISSUED 02/25/2020	
	TITLE: IN-CAR AND BODY-WORN VIDEO CAMERAS	

1 **PURPOSE**

The purpose of this order is to establish policy and guidelines for the use of in-car and body-worn cameras by officers of the Conroe Police Department that are in compliance with Federal Rules of Evidence and Texas Rules of Evidence.

2 **POLICY**

It is the policy of the Conroe Police Department that patrol vehicles will be equipped with video/audio recording equipment and that officers will have access to body-worn video cameras. The function of this equipment is to accurately document the events, actions, conditions, and statements made during vehicle stops, pedestrian contacts, arrests, and critical incidents so as to enhance officer reports, collection of evidence, and testimony in court. This recording will also enhance the Department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, evidence for investigative purposes, as well as for officer evaluation and training. Recordings may only be made for a law enforcement purpose.

3 **DEFINITIONS**

- A. *Body-worn camera (BWC)* is defined as any device that can be worn on the body and captures digital multimedia evidence.
- B. *In-car camera systems* are defined as any device attached to a police vehicle which captures digital multimedia evidence.
- C. *Digital multimedia evidence (DME)* consists of all digital recordings, to include but not limited to audio, video, photographs and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.
- D. *Private Space* means a location in which a person has reasonable expectation of privacy, including a person's home, and treatment areas of medical and mental health facilities.

4 **LEGAL ISSUES**

- A. In-car camera systems, body-worn camera equipment and all data, images, videos and metadata captured, recorded, or otherwise produced by the equipment is the property of the Conroe Police Department. The personal use of any information recorded by an in-car camera system or BWC shall only be pursuant to the prior written approval of the Chief of Police.
- B. Use of in-car camera recordings or BWC's for purposes other than in accordance with this policy is prohibited.
- C. All data, images video and metadata captured by in-car cameras or BWC's are subject to state statutes and City policies regarding retention of records.

5 PROCEDURES

- A. The recording equipment installed in the vehicles, the portable audio transmitter and/or BWC are the responsibility of the officer assigned to that vehicle and/or issued the equipment. The equipment shall be operated and maintained according to the manufacturer's instructions and recommendations and by the guidelines set forth in this General Order.
- B. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel. C.I.D. Investigators may utilize BWC's assigned to their Division as needed and shall follow all guidelines contained in this General Order which govern the use of a BWC. Officers may only use BWC equipment issued to them by this Department; no personally owned BWC equipment may be used.
- C. In-car camera systems, BWC's and equipment should be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be assigned. Patrol Officers shall inspect and test the in-car camera system and BWC prior to each shift to verify proper functioning. Investigators utilizing a BWC will inspect and test the BWC prior to each use. Officers shall notify their supervisor of any equipment issues. Officers shall also ensure that their recorders are equipped with sufficient memory/storage remaining to last through their shift.
- D. The in-car camera system recording equipment will automatically activate when the vehicle's emergency lights are in operation. The recording equipment may be manually deactivated during non-enforcement activities such as protecting accident scenes from other vehicular traffic.
- E. Officers **WILL** ensure that both in-car **and** body-worn recording equipment is turned on, properly positioned, and adjusted to record events during their tour of duty or when working any approved extra employment. Officers **WILL** carry and activate a wireless microphone and/or BWC upon their person. Officers **WILL** audio/video record the following:
 - 1. All enforcement contacts, such as arrests, searches, detentions, vehicular and pedestrian stops, field interviews of suspicious or other persons.
 - 2. All calls for service.
 - 3. All citizen contacts should they become confrontational, assaultive, enforcement oriented or will likely result in a complaint or administrative review.
 - 4. Transporting prisoners.
 - 5. All emergency driving situations including pursuits, emergency runs, responses to priority one calls, responses to priority two calls even if emergency equipment (lights and siren) are not activated or responses to priority three calls when running "Alpha".
 - 6. Fleet accidents. Officers will immediately activate the in-car camera when involved in any fleet accident to record the event before and during impact.

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- F. While officers utilizing an in-car camera system or BWC are not required to inform individuals that they are being recorded as there may be situations where knowledge that they are being recorded might alter an individual's behavior in ways that would be beneficial to officers. Officers shall have the discretion to inform individuals that they are being recorded in situations where it is safe and practical to do so.
- G. During an active disturbance, arrest or search of a residence, vehicle or individual(s), in-car and BWC camera systems shall remain activated until the event is completed in order to ensure the integrity of the recording.
- H. Deactivation of the in-car camera system or BWC shall occur when:
 - 1. The event has concluded;
 - 2. Victim and/or witness contact has concluded;
 - 3. All persons stopped have been released;
- I. BWCs need not be activated when it is unsafe, unrealistic or impractical to do so but officers shall activate the BWC as soon as it is practical. In the event an officer fails to activate the in-car camera system or BWC during a call for service or enforcement action, or when an entire contact is not captured or equipment is manually deactivated, officers shall properly document the reasons for this action. This may be accomplished in the incident report, supplement report if appropriate, or call sheet comments if no report is written.
 - 1. The justification for failing to activate the BWC because it is unsafe, unrealistic, or impracticable is based on whether a reasonable officer under the same or similar circumstances would have made the same decision.
- J. Officers shall not be required to activate the in-car camera system or BWC when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g., spouse, attorney, police peer counselor, labor representative, minister, etc.). An officer may not be required to keep a BWC activated for the entire duration of his/her shift.
- K. **Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner in-car camera system media, BWC media or any images, media or information obtained by virtue of their duties without the prior written approval of the Chief of Police or their designee. Copies may only be made for court, training, or other purposes specifically approved by the Chief of Police or his designee. Officers and other employees are reminded that the unauthorized release of a recording created with a body-worn-camera is a criminal offense.**

- L. Officers shall be allowed to review the recordings from their in-car camera system or BWC at any time. To help ensure accuracy and consistency, officers are encouraged to review recordings prior to preparing reports. If the officer is giving a formal statement about the use of force or if the officer is the subject of a disciplinary investigation, the officer shall:
 - 1. Have the option of reviewing the recordings; and
 - 2. Have the right to review recordings from other recording devices (body-worn cameras, other officers' in-car videos, etc.) which may have captured the officer's image or voice during the underlying incident.
- M. In-car camera systems and BWC's shall not be used to record:
 - 1. Communications with other police personnel.
 - 2. Encounters with undercover officers or informants.
 - 3. Any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room, or break room (BWCs only).
- N. Officers should use caution when recording an individual during a medical, psychiatric or psychological evaluation by a clinician or similar professional, or during treatment. When recording in hospitals or other medical facilities, officers shall be careful to avoid recording persons other than the suspect (BWCs only).
- O. Officers **WILL**, at the conclusion of any call for service or incident which has been recorded on their in-car camera system, close out the video using the case or cad number assigned to that call for service or incident.
- P. At the end of their tours of duty, or as soon as practical thereafter, officers will ensure that their in-car camera system and BWC downloads all recordings made since the previous download.
- Q. Videos from each vehicle (in-car) and each officer (BWC) involved in or at the scene of a vehicular pursuit, use of force, officer-involved shooting, in-custody death, or other incident involving an officer that results in bodily injury or death to a person, shall be uploaded as soon as practical to the appropriate server location per established protocol.

6 SUPERVISORY REVIEW

- A. Supervisors may review any in-car camera system or BWC videos at any time and may authorize another member to do so for the purposes of investigation, incident reviews, counseling or any other law enforcement purpose. Furthermore, detectives and investigators of the Department may review any in-car camera system or BWC video as needed to perform their duties within the Department.

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- B. Every six months supervisors shall review at least three (3) random videos of each officer to assist in the periodic assessment of officer performance, determine whether audio/video equipment is being fully and properly used and to identify material that may be appropriate for training. Any suspected deficiencies, policy issues, or training issues observed should be noted to the appropriate Division Commander for resolution. Any policy violations or criminal acts should be documented and forwarded through the chain of command to the office of the Chief of Police.

7 HANDLING AND RETENTION OF DIGITAL MULTIMEDIA EVIDENCE

- A. DME will be stored and backed-up within a secure CJIS compliant data storage device or online cloud database based on the best method to meet the needs of the Department. For prosecution, training and other law enforcement operations, the DME may be copied from its stored location to a portable storage device (CD, DVD, thumb drive, etc.).
- B. All files from in-car camera systems and BWC's shall be securely stored in accordance with state records retention laws and for no longer than useful for purposes of training, or for use in an investigation or prosecution (including appeals), or for use in resolving a claim, pending litigation, or disciplinary investigation. In capital punishment prosecutions, files shall be kept until the alleged offender is no longer under control of a criminal justice agency.
- C. Personal use or the uploading of recorded data onto public or social media websites without written authorization from the Chief of Police is prohibited. Should the need to release DME to the news media arise, the Public Information Officer will do so at the discretion of the Chief.
- D. All stored DME is subject to release in accordance with the state public records retention laws. Public requests through the Freedom of Information Act will be handled according to the State law pertaining to open records. These requests will be handled through the Records Section or person(s) designated to handle open records requests.
- E. DME which was made in a private space or confidential setting will not be released; nor will recordings involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative.
- F. Recordings from in-car camera systems and BWC's may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the Chief.
- G. The retention and destruction of DME shall be pursuant to state public records retention schedules. Videos will be stored for a period of not less than ninety (90) days. After that time videos will be deleted from the system unless they have been determined to have evidentiary or other value. Videos of evidentiary value shall be attached to the appropriate case in the Department's Records Management System (RMS) for preservation. Videos of administrative or other value shall be uploaded to the appropriate server folder(s) and held per statutory law or regulation governing the retention of such records.

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- H. Any recording of an incident which involves the use of deadly force by an officer, or that is otherwise related to an administrative or criminal investigation of an officer or other employee, may not be deleted, destroyed or released to the public until all criminal matters have been finally adjudicated and all related administrative investigations have been concluded.

8 TRAINING

- A. Officers and any other Department personnel who will come into contact with video and audio data obtained from the use of in-car and BWC recording systems shall receive Department approved training on the proper operation, use and care of the equipment and the Department's policy with respect to the use of such systems. Additional training shall be provided at periodic intervals to ensure the continued effective use of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policies or equipment. This training should include but not be limited to:
 - 1. Practices and protocols covered by this policy;
 - 2. Relevant state laws governing consent, evidence, privacy and public disclosure;
 - 3. Procedures for operating the equipment safely and effectively;
 - 4. Scenario based exercises that replicate situations that officers might encounter in the field;
 - 5. Downloading and tagging recorded data;
 - 6. Accessing and reviewing recorded data;
 - 7. Preparing and presenting digital evidence for court;
 - 8. Documenting and reporting any malfunctioning device or supporting system;
 - 9. Supervisors will receive training relative to accessing subordinates videos for review and distribution according to the expectations outlined herein.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: K-9 UNITS	PAGE: 1 OF 4	G.O.#: 8-31
	EFFECTIVE: June 25, 2020	
	REPLACES: G.O.# 300-1 ISSUED 11/19/2001	

1 PURPOSE

The purpose of this order is to ensure that all activities related to the Department's police canine units are conducted in a safe and responsible manner. The use of police canines may constitute a use of force and in those instances all officers and police canine handlers shall comply with the provisions set forth in all General Orders governing the Use of Force.

2 DEPLOYMENT AND USE OF POLICE CANINE UNITS

A. Police Canine Units shall be assigned to the Patrol Division and deployed on a patrol shift as determined by appropriate command.

1. The on-duty supervisor shall be responsible for the general supervision of the canine unit on duty, unless the assigned canine supervisor is on duty.
2. The on-duty supervisor may assign the canine unit to any patrol district or area where the canine unit will be most effective or needed.
3. In the event of a pursuit the canine unit, unless actively engaged in the pursuit, may shadow the pursuit so as to be available if needed when the pursuit ends, unless otherwise directed by the on duty supervisor.

B. Police Canine Units may be utilized in the following situations:

1. Perimeter searches, area searches and building searches for suspects or articles may be conducted on or off leash at the discretion of the handler.
2. During all operations involving juveniles, canines shall be kept on-leash, unless there is a known or demonstrated potential for serious injury to a citizen or officer (i.e., known violent offender, displayed weapon).
3. A verbal warning or announcement will be given prior to all building searches, identifying the Police Department and that a trained police canine will be released into the building if the person(s) inside do not surrender. Additional warnings should be given when searching large or multi story buildings.
4. During tracking operations it is the responsibility of the officer in control of the scene to keep everyone out of the area to be searched to avoid contamination of the area by officers or civilians. The police canine should not be called out as a "last resort" after patrol units have physically searched, thus scent contaminated the area.
5. Searches for lost persons shall be conducted on leash.
6. Crowd control, on leash, when authorized by the on scene supervisor or command grade officer.
7. Searches for narcotics may be conducted by canine units specially trained to detect and react to the scent of narcotics.

8. The canine unit may be used for the purpose of preventing or disrupting the flow of narcotics upon approval of a properly submitted operational plan.
9. Searches for narcotics may be conducted on or off leash at the discretion of the canine handler.
10. The canine may be released off leash to track or apprehend any suspect evading arrest that is known to be armed, has demonstrated violence, or the potential for violence, or has committed a felony offense. A verbal command to stop or the canine will be released should be given first.
11. The canine unit may be used for the purpose of public demonstrations with the approval of appropriate authority. All public demonstrations may be conducted on or off leash with approval of the K-9 supervisor.
12. The canine unit may be authorized to assist outside agencies inside or outside the county when approved by the on duty supervisor or command grade officer.
 - a. When assisting an outside agency, all Conroe Police Department policies will be followed regardless of the policy of the agency being assisted.
 - b. When assisting another agency the canine unit will be under the command of the on scene supervisor for that agency unless a Conroe Police Department supervisor is on location.
 - c. The canine unit may be recalled at any time by the on duty supervisor or appropriate authority.
- C. When the canine is not in the immediate presence of the assigned handler the canine will be secured in the kennel, by kennel chain or in the police canine vehicle.
- D. The police canine shall be kept under control at all times by the assigned handler and shall not be used to subdue suspects unless that amount of force is justified.
- E. The police canine handler shall notify the on-duty patrol supervisor of the off-duty status of the police canine for the day.
- F. No person shall be permitted to tease or antagonize the police canine except for training purposes as authorized by the assigned handler.
- G. The police canine shall not be brought into the police facility or attend Roll Call.
- H. The police canine unit shall NOT transport a prisoner, civilian or other employee unless the vehicle is equipped with a separate passenger transport compartment.
- I. The police canine shall NOT be used to make routine checks of bars, lounges or clubs during business hours.

3 POLICE CANINE SUPERVISOR: DUTIES AND RESPONSIBILITIES

- A. A supervisor with the rank of at least Sergeant shall be assigned to oversee the duties of the canine unit(s). The canine unit(s) will be responsible to the canine supervisor when he is on duty.
- B. The canine supervisor will be responsible for the following:
 - 1. General supervision of the canine units when on duty and available.
 - 2. Coordinate all training for each handler and dog.
 - 3. Maintain all training records and paperwork relating to the canine unit. The canine handler should assist the supervisor in this area.
 - 4. Ensure that all handler and training equipment is accounted for and in good working condition.
 - 5. Approve the order of all food and equipment.
 - 6. Conduct in-service training and approve or disapprove all K-9 related school requests.
 - 7. Act as a liaison between this agency and canine units from other agencies.
 - 8. The police canine supervisor will schedule two (2) proficiency exercises per standard calendar year to demonstrate the police canine's skill and performance capabilities before a staff review. The Staff Review Team will be made up of supervisory and command personnel as designated by the Chief of Police. This review team will report, collectively, its observations and evaluation of the police canine's performance, in writing, to the Chief of Police. The police canine supervisor will notify the handler of the results of the evaluation and discuss any action necessary for the handler and dog to take to correct any problems.
 - 9. The police canine supervisor will evaluate and determine the skill level of the K-9 Team and take whatever action he deems appropriate to properly address whatever problem(s) he observes. The police canine supervisor may direct the canine to be worked on-leash at all times or just in certain situations where the canine has performed poorly, or direct the K-9 Team to discontinue all on-duty work until the canine's skill level improves to an acceptable level.

4 POLICE CANINE HANDLER: DUTIES AND RESPONSIBILITIES

- A. The assigned police canine handler will be responsible to maintain and provide the day-to-day care for the police canine, and shall:
 - 1. Properly house, feed, water and see to the physical needs of the police canine to include the proper physical exercise.
 - 2. Provide the proper medical care and routine preventive checks.
 - 3. Keep the canine clean and well groomed and free of ticks and fleas.

4. Provide regular and proper training to keep the police canine at peak performance levels. Make notification to appropriate command of any special training needs.
 5. Make arrangements for feeding and housing of the canine should the handler be away. This should be done through the canine supervisor.
- B. The police canine handler shall immediately notify the on-duty supervisor of any incident in which police canine bites or injures a person. The canine handler shall render first aid and summon medical personnel for any injured person. The canine handler will ensure post medical treatment photographs are obtained and submitted along with all required reports.
 - C. The police canine handler shall maintain a written monthly training log documenting the amount and type of training conducted with the police canine.
 - D. The police canine handler shall notify the canine supervisor of any changes in the canines obedience, discipline, physical condition, skill level or performance capabilities.
 - E. Requests for any expenditures including, but not limited to, training, feed, medical bills, etc. will be submitted in writing upon a proper form, by the handler to the Police Canine Supervisor to be routed through the chain of command before any purchase is made.

5 COMPENSATION FOR HOME-CARE OF POLICE DOG

Time spent by the Police Canine Handler to care for their police canine in his or her own home during off-duty hours is compensable working time. The home care of a police canine is among the principal responsibilities of a Police Canine Handler; such as, bathing, brushing, feeding, grooming and related cleaning of the canine's kennel or transport vehicle. Also included is time spent taking the canine to and from the veterinarian or the animal hospital as well as for administering medication and similar activities. The officer shall be compensated at the pay rate approved by the Chief of Police.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: MOUNTED PATROL	PAGE: 1 of 11	G.O.#: 8-32
	EFFECTIVE: March 24, 2023	
	REPLACES: NEW POLICY ISSUE	

1. PURPOSE

The purpose of this directive is to establish guidelines of operation for the Conroe Police Department Mounted Patrol Unit.

2. FUNCTION

It is the function of the Mounted Patrol Unit to provide a trained police element on horseback to assist Patrol in all aspects of their operation. This will include crime prevention, crime detection, making arrests, issuing citations, and answering calls for service. The Unit will also be used for crowd control, festivals, functions involving large gatherings of people, parades, ceremonies, community relations events, demonstration events, dignitary protection, searches for missing or wanted persons in remote areas, or for any other duties that may be directed by the Mounted Patrol Supervisor, Division Commander, Deputy Chief, or Chief.

3. ORGANIZATION

The Mounted Patrol Unit shall be an element of the Uniformed Operations Bureau. The Chain of Command shall consist of the Chief of Police, Deputy Chief, Lieutenant (Division Commander), and a Sergeant (Mounted Patrol Supervisor). All members of the Mounted Patrol Unit shall be full time sworn police officers.

4. RESPONSIBILITIES

A. Mounted Patrol Supervisor

1. Supervise the duties of all assigned personnel
2. Daily scheduling and approving days off requests
3. Be responsible for all required reports and records
4. Be responsible for ensuring feed, hay, and horse health care products are purchased and kept available at all times
5. Conduct inspections of assigned personnel, equipment, and horses for condition, proficiency, and serviceability
6. Schedule and oversee the training program, and keep records of such
7. Schedule and maintain proper health maintenance for all horses, and keep records of such
8. Oversee the Mounted Patrol Facility operations
9. When available, participate in day to day mounted patrol, and all major events and parades
10. Be responsible for the care and preparation of his/her own horse and assigned equipment
11. Will act as a liaison between other units within the department, as well as other agencies
12. Will have tactical control of all Mounted Officers and horses during crowd control events after having been properly trained in such. All crowd control measures SHALL be approved by the Chief of Police or his designee when time permits

13. Will refer all requests for mounted assistance from outside agencies to the Mounted Patrol Division Commander. Permission SHALL be obtained through the chain of command from the Chief of Police, or his designee, for Mounted Patrol to deploy outside the city limits of Conroe

B. Mounted Patrol Officer

1. Perform the same duties as a patrol officer, with emphasis on the prevention of crime through the use of highly visible horse patrol
2. Take general law enforcement action while on-duty, or during deployment at special events
3. Active suspect and scene searches
4. Feed horses as scheduled by the supervisor
5. Proper use, care, and maintenance of all horses and equipment under the officer's care and control
6. Provide routine exercise, training, grooming, and health needs of assigned horse(s) as assigned by supervisor
7. Skill demonstrations when required
8. Participation in community or high-profile events
9. Clean and maintain the Mounted Patrol Facility, as directed by the proper supervisor
10. Report any unsafe conditions, injuries or health issues of horses, or any damaged, worn, or unserviceable equipment to supervisor
11. Inspect horses, equestrian equipment, and truck and trailer each day, prior to use, for health, safety, and serviceability
12. Prepare or complete any reports or documentation related to shifts, training, feeding, health care of horses, or anything so required by proper supervision
13. Secure the Mounted Patrol Facility if they are the last to leave, or if no other Mounted Patrol personnel are on site

5. MOUNTED PATROL FACILITY RULES

The following rules are necessary to prevent injury to persons and horses at the Mounted Patrol Facility:

- A. There will be no HORSEPLAY permitted at any time while at the Mounted Patrol Facility.
- B. There shall be NO SMOKING inside of, or, within twenty (20) feet of any structure at the Mounted Patrol Facility, or, within twenty (20) yards of any horse. This includes electronic inhalers or cigarettes (E cigarettes or other atomizer devices).
- C. BEFORE any horse not belonging to the Conroe Police Department can be brought onto ANY portion of the Mounted Patrol Facility, the owner MUST provide the Mounted Patrol Supervisor with current Negative Coggins documentation.
- D. Any horse visiting the facility will not be allowed to drink from CPD watering equipment, or eat from CPD feeding equipment since such practice can spread disease.

- E. When entering any area with horses, do not make any loud noises or quick movements that might startle them. If horses are outside the stalls, speak softly before approaching from behind.
- F. Horses shall not be left untied if outside a stall, paddock, arena, round pen, or pasture.
- G. Always place a halter and lead rope on a horse before removing them from a stall, paddock, arena, round pen, or pasture.
- H. Before removing horses from their stall, paddock, arena, round pen, or a secure pasture, ensure the gates exiting the Mounted Patrol Facility are closed and secured.
- I. Before placing a horse into a stall, arena, paddock, round pen, or pasture, officers should ensure that all fencing and gates are in good order to provide for the security of keeping the horse(s) contained, and there are no foreign objects inside which could cause injury to the horse(s).
- J. Only tie a horse with a lead rope. NEVER tie a horse with the reins connected to a bit. Tie head height or above, to a stationary object that would be unlikely to injure the horse, or break should the horse attempt to get loose. Tie with a slip knot, with approximately 1 ½ foot of lead rope, from the halter to the stationary object.
- K. When leading a horse, do not wrap the lead rope around your hand and always hold the lead rope when leading them.
- L. Do not ride horses in or out of the stable, a round pen, or a trailer.
- M. Visitors to the Mounted Patrol Facility should not be allowed to feed anything to the horses without permission from the Chief, or his designee. If feeding of the horses is going to be allowed during a visit, the department shall provide the feed item, and it should be monitored closely by an officer on the ground. During all other times, officers should discourage anyone from putting their hands, or anything else near the horse's mouth.
- N. Except for during supervised training, or by permission of the Chief of Police, no persons shall ride, sit on, or lead Mounted Patrol Unit horses unless they have successfully completed the required Mounted Patrol Unit training.
- O. For the safety of persons and the horses, visitors to the Mounted Patrol Facility shall not be allowed to walk around the facility freely, and must be escorted by Mounted Patrol personnel at all times. Special care should be taken when children are visiting the facility to ensure they do not have unsupervised access to horses.

6. **PATROL PROCEDURES**

- A. Members of the unit shall be deployed in numbers no less than two (2) officers and horses, as dictated by the needs of the assignment. The Mounted Unit Supervisor, or higher authority, must approve any exception to the standard deployment procedures.
- B. A sworn supervisor at a scene requiring a Mounted Patrol Unit should contact the Mounted Patrol Unit Supervisor or Mounted Patrol Unit Division Commander through available means in order to obtain assistance, before requesting the unit.

- C. While preparing a horse for a shift, the horse's behavior and mental state should be evaluated. If any irregularity in behavior is observed after proper warm up procedures are completed, an officer shall consult with a supervisor prior to leaving the Mounted Patrol Facility with the horse.
- D. Prior to any horse being taken into public, the horse shall be groomed so as to present a clean and professional appearance.
- E. Prior to tacking a horse, the horse will be inspected for any injuries, physical abnormalities, or other health issues, as well as for debris, or foreign objects that could cause pain, discomfort, irritation, or injury during the day. If a new injury or wound is found during the daily inspection, or during the shift, a supervisor should be consulted, no matter how small. Likewise, all tack will be inspected for serviceability and for any damage, debris, or foreign objects that could cause pain, discomfort, irritation, or injury to the horse, or, injury to the officer while riding. An officer finding any issues with the serviceability of any tack or equipment shall consult a supervisor, no matter how small.
- F. Mounted Officers shall work only their assigned location, and shall not leave that area without permission from the Mounted Patrol Supervisor.
- G. Mounted Officers are expected to be cordial and friendly to citizens who often will want to interact with the horses and ask questions.
- H. While on patrol, or at a public event, do not allow anyone to feed the horse, without permission from the Chief, or his designee. If feeding of the horses is going to be allowed, the department shall provide the feed item, and it should be closely monitored by an officer on the ground. During all other times, officers should discourage anyone from putting their hands, or anything else near the horse's mouth.
- I. When attending an event where the horses are being approached by groups of people, especially children, at least one Mounted Patrol Officer should be on the ground giving instructions as to how to interact with the horses and where to stand in proximity to the horses. The officer should also pay close attention to monitor and control the actions of the citizens around the horses.
- J. Do not allow anyone to ride, sit on, or lead a Mounted Patrol Unit horse at any time, without permission from the Chief of Police.
- K. Remain in the saddle when shaking hands with citizens, and make them reach up to you. Keep your knees locked on the side to prevent being pulled off the horse.
- L. Loading, unloading, or tying horses should be done away from pedestrian or vehicular traffic to avoid unnecessary disturbances to the horses. If a horse is tied to the exterior of the trailer, it SHALL be tied on the driver's side of the trailer to prevent someone from not seeing the horse before driving away in the vehicle.
- M. Officers shall always carry a lead rope on their saddle. Horses should only be tied to stationary objects that are unlikely to cause injury to themselves or others, or break should the horse attempt to get loose. They should be tied with a slip knot, with approximately 1 ½ foot of lead rope from the halter to the stationary object. Horses should never be tied to a tree, bush, wooden objects, or any object where the horse may graze or cause damage to the property. Do not tie horses to a pole where the rope could slide down and cause the horse to get their foot caught in it.

- N. Common sense should be used in deciding where to tie the horses. They should be tied up in a place that is out of the way, far from vehicular and pedestrian traffic.
- O. While on patrol, officers should avoid patrolling on areas that are designated for pedestrian traffic only, and use these areas only in emergency situations.
- P. During patrol, horses may only be ridden at a walk or trot, unless an emergency situation dictates otherwise.
- Q. Mounted Officers will not attempt to negotiate or cross any obstacles such as deep crevices, wire, steep or slippery ramps, high steps, high drop offs, deep water, or other hazardous situations which may cause injury to the horse and/or officer, unless an emergency situation dictates otherwise.
- R. Mounted Patrol Officers SHALL NOT escort any detainee or prisoner while mounted on the horse. Escorting will only be done from the ground on foot.
- S. If the horse leaves manure in a patrolled area, the officer shall remove and dispose of it in a proper place.
- T. Horses should generally have a manure bag placed on them to catch a majority of the feces, and it shall be emptied frequently to prevent chafing and injury to the horse.
- U. Unless exigent circumstances exist, Mounted Officers should cross major roadways and thoroughfares at intersections regulated with traffic control devices, by utilizing those devices.
- V. Mounted Patrol Officers will be allowed an allotted amount of time, at the beginning of their shift, and at the end of their shift, for grooming, feeding, inspecting of horses and equipment, tacking and untacking, loading and unloading, and cleaning. This amount of time will be determined by the Mounted Patrol Supervisor based upon the daily assignments.
- W. Meal periods
 - 1. Officers whose assigned patrol area has restaurants close by may utilize their 30-minute meal period at those restaurants.
 - 2. Officers whose assigned patrol area does not have restaurants close by, are not allowed to travel by vehicle to a different location for a meal break.
 - 3. "Close by" means not having to travel by vehicle to a different location.
 - 4. If officers have a restaurant available to them in their assigned patrol area, and the horses cannot be tied in a location that can be seen by the officers while they are at the restaurant, then officers must tie their horse inside the trailer while they are at the restaurant. The trailer should be secured to prevent anyone from being able to open it while the officers are away.
 - 5. If the officers assigned patrol area has an area that the department has been given rights to by the property owner to tie and secure horses away from the general public, this area may be utilized while officers are inside restaurants. Each time the designated area is utilized it must be inspected by officers for security, and to ensure it is free of any hazards to the horses.
 - 6. If officers move from one assigned patrol area to another during their shift, they may utilize that time to eat at restaurants outside their assigned areas.

7. Mounted Patrol Officers will not be allowed to utilize their 30-minute meal period to work out on duty.

7. **USE OF FORCE CONTINUUM**

The Conroe Police Department General Orders are the primary authority for use of force guidelines within the Conroe Police Department. This section deals with the Department's policy in this area as it applies to Mounted Patrol Officers. Nothing in this section contradicts the General Order- Use of Force.

- A. Officer Presence

In many cases, the mere physical presence of the Mounted Officer and horse will alleviate the need to move up the force continuum. Many suspects will quickly recognize the futility of contesting or running from an officer on horseback.

- B. Verbal Direction

- C. Empty Hand Control

Empty hand control from horseback is not the same as from on the ground. If a suspect becomes physically aggressive, he is usually limited to attempting control of the horse by grabbing the reins, headstall, or halter. Officers will defend against such aggression by employing usual empty hand control techniques if practicable, or dressage movements with the horse. These include moving forward, side-passing, shouldering-in, and turns on the haunches or on the forehand. These movements are designed to move the horse toward the suspect so that he must move away to avoid being knocked down or stepped on.

- D. Intermediate Non-Impact Weapons

1. OC may be utilized from horseback in adherence to Conroe Police Department General Orders. If utilized, Mounted Officers should move the horse(s) away from the affected area as soon as practicable, and watch for signs of any adverse reactions to the horse.
 2. Due to the angle of the trajectory, and the possibility of an exposure to the horse, the use of Conducted Electrical Weapons (TASER) is not allowed from horseback, unless exigent circumstances exist.

- E. Intermediate Impact Weapons

The use of the baton is not recommended from horseback. The danger of striking a suspect in a non-approved area, due to the height of the officer, is substantial. This also presents dangers to the horse that could result in injury or cause the horse to become difficult to handle. Officers are not prohibited from using a baton from horseback, but these dangers must be considered before doing so to ensure adherence to Conroe Police Department General Orders.

- F. Deadly Force

8. **INCLEMENT WEATHER**

- A. All unit personnel will report to work during inclement weather. While the unit may ride during inclement weather, there are some conditions that are not

safe for riding horses. These conditions include, but are not limited to extreme heat index, very heavy rain with lightning and/or flooding, and icy streets and/or snow. The unit supervisor may cease patrol riding activities due to adverse weather, and the Division Commander will be notified.

- B. If only part of a day is involved, officers may be assigned to conduct additional training, or cleaning/maintenance at the Mounted Patrol Facility.
- C. When more than one full day will be involved, or it is determined by the Mounted Patrol Unit Supervisor that there will be little or no duties to be performed at the Mounted Patrol Facility during inclement weather, officers may be assigned to a patrol function as a second officer in a patrol car, or as a two-man patrol unit in a patrol car.
- D. If the reason for ceasing patrol riding activities is long term, such as extreme heat index during the summer, or long periods of harsh winter weather, shift hours may be adjusted by the unit supervisor to reduce riding time during the peak hours of inclement weather.

9. TRANSPORTATION

- A. Horses will not be ridden into or out of a trailer to load or unload.
- B. Horses will be led into the trailer, and SHALL be tied to the left side of the trailer with a halter and lead rope. They shall be tied head high or above.
- C. Horses SHALL NOT be tied with their reins connected to a bit in the horse's mouth at any time.
- D. When unloading, horses should be backed out of the trailer, and not allowed to turn around inside the trailer.
- E. Only one officer at a time should be inside the trailer during loading and unloading of horses, unless circumstances arise requiring the need for two officers.
- F. Officers operating a truck and trailer will use extreme caution to operate in a safe and prudent manner.
- G. While towing a trailer, Mounted Patrol Unit Officers shall not conduct traffic stops, or initiate or enter vehicle pursuits.

10. CARING FOR HORSES

- A. In the event a horse should require medical attention, the Mounted Officer who is responsible for the horse will notify the Mounted Unit Supervisor, and/or the Mounted Unit Division Commander immediately. The supervisor will evaluate the horse's condition and recommend the appropriate treatment. Should the horse require treatment by a veterinarian, the supervisor or Mounted Officer will transport the horse and appropriate records to the veterinarian, unless the veterinarian is summoned to the location of the horse. Recommended treatment and medication will be documented in the horse's medical history record, along with the supervisor's name that approved the treatment. It shall be the responsibility of the Mounted Officer who is assigned the horse to ensure the medication and/or treatment is administered in accordance with the veterinarian's recommendation. All medical bills will be submitted to the Mounted Patrol Supervisor for review and approval. Except in extreme emergencies, contacting the veterinarian without approval may subject the officer to payment that will not be paid by the department.
- B. Mounted Officers are responsible for the daily evaluation of their horse's physical condition, rations, and feed supplements to ensure proper weight

and overall health conditions are properly maintained. If changes are to be made, they will be done so only with the approval of the Mounted Supervisor. Mounted Officers will record comments and recommendations on the horse's feed history record pertaining to any change of rations or supplements. Mounted Officers will also record any preventative medical treatments that are done such as worming, hoof trimming, vaccinations, Coggins testing, teeth floating, etc., on the horse's medical history record.

- C. A supervisor SHALL approve any drugs and/or medications BEFORE they are administered to a horse, and it will be recorded on the horse's medical history record.
- D. In case of an accident that severely injures a horse, under NO circumstances will an officer euthanize the horse in a public place. The Mounted Officer will immediately notify a supervisor who in turn will notify the veterinarian to make the scene. The officer will try and make the horse as comfortable as possible while awaiting the veterinarian. The veterinarian will make the final decision regarding euthanasia and shall be the only person conducting that procedure.
- E. Feeding and Watering of Horses
 - 1. Horses will be fed according to the feeding schedule. Their feeding hour will depend on their assigned shift.
 - 2. The horse feeding schedule will be posted by the Mounted Patrol Unit Supervisor.
 - 3. Officers will ensure horses have access to fresh, clean water at all times.
 - 4. If any horse is found to not be eating or drinking normally, a supervisor SHALL be notified immediately.
- F. Inspection and Grooming of Horses
 - 1. ALL horses will be inspected for injuries or abnormalities on days off by the Mounted Patrol Officer responsible for feeding.
 - 2. Horses will be inspected for any injuries, physical abnormalities, foreign objects, or any other health issues twice daily on work days, before and after riding. Horses shall be groomed prior to riding and, as necessary, after riding.
 - 3. Grooming should be conducted as set forth by the Mounted Patrol Supervisor, depending on duty assignment, time of year, etc. Grooming may include any or all of the following:
 - a. Brushing of the body
 - b. Combing and detangling of the forelock, mane, and tail
 - c. Cleaning of hooves
 - d. Vacuuming of the horse
 - e. Trimming
 - f. Bathing
- G. Mounted Patrol Officers will adhere to the Department's General Order regarding Use of Tobacco Products. For the health of the horses, in addition to the department General Order, Mounted Patrol Officers are not to use any type of smoking tobacco, or electronic inhaler or cigarette (E cigarettes or other atomizer devices) while mounted on, or within close proximity of a horse, even when not in view of the public. Close proximity is defined as within twenty (20) yards.

11. ATTIRE

Due to the high-profile nature of Mounted Patrol, officers and their horses attract a great deal of attention from the public. In order to represent the Conroe Police Department and the Mounted Patrol Unit in the most professional manner, Mounted Patrol officers are expected to keep their uniforms and physical appearance at the highest level.

- A. The Mounted Patrol Unit uniform will consist of the issued helmet or campaign hat, either the issued long sleeve or short sleeve uniform shirt and/or outer carrier, issued double knee/double seat pants, issued Sam Brown duty belt, and issued knee high black boots with issued spurs. The campaign hat will be worn with Class A uniform when attending any formal gathering. While in uniform, officer's hats, uniforms and leather gear will be clean, and their boots will be clean and polished. Officers will present a professional and neat appearance at all times.
- B. Officers will be issued helmets. The helmet SHALL be worn any time mounted officers are mounted on a horse, unless approved by the Mounted Patrol Supervisor or higher authority. During situations where there are large gatherings of people, such as the Montgomery County Fair, Conroe Cajun Catfish Festival, etc., or, when deploying during known crowd control/riot/civil unrest situations, officers shall wear their riot helmets with face shields attached. During known crowd control/riot/civil unrest situations, officers shall also utilize the horse face shields. Any type of head covering worn by an officer underneath the helmet, will be removed when the helmet is removed, and will not be worn in uniform without the helmet.
- C. Spurs will be issued by the Conroe Police Department. No other spurs will be worn unless approved by the Chief of Police.
- D. Appropriate civilian attire is authorized on training days or facility maintenance/cleaning days. Long pants with boots or closed toe shoes are required whenever riding. No wearing of open toe shoes will be permitted in the Mounted Patrol Facility at any time.
- E. Mounted Patrol Unit Officers will not change, wear, or utilize any other equipment without prior approval of the Mounted Patrol Supervisor, or higher authority.

12. TRAINING

- A. Training sessions will be held as determined by the Mounted Patrol Supervisor. These training sessions will be documented on the training history record, with the description of training conducted, for each horse.
- B. The training sessions will include desensitization training, crowd control training, riot training, empty hand dressage techniques training, general horse/rider training, any department required training, or any other training identified by the Mounted Patrol Unit Supervisor.
- C. Prior to any major event or parade, the unit will conduct extensive training to ensure all officers and horses are proficient, to reduce the likelihood of injury to a citizen, horse, or officer.
- D. When an officer's horse demonstrates behavioral problems, which are affecting the ability of the officer to perform his/her job, the following steps are to be taken:
 1. The officer will notify a supervisor of the exhibited behavioral problem.

2. The supervisor will ensure the problem is documented and arrange a meeting as soon as possible between the Mounted Patrol Officer, Mounted Patrol Supervisor and Mounted Patrol Division Commander to determine the best course of action to resolve the problem.
3. If the problem could be medically related, the Mounted Patrol Supervisor will arrange for the horse to be evaluated by a veterinarian and or chiropractor.
4. If the problem does not appear to be medically related, or if the horse is medically cleared by a veterinarian or chiropractor, the officer can work on the problem him/herself during the officer's regular shift under supervision and guidance of the Mounted Patrol Supervisor.
5. If the above training does not rectify the problem, another meeting will be held with the Mounted Patrol Officer, Mounted Patrol Supervisor, and Mounted Patrol Division Commander to discuss further training possibilities.
6. The supervisor will visually monitor the training a minimum of twice per week for progress, and ensure the officer is committed to correcting the horse's behavior and is exhausting all avenues of training.
7. The supervisor will ensure all observations and training provided is properly documented.
8. The supervisor will keep the Mounted Patrol Division Commander updated on the horse's responsiveness to training.
9. Once the additional training has been completed, and the horse's behavior has been rectified, the Mounted Patrol Officer and horse will demonstrate to the Mounted Patrol Supervisor that the problem has been remedied.
10. If at any time the officer is needed to ride for an event before the course of the training is complete, and the officer and horse have not demonstrated the problem has been remedied, the officer will be assigned a different horse on a temporary basis. If no other horse is available, the officer will not ride in the event and will be assigned other duties.

13. PROCUREMENT AND DECOMMISSIONING OF MOUNTED PATROL HORSES

A. Procurement of Horses:

1. Horses that are donated or purchased become the sole property of the City of Conroe Police Department.
2. Before accepting a horse for purchase or donation, the horse must pass a Suitability for Service examination by a veterinarian.
3. No officer may use a personally owned horse for Mounted Patrol Unit duties, unless authorized by the Chief of Police.

B. Decommissioning of Horses

1. Should a horse become unsuitable for mounted police duty due to injury, illness, unresponsiveness to training, or any other reason, the horse will be decommissioned from service. Based on the reason for the decommissioning, the Chief of Police will determine the disposition of the animal.

14. DEATH OF MOUNTED PATROL HORSES

- A. In the event a Mounted Patrol Unit horse is killed in the line of duty, the body will be disposed of by a contract veterinary service as governed by applicable State law.
 - 1. A non-religious memorial service may be conducted applicable to a Police Service Animal.
 - 2. The dedication of a memorial stone or plaque may be conducted.
- B. In the event a horse dies of natural causes, the body will be disposed of by a contract veterinary service as governed by applicable State law.

15. HORSE SPONSORSHIP

- A. The Adopt-a-Horse Sponsorship Program was created to ensure Mounted Patrol is able to operate at full capacity. The unit seeks financial support from corporations, organizations, and individuals to offset the unit's operating costs for its horse herd. Accordingly, sponsors make a minimum donation of \$5,000, to the Conroe Police Department. This sponsorship donation will be used to cover all of the operating expenses for one horse for one year. In return, the sponsors will receive the following:
 - 1. Option to name the horse- The name given by the sponsor will be displayed on the saddle pad worn by that horse on patrol duty.
 - 2. A sign will be displayed at the Mounted Patrol Facility, recognizing the individual, company, or organization as a sponsor.
 - 3. Recognition on the Conroe Police Department's web pages that includes the individual, company or organization name or logo.
 - 4. CPD will provide quality photographs of the sponsored horse with sponsor or designated personnel.
- B. Sponsor applicants will be required to complete an Application and Statement of Understanding.
- C. The applicant of a potential donor will be placed on a List of Applicants (by date of application).
- D. Mounted Patrol personnel will perform a background check and initial screening of the applicant.
- E. The Deputy Chief of the Uniform Operations Bureau will then forward the applicant information and Mounted Patrol Supervisor's recommendation to the Chief of Police for final approval.
- F. Upon acceptance by the Chief of Police, Mounted Patrol Unit personnel will contact the applicant and direct them to make their donation to the Conroe Police Department. Unless unusual circumstances require Mounted Patrol personnel to handle the donation, the sponsor will be directed to make their donation directly to the PD, via mail or in an electronic form. If circumstances do require Mounted Patrol personnel to handle the donation, approval for this to take place will come from the Chief of Police.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 8-33
	EFFECTIVE: February 13, 2019	
	REPLACES: G.O. 8-33 ISSUED 09/29/2009	
TITLE: BIAS BASED PROFILING		

1 PURPOSE

The purpose of the policy is to reaffirm the City of Conroe Police Department's commitment to unbiased policing in all its encounters between 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 Departmental policy and the law.

2 POLICY

It is the policy of this Department to police in a proactive 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, national origin, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group trait. Officers are strictly prohibited from engaging in bias based profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers or pedestrians.

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 by government agents. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Bias based profiling is an unacceptable patrol tactic and will not be condoned.

This policy shall not preclude officers from offering assistance in situations such as upon observing a substance leaking from a vehicle, a flat tire, or someone who appears to be ill, lost or confused. Nor does this policy prohibit stopping someone suspected of a crime based upon observed actions and/or information received about the person.

3 DEFINITIONS

- A. Bias Based Profiling – A law enforcement initiated action based on an individual's race, ethnicity, national origin, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group trait, rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity. Racial profiling is a term included in bias based profiling and 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 bias based 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 part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person's activities 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.

A law enforcement agency can derive at least two principles from the adoption of this definition of racial profiling:

1. Law enforcement officers may not use racial, ethnic, or other stereotypes as factors in selecting whom to stop and search, while police may use race in conjunction with other known factors of the suspect.
 2. Racial profiling is not relevant as it pertains to witnesses, etc.
- B. Race or Ethnicity – Of a particular decent, limited to one of the following categories: White, Black, Hispanic or Latino, Asian or Pacific Islander, Alaskan Native or American Indian.
- C. Pedestrian Stop – An interaction between a peace officer and an individual, on foot, who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.
- D. Motor Vehicle Stop – A peace officer stopping a motor vehicle for an alleged violation of law or ordinance regulating traffic.

4 TRAINING

All officers commissioned by this agency shall adhere to all Texas Commission On Law Enforcement (TCOLE) rules and other legislatively mandated requirements regarding training in bias based/racial profiling.

All officers holding a TCOLE Peace Officer license prior to September 1, 2001 shall have attended the TCOLE Course 3256 Racial Profiling course. All officers licensed subsequent to that date shall have received the appropriate training through a Basic Peace Officer licensing course.

The Department Training Coordinator shall ensure that all officers maintain currency with the training requirements concerning bias based/racial profiling whether mandated by statute, TCOLE rule, or Department policy.

5 COMPLAINT INVESTIGATION

This Department shall accept complaints from any person who believes he or she has been stopped or searched because of their race, ethnicity, national origin, or other type of bias based profiling as previously described. No person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed a complaint.

Any employee who receives an allegation of bias based profiling, including the officer who initiated the stop, shall immediately, or as soon as possible contact their immediate supervisor or a supervisor of most immediate availability. The supervisor so notified shall immediately accept the complaint and take all necessary action in accordance with General Order 3-05, Personnel Complaints.

If there is a Departmental video or audio recording of the events upon which a complaint of bias based profiling is based, upon commencement of an investigation by this Department into the complaint, and written request of the officer made the subject of the complaint, the Department shall promptly provide a copy of the recording to that officer.

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

6 PUBLIC EDUCATION

This Department will inform the public of its policy against bias based profiling and the complaint process. Methods that may be utilized to inform the public are the news media, radio, service or civic presentations, the Internet, as well as governing board meetings. Additionally, information will be made available as appropriate in languages other than English.

7 USE OF VIDEO AND AUDIO RECORDING EQUIPMENT

Each vehicle regularly used by this Department to make traffic and pedestrian stops is equipped with a video camera and transmitter-activated equipment to record traffic and pedestrian stops. The operation of the audio-video recording equipment shall be governed by the policy contained herein and by general Order 8-27, In-Car Video Cameras. Each motor vehicle and pedestrian stop made by an officer of this Department that is capable of being recorded by video and audio, or audio, as appropriate, shall be recorded.

The Department shall retain the video and/or audio recording of each motor vehicle and pedestrian stop for at least ninety (90) days after the date of the stop. If a complaint is filed with the Department alleging that one of our officers has engaged in bias based profiling with respect to a motor vehicle or pedestrian stop, the Department shall retain the video and/or audio recordings of the stop until final disposition of the complaint.

Supervisors will ensure officers of the Department are recording their motor vehicle and pedestrian stops. Supervisors shall review three (3) separate video recordings of motor vehicle stops for each officer every six (6) months.

8 COLLECTING INFORMATION FROM MOTOR VEHICLE STOPS

An officer who stops a motor vehicle for an alleged violation of law or ordinance regulating traffic, shall manually collect, record and report the following information:

- A. A physical description of any person operating the motor vehicle, who is detained as a result of the stop, including:
 - 1. The person's gender;
 - 2. The person's race or ethnicity, as stated by the person or as determined by the officer to the best of his/her ability.

- B. Whether the officer knew the race or ethnicity of the violator prior to detaining the individual.
- C. The initial reason for the stop.
- D. Whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search.
- E. Whether any contraband or other evidence was discovered in the course of the search and, if so, a brief description of the contraband or evidence.
- F. The reason for the search including whether any contraband or evidence was in plain view, or whether probable cause or reasonable suspicion existed to perform the search, or whether the search was the result of an administrative inventory of the vehicle pursuant to Department policy.
- G. Whether the stop and/or search resulted in an arrest, including a statement as to whether the arrest was based on a Penal Code violation, violation of traffic law or ordinance, or outstanding warrant, and a statement of the offense charged.
- H. The street address or approximate location of the stop.
- I. Whether the officer issued a verbal or written warning or a citation as a result of the stop.
- J. Whether the officer used physical force that resulted in bodily injury.

9 ANNUAL REPORTING

These individual reports shall be recorded by the officer on a form prescribed by the Department and forwarded to the officer's Division Commander-or his designee. The Deputy Chief of Police shall cause the information collected from the individual reports to be reviewed, compiled, and analyzed, and will ensure the retention of the individual reports as directed by the Chief of Police.

Not later than March 1st of each year, this Department shall submit a report to the Texas Commission on Law Enforcement and the City Council of the City of Conroe that includes the statistical information and analysis results required by current State Law.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 9-01
	EFFECTIVE: SEPTEMBER 14, 2010	
	REPLACES: G.O.# 9-01 ISSUED 11/19/2001	
TITLE: CASE TRACKING, RECEPTION, ASSIGNMENT, AND REVIEW		

1 PURPOSE

The purpose of this policy is to provide for the monitoring of investigations from initial reception until final disposition.

2 POLICY

The citizens of Conroe deserve the highest levels of police services possible. To this end, it is the policy of the Conroe Police Department to ensure that the utmost diligence is used in the process of reviewing cases for assignment, investigating and documenting cases, properly disposing of cases, and supervisory review of the investigative process.

3 RESPONSIBILITY

A. All cases received by the Criminal Investigation Division will be reviewed by a CID supervisor, who will assign the case for investigation or other appropriate disposition.

1. CID supervisors are responsible for reviewing and approving supplemental reports of the personnel assigned to them.
2. CID supervisors will also be responsible for the periodic review of representative samples of the cases assigned to their personnel to ensure due diligence of investigation, proper documentation and investigative procedures, and appropriate clearance of cases.
3. CID supervisors shall be cognizant of the training requirements and needs of the personnel assigned to them, and shall take reasonable steps to ensure their employees receive such training.

B. It will be the responsibility of the investigator(s) assigned to a case to:

1. Make, or at least attempt to make, contact with each complainant of a newly assigned case within three (3) working days after assignment.
2. Thoroughly follow through with investigation, to the extent possible, of assigned cases.
3. Describe in detail the investigative efforts performed for each case in supplemental reports.
4. Take all reasonable steps to conclude the case through arrest or other appropriate clearance.
5. Document the disposition of cases assigned to them.
6. Submit completed supplements to the designated CID Supervisor for approval and forwarding to the Records Division for final case status.
7. Report to their supervisor on a regular basis and in a manner established by procedures the status of the cases assigned to them.

4 PROCEDURES

- A. Assignment of a case for further investigation, and the amount of human resources to be utilized, will be based upon solvability factors found within any case, and include, but are not limited to:
 - 1. Seriousness of the offense.
 - 2. Notoriety of the offense.
 - 3. Possible suspect(s) named, or information present that might lead to suspect identification.
 - 4. Presence of physical evidence which could lead to suspect identification.
 - 5. Evidence of connection to other cases already assigned.
 - 6. Other criteria as determined by the CID Commander.
- B. Cases lacking suspect information, evidence, or other information that could reasonably lead to a suspect may be suspended by the supervisor and forwarded to appropriate personnel (volunteers, clerical staff, etc.) for the drafting of correspondence to the complainant advising the cases status.
- C. Personnel allocations are based upon:
 - 1. Seriousness of offense, need to apprehend suspect, locate complainant, etc.
 - 2. Kidnapping cases are a high priority and receive as much personnel allocation as needed.
 - 3. Cases requiring surveillance or suspect apprehension, etc., will receive personnel based on need of each particular case, as decided by the supervisor.
- D. Case information entered into tracking system:
 - 1. Name of investigator assigned case.
 - 2. Date assigned.
 - 3. Incident number and offense type.
 - 4. Report due date, if applicable.
 - 5. Disposition of investigation.
- E. An investigator's supervisor will be responsible for overseeing the investigation and monitoring its progress until final disposition is made and approved in accordance with TIBRS/UCR clearance standards.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 9-03
	EFFECTIVE: August 15, 2018	
	REPLACES: G.O.# 9-03 ISSUED 09/14/2010	
TITLE: CASE STATUS AND DISPOSITION		

1 PURPOSE

To ensure that the correct status or disposition of investigations is properly noted, the following guidelines shall be used. Case Status refers to the status of a case in the Case Management side of the Department RMS. This is only utilized by CID as a quick reference to the current status of the case in regards to the investigation. Case Disposition is assigned by the Records Division for T.I.B.R/N.I.B.R purposes and is completely different than that of the case status. Below are the codes used by each Division:

2 GUIDELINES

A. The following case dispositions are to be utilized by the Records Division:

1. ACTIVE: Investigation is in progress, incomplete, awaiting some additional detail(s), such as lab results, witness statement, arrest, etc.
2. INACTIVE: All investigative leads have been exhausted, but cannot clear case. May be activated for further investigation at some later time.
3. CLEARED BY ARREST: Charges filed, suspect arrested. These are marked as:
 - CLRD ADULT ARREST
 - CLRD ADULT ARREST/NO CUSTODY (SHOPLIFTER, ETC)
 - CLRD ADULT ARREST (MULTI CLEARNG): Multiple Defendants Arrested
 - CLRD JUVENILE ARREST
 - CLRD JUVE ARST (MULTI CLEARING): Multiple Juvenile Defendants
4. CLEARED ADLT PROSECUTION DENIED: Complainant or prosecutor (or both) decline to pursue criminal prosecution of offender.
5. CLEARED ADULT DEATH OF OFFENDER: Evidence indicates beyond a reasonable doubt that the named suspect committed offense, but he/she dies before he/she can be prosecuted in court.
6. CLEARED JUVE DEATH OF OFFENDER: Evidence indicates beyond a reasonable doubt that the named suspect committed offense, but he/she dies before he/she can be prosecuted in court.
7. CLOSED: Used in non-criminal cases such as recovered runaway/person where the person is recovered or in a criminal matter where after investigation, there is determined to be no criminal offense.

B. The following case statuses are to be utilized by the Criminal Investigation Division in case management:

1. ADA-Open Case at DA Office
2. ASN-Assigned/Open Case
3. CLO-Closed
4. SUS-Suspended/Inactive

- C. Any time there is a change in the status of a case, the investigator assigned to that case will be responsible for notifying the complainant of such changes as soon as possible. Notification may be made by telephone, by writing, or in person. The reasons for changing the status of the case shall be explained to the complainant, unless doing so would compromise the investigation. The investigator shall document such notification in a supplemental report.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE:	1 OF 6	G.O. #:	9-05
	EFFECTIVE: January 9, 2019			
	REPLACES: G.O.# 9-05 ISSUED 08/03/2010			
TITLE: EVIDENCE AND PROPERTY PROCEDURES				

1 PURPOSE

The purpose of this General Order is to provide guidelines for the collection, submission, preservation, presentation and disposition of all evidence or property seized, forfeited to, or otherwise under the control of this Department.

The primary purpose of the Crime Scene Unit is to collect, receive, preserve, present and dispose of evidence and property under the control of the Conroe Police Department. However, it should not be construed that only this unit will collect evidence. The collection of evidence is the responsibility of any member of the Department, depending upon the circumstances. Any patrol officer, investigator or supervisor may collect items of evidence, or property, and submit them under the policies of this Department. The Crime Scene Unit should be called in when there is the requirement of strict documentation (photography, videography, diagrams, etc.) of the collection of said evidence or property, or when the magnitude of the crime scene exceeds the capabilities or resources of the officers on the scene. When no Crime Scene Investigator is on-duty or is otherwise unavailable, an on-duty Supervisor shall be contacted for approval of calling out the on-call Crime Scene Investigator.

All employees are responsible for any property that comes into their custody while in the performance of their official duties. An offense report documenting the circumstances surrounding the procurement of said evidence or property shall be made. All evidence or property that comes into an employee's custody shall be processed in accordance to the policies listed herein, regardless of the circumstances surrounding the acquisition. All evidence or property recovered by any employee in the performance of their duties will be properly secured using the below procedures by the end of that employee's tour of duty. Under no circumstances should an employee take evidence or property home with them, or otherwise fail to properly secure the item(s) following the below procedures. If such property is lost or damaged because of an employee's negligence, that employee may be subject to disciplinary action or may be required to make restitution for the property.

2 SUBMISSION OF EVIDENCE OR PROPERTY

- A. All evidence or property will be submitted to the Crime Scene Unit adhering to the following guidelines:
 1. The submitting officer will complete the required evidence submission screens in the RMS and affix a property label once the evidence has been bagged, sealed or otherwise packaged using established procedures.
 2. The submitting officer will ensure that, if appropriate, evidence or property items are placed into proper packaging.
 3. The submitting officer shall ensure that all tags and required paperwork have been properly completed and submitted (see sections B, C, & D below).
 4. The submitting officer will place the evidence or property into an appropriate storage locker. If the evidence/property is too large or inappropriate to place into a locker, it should be secured in the Vehicle Processing Bay area and its location shall be noted as above.

5. Evidence or property items containing flammable or hazardous materials (such as lawn mowers, weed eaters, chainsaws, etc.) should be placed in the Vehicle Processing Bay and its location shall be noted as above.
6. The submitting officer will enter the evidence or property into the Evidence Management section of the Department's computer system in the prescribed manner.
7. The designated Evidence Technician or Crime Scene Investigator will be responsible for removing the evidence or property from the lockers, documenting the move in the Evidence Management program. The evidence or property shall then be placed in a designated location (Evidence Room, Vehicle Bay, Lab, etc.).
8. Each movement of the item, for whatever reason, will be so documented using established procedures.

B. EVIDENCE LABELS/TAGS

1. Evidence labels are to be completed for all items being submitted as either evidence or property. The Crime Scene Unit will not accept items without a properly completed evidence label. Evidence labels should be attached to the packaging the evidence is being submitted in, or placed on a tag and the tag attached to the piece of evidence or property. Several different styles of tags are available for use. Employees should choose a style and utilize it in such a manner as to not damage or mar the evidence or property.

C. SUBMISSION FORMS

1. All items of evidence that require an examination of any type will be as prescribed in sections A and B above and the submitting officer should describe any recommended processing in the offense report narrative.
2. A CID supervisor or assigned detective will then workflow the report to the CSU supervisor with the type of processing requested. The CSU supervisor will then assign a CSU investigator to perform the processing.
3. Upon completion of the examination, the Crime Scene Unit will complete a supplemental report detailing the results of the examination and workflow the results back to the CID supervisor or assigned detective.
4. DWI blood vials are to be treated as any other type of evidence and submitted to the Crime Scene Unit as outlined in Section A above. The form included with the vial shall be completely filled out with all case, suspect and victim information. Blood specimens shall be sealed by submitting officer with the provided Chain of Custody adhesive tape.

E. VEHICLES

1. The determination that a vehicle needs to be processed for evidence is the responsibility of the officer or supervisor on the scene. This determination shall be based upon probable cause to believe that there is evidence to be obtained from the vehicle, and that this evidence is necessary for a successful prosecution, and that the officer or supervisor on the scene is not able to collect that evidence.

2. Vehicles that are recovered for outside agencies will not be processed by this Department unless there are local charges pending or the outside agency specifically requests that we process the vehicle, with a supervisors' approval.
3. If weather, lighting, or other factors create an unsuitable environment to process a vehicle at the scene, the vehicle may be brought to the P.D. facility. An officer will remain with the vehicle until the vehicle has been secured by a wrecker or by other means and is ready to be transported to the Police Station. The officer requesting the processing shall complete a tow slip.
4. Upon arrival at the Police Station, the vehicle will be (if the size of the vehicle permits) secured in the vehicle processing bay of the Crime Lab with the keys in the ignition. If it is not possible to place the vehicle in the bay, it should be secured under available covered parking at the rear of the P.D. The keys should be sealed in the plastic sheathing material available in the evidence submission room, have an evidence label attached and numbered to match the evidence number of the vehicle. The keys should then be placed in an evidence locker.
5. The submitting officer will enter the vehicle into the computer system as any other item of evidence. The vehicle's VIN and/or license plate number shall be included in the computer entry.
6. All Crime Scene Investigators shall check the incoming evidence area at the beginning of their tour of duty and see that entered vehicles are processed as necessary. It is the responsibility of the Crime Scene Investigator processing the vehicle to see that the vehicle is removed immediately upon completion of the examination. If the vehicle has been towed to the station, the same wrecker company will be contacted to retrieve the vehicle. Any damage to, or property removed from, or property remaining in the vehicle should be noted on the tow slip. The releasing Crime Scene Investigator will generate an Evidence Release form, have it signed by the wrecker driver, then appropriately filed.
7. A vehicle towed to the Station may not be released to the vehicle owner by any person. There may be situations that will require certain conditions be met prior to the release of a vehicle, such as another law enforcement agency having a "hold" on the vehicle or a recovered stolen vehicle needing a magistrate's disposition hearing prior to the vehicle being released due to disputed ownership. If an owner/driver is present when the vehicle is taken, they shall be instructed that the vehicle will be returned to the wrecker company upon completion of the examination. The Police Department will not store the vehicle at the station nor release the vehicle directly to them. The Department will in no instance be responsible for any of the fees associated with towing or storage of the vehicle. The vehicle does not incur storage fees while it is at the station. The vehicle owner shall also be advised that notification of the vehicle being returned to the wrecker company will not be made to them by the Police Department; the vehicle owner should maintain contact with the wrecker company to avoid unnecessary storage charges. The Department will not furnish transportation for them to retrieve their vehicles.

F. STOLEN PROPERTY

1. When stolen property is recovered at the time of the offense, or shortly thereafter, the property may be photographed and returned to the owner, if available, in the field. Any field release of property to an owner must be documented on a Property Receipt/Release Form (CPD-053), or other receipt as the type furnished by the Loss Prevention Dept. of retail stores. This form shall describe the property being returned and must be signed by both the recipient and releasing employee. The receipt shall then be submitted to the Records Section to be filed with the original report.
2. In all other situations, the evidence should be treated as all other types of evidence and submitted in the proper manner.

3 PRESERVATION OF EVIDENCE OR PROPERTY

- A. It will be the responsibility of the Crime Scene Unit to forward evidence to the proper location (laboratory, vault, etc.).
- B. It will be the responsibility of the Crime Scene Unit to provide for the storage and inventory (see section 6 below) of all evidence and property collected by the Department.

4 PRESENTATION OF EVIDENCE

It will be the responsibility of the Crime Scene Unit to make available any evidence for the purposes of court or any other investigative necessity.

5 DISPOSITION OF EVIDENCE OR PROPERTY

- A. It will be the responsibility of the Crime Scene Unit to dispose of all evidence or property. Evidence and property will be disposed of in accordance with the appropriate provisions in the Code of Criminal Procedure and other applicable statutes. It is the responsibility of the Crime Scene Unit to procure the necessary destruction orders from the appropriate courts and maintain records of all evidence or property disposed of, including date and manner of disposition.
- B. All property and evidence brought into the Department should be released to its rightful owner as soon as practical after cases are disposed of and/or the property or evidence is no longer required for court or other law enforcement related purposes. If the rightful owner cannot be located after dutiful attempts, or the owner refuses to take possession of the evidence/property, or the rightful owner cannot be determined, the evidence/property shall be disposed of pursuant to Texas CCP Article 18.17 and any other applicable statutes.
- C. Property or evidence collected from the scene of a death investigation or subsequent to the investigation of such case shall be released to the decedent's next-of-kin as soon as practical, if the property or evidence is no longer required for a law enforcement purpose. Controlled substances or dangerous drugs seized as part of a death investigation will not be released to anyone. These items will be considered contraband and shall be disposed of in the manner described in Chapters 18 and 59 of the Texas CCP.

- D. Property, evidence, or other assets seized by this Department which are subject to forfeiture proceedings under the laws of the State of Texas or the United States of America, shall be entered into the Evidence Management database and treated in the same manner as that previously described for any other property or evidence. Any property, evidence, or other assets subsequently forfeited to this agency through forfeiture hearings or other court action shall be properly documented in the Evidence Management database and paperwork placed in the appropriate files. Forfeited property shall be disposed of pursuant to appropriate CCP statutes or forwarded to the Department's Inventory Technician for conversion to Department use. Assets shall be forwarded to the office of the Chief of Police for disbursement to the proper account(s).

6. **SUMMARY DESTRUCTION**

- A. This section details the procedures to be followed to summarily destroy Class "C" narcotics paraphernalia evidence with only Municipal Court charges pending and/or narcotics or prescription medication where there is no criminal case associated with the items and no criminal charges are going to be filed.
1. Prior to submission for summary destruction, any Class "C" evidence with a pending charge in Municipal Court will be captured on either an in-car or body worn camera for presentation during trial if needed. If a case number is generated for the incident a photograph of the evidence may also be attached to the case.
 2. Alcohol may be poured out in the field provided it is captured on video. A description of the type and quantity of the alcohol will be documented in the report narrative or call notes if no case number is generated for the incident.
 3. Narcotics paraphernalia, narcotics and/or prescription medication that is to be summarily destroyed will not be entered into evidence or in the evidence RMS. The item(s) will not be placed into an evidence locker unless the item(s) are too large to be placed in the designated destruction box.
 4. The item(s) will be properly packaged and labeled with a SUMMARY DESTRUCTION LABEL and placed in the designated destruction box located in the evidence processing area at the PD. To prevent potential injuries the one packaging exception will be the disposal of "sharps", such as syringes, knives and razor blades. Those items will be considered "destroyed" when they are safely placed in the locked sharps container located in the evidence processing area.
 5. The officer will document the item(s) to be summarily destroyed and the location the item was placed, either the designated summary destruction box or sharps container. This will be entered into the report narrative or call notes if no case number is generated for the incident.

7. **EVIDENCE/PROPERTY ROOMS SECURITY AND ACCOUNTABILITY**

- A. It is the responsibility of the Criminal Investigations Division Commander, the Crime Scene Unit Supervisor and the Evidence Technician to maintain security and control of the Evidence and Property rooms. During an absence of the Evidence Technician and/or the Crime Scene Unit Supervisor, the C.I.D. Commander may designate another member of the Crime Scene Unit to temporarily assume the duties of the Evidence Technician.

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- B. Access into the Evidence and Property rooms is restricted to the C.I.D. Commander, Crime Scene Unit Supervisor or the Evidence Technician. All other persons must be accompanied as necessary for building repairs/maintenance, inspections, or other business necessity. At all other times the Evidence and Property rooms shall be properly locked and secured.
- C. A log shall be maintained documenting all escorted persons entering the Evidence and Property rooms and the purpose for each entry.
- D. The C.I.D. Commander shall, biannually, review the Evidence and Property policies and procedures to ensure compliance and functionality. The review shall include inspection and verification that proper procedures are being followed and that required documentation is being properly completed and stored. The review will be documented and forwarded to the Deputy Chief of Police.
- E. The C.I.D. Commander shall cause, at the beginning of each calendar year and whenever a new Evidence Custodian is appointed, a random sampling of items from the inventory of the Evidence and Property rooms to be conducted. The random sampling shall consist of a sufficient number of items to ensure the integrity and accountability of the Evidence/Property procedures and recordkeeping system. The C.I.D. Commander shall report the results of the random sampling to the Deputy Chief of Police.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 3	G.O.#: 9-07
	EFFECTIVE: OCTOBER 1, 2010	
	REPLACES: G.O.# 9-07 ISSUED 11/19/2001	
TITLE: CASH FUND ACCOUNTABILITY		

1 PURPOSE

The purpose of this order is to establish guidelines by which all cash funds in the physical possession of the Conroe Police Department Criminal Investigations Division are handled.

2 POLICY

It is the policy of the Conroe Police Department Criminal Investigations Division to ensure that all monies controlled by the Criminal Investigations Division are properly handled in a manner consistent with applicable laws concerning those specific funds. Also, to establish guidelines to ensure that an effective access and accounting system is in place to track and account for these monies.

3 DEFINITIONS

Evidence Cash Fund - those monies on hand to be used for such activities as payment of confidential informants, purchases of contraband (evidence) and expenses relating to surveillance activities. These funds may also be used to enhance investigations of other law enforcement agencies upon request and approval of the Conroe Police Department Chief of Police. Any expenditure must relate to a case and there will be a narrative describing the expenditure.

4 GENERAL GUIDELINES

- A. The direct responsibility for procuring, recording, maintaining and disbursing all funds of the Criminal Investigations Division rests with the Division Commander or supervisor acting in the Division Commander's absence.
- B. A maximum of \$1,000.00 can be approved by the Division Supervisor. Any amount larger than this will be approved by the chain of command.
- C. All cash funds shall be secured in such a manner that no one person may access the funds. The C.I.D. Division Commander will maintain a system in which at least one (1) C.I.D. supervisor and one (1) C.I.D. narcotics investigator are required to gain access to the funds, which will be kept securely locked in a vault or drawer within the Criminal Investigations Division.

5 SPECIFIC GUIDELINES

- A. Procurement of funds.
 - 1. All funds will be requested by written communication to the Chief of Police by the Division Supervisor, via the chain of command, setting out the following:
 - a. What funds are being requested.
 - b. An account of expenditures of the specific fund being requested since the last request of funds was made.

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B. Maintenance of funds.

1. All funds will be maintained in a secured site in the C.I.D. in the manner described in Section 4, C., of this General Order.
2. At no time will any funds be in the possession of any person unless a request form has been submitted and approved.
3. There will be an audit of the Evidence Cash Fund whenever additional funds are requested, and/or once every six-month period. The City Finance Director or his/her designee will be responsible for this accounting. The Division Supervisor and investigator will review individual cases using evidence funds every 10 working days.

C. Disbursement and Documentation.

1. Monies spent from this fund will be requested using a Cash Funds Expenditure Form which will be completed in its entirety, particularly noting the fund number, amount, reason for expenditure, explanation for the expenditure, and reflecting the signature of the investigator requesting the disbursement and the supervisor approving the request.
2. Situations that justify expenditures from this fund are as follows:
 - a. Purchase of Services -

Includes any items necessary for investigative purposes such as beverages, meals, hotel rooms, etc. while meeting with potential suspects, informants or other persons for the purpose of gathering intelligence information; also to purchase or lease any items necessary to create the desired undercover environment pertinent to an investigation. These expenditures will be disbursed upon request and approval of the Division Commander. All such expenditures shall be documented by completion of the Cash Funds Expenditure Form.
 - b. Purchase of Evidence -

Includes the purchase of evidence and/or contraband such as narcotics, dangerous drugs, illegal firearms, stolen property, etc. required to prove up the existence of a crime. These expenditures will be disbursed upon request and approval of the Division Commander. All such expenditures shall be documented by completion of the Cash Funds Expenditure Form.
 - c. Purchase of Information -

These monies are expended for payment of services provided by confidential informants during the course of an investigation. These expenditures will be disbursed upon request and approval of the Division Commander. All such expenditures shall be documented by completion of the Cash Funds Expenditure Form. The confidential informant will also document the payment of such funds by completion of the Informant Receipt Form.

3. Any monies unspent from the disbursement will be returned by the investigator to the supervisor who disbursed the monies.
 - a. The investigator will enter the amount of money being returned in the "Cash returned" box at the bottom of the Cash Funds Expenditure Form.
 - b. The returned monies will be placed back into the secured vault/drawer by the CID supervisor and the investigator.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 3	G.O.#: 9-08
	EFFECTIVE: OCTOBER 22, 2009	
	REPLACES: NEW ISSUE	ISSUED:
TITLE: USE OF CONFIDENTIAL INFORMANTS		

1 PURPOSE

To provide procedures for registering an individual as a Confidential Informant (C.I.) and to describe the procedures related to the maintenance of records related to the same.

2 DEFINITIONS

A. Confidential Informant (C.I.) – A person who, through the maintenance of a confidential relationship with a member of the Narcotics Unit, furnishes the Unit with criminal information and/or physical evidence of a crime through the use of supplied funds. The individual must be registered with and approved by the Narcotics Unit Supervisor.

3 PROCEDURES

A. Members of the Narcotics Unit will use an individual as a confidential informant only if the individual has been registered and approved for use as a confidential informant as described in this policy.

1. While informants are generally developed subsequent to an arrest, either by their request or through recruitment, there is no prohibition against Narcotics Unit members actively seeking out persons to act as informants.
2. Narcotics Unit members will not offer potential C.I.s any promises or guarantees of leniency in pending court actions or any other improper incentives for their services as an informant. Offers of economic remuneration are acceptable.

B. It is recommended that members of the Narcotics Unit meet with confidential informants or prospective C.I.s in the presence of another peace officer (from any local, state, or federal law enforcement agency). However, it is mandatory that two law enforcement officers be present when the C.I. is of the opposite sex of the member of the Unit desiring to utilize the individual as a confidential informant.

1. Members of the Narcotics Unit will avoid any fraternization, socializing, or other non-police related interaction with informants while off-duty.
2. Members of the Narcotics Unit will ensure that no relationships that may be deemed inappropriate will be developed with informants.
3. While utilizing informants in the performance of their duties, Narcotics Unit members will ensure that behavior by themselves or by informants is professional and appropriate.

C. In order to have an individual registered as a confidential informant, members of the Unit will interview the prospective informant. If it is determined that the individual should be registered as a C.I., the interviewing member of the Unit will submit a confidential informant packet containing the following items to the Narcotics Unit supervisor:

1. A request to use the individual as a confidential informant;

2. A current "Informant Agreement" and biographical data sheet initialed and signed by the individual and the investigator desiring to register the individual as a Confidential informant;
 3. A copy of the individual's current and valid state driver's license or identification card, or a legitimately issued state or United States federal government identification card;
 4. A record of a recent wanted persons inquiry on the individual;
 5. A record of a current and complete driving record, criminal history check and rap sheet for the individual; and
 6. A current photograph of the individual.
- D. The registering member of the Unit will then forward the confidential informant packet and a request to register the individual as a confidential informant to the Narcotics Unit supervisor.
- E. The Narcotics Unit supervisor will evaluate the request to register the individual as a C.I. and will approve or disapprove the request. The Narcotics Unit supervisor will base the decision on the individual's current status within the criminal justice system and any other elements of the individual's background as decided upon by the supervisor.
- F. Individuals who are on parole or probation will not normally be approved for use as confidential informants. Should that individual have information that is deemed critical by the Narcotics Unit supervisor, the member of the Unit seeking to utilize that individual as a C.I. will contact the appropriate supervising entity (Probation or Parole), or jurisdiction (Court and/or District Attorney) to obtain permission to work with that individual as a confidential informant.
- G. The Narcotics Unit supervisor will establish and maintain a central depository of all C.I. packets submitted for review. This file shall contain all information included in each packet submitted for review. The depository will be kept in a secured area designated by the Narcotics Unit supervisor and will be accessible only by that supervisor. The central depository will contain the following sections:
1. Approved Confidential Informants;
 2. Inactive Confidential Informants; and
 3. Rejected Confidential Informants.
- H. Submitted confidential informant packets will be maintained as follows:
1. The packet for each individual approved for use as a C.I. will be assigned a unique confidential informant number and will be filed in the "Approved Confidential Informants" section of the records depository. The packet of each Confidential Informant being utilized for on-going criminal investigations will remain in the "Approved Confidential Informants" file for the duration of the active investigation.
 2. If an investigation in which a confidential informant is being utilized is closed or suspended, that C.I.'s packet will be moved to the "Inactive Confidential Informant" section of the records depository and will remain there unless reactivation of that C.I. is sought by a member of the Narcotics Unit.

3. In order to reactivate a previously approved confidential informant's packet, the member of the Narcotics Unit wishing to do so must update that C.I.'s background check by obtaining current copies of their driving record, criminal history, NCIC/TCIC wanted persons inquiry, and a current photograph.
4. The packet for each individual who is rejected for use as a confidential informant will be marked "Rejected" on the front page of the packet and filed in the "Rejected Confidential Informants" section of the records depository. The packet will remain there unless the rejected C.I. is resubmitted for use as a confidential informant at a later time by a member of the Narcotics Unit.
5. "Rejected Confidential Informants" and "Inactive Confidential Informant" files will be discarded three years after the designation of Rejected or Inactive is assigned to the file.
6. These records will not be available to the public through open records requests (Texas Government Code, section 552.108; law enforcement exception to open records).
- I. The Narcotics Unit supervisor will be responsible for the release of any confidential informant file to members of the Narcotics Unit or other law enforcement agency seeking information from the file.
- J. The Narcotics Unit members and supervisor shall maintain confidentiality of all informants.
- K. Members of the Narcotics Unit using confidential informants will ensure that copies of case reports resulting from each utilization of a confidential informant are maintained in that confidential informant's file. In lieu of copies of case reports, the Narcotics Unit supervisor may authorize use of log sheet in which the Unit member utilizing the C.I. will record all case report numbers generated by the use of the C.I.
- L. Narcotics Unit members will take every precaution possible to ensure the safety of C.I.s during operations. C.I.s shall not be placed into situations where there are insufficient resources available to adequately protect them.
- M. Juvenile Confidential Informants – Prior to the approval of any juvenile for use as a confidential informant, the member of the Narcotics Unit desiring to utilize the juvenile in that capacity and the Narcotics Unit supervisor will evaluate the potential information or evidence to be provided by the juvenile and determine whether the risks involved are justified in comparison to the information/evidence being sought through the investigation.
 1. Members seeking to utilize a juvenile as a confidential informant shall submit the same C.I. packet described above in this policy;
 2. In addition to the other requirements of the confidential informant packet, members of the Narcotics Unit seeking authorization to use a juvenile as a C.I. will obtain written and signed parental permission and a signed "release" before the juvenile will be approved for use as a confidential informant by the Department;
 3. Juveniles will not be used in any activity (undercover or otherwise), which involves an unacceptable risk to the safety and welfare of the juvenile.
 4. Before using any juvenile informant, the Criminal Investigations Division Commander must be notified and approve such use.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 9-09
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: S.O.P.# 4-400.01 ISSUED 05/07/1996	
TITLE: DEATH SCENES/NATURAL CAUSES		

1 PURPOSE

Effective immediately, except for natural deaths where the deceased was under direct hospital or approved Hospice Care, the Criminal Investigations Division is to be notified of all death scenes, even those that appear to be natural causes or traffic related, so that a review of the facts may be made by the department as soon as possible.

2 GUIDELINES

The Crime Scene Unit shall secure rolled prints from natural death victims according to the following guidelines:

- A. When a death is ruled natural by a J.P. but the deceased was not under a doctor's care or there was no attending physician, the determination to take or not to take prints of the deceased will be made by the Criminal Investigator contacted.

In such cases, the Crime Scene Investigator should use good judgement in determining to obtain the rolled prints at the scene or at the morgue or funeral home, but to do so as soon as possible.

- B. When a death is ruled natural by a J.P. and there is an attending physician or the deceased was under direct hospital or hospice care it will not be necessary to take rolled prints of the deceased.
- C. The Crime Scene Unit will be responsible for obtaining rolled prints that may be taken in the course of an autopsy by a Medical Examiner's office and that any print cards recovered are properly filed.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 7	G.O.#: 9-10
	EFFECTIVE: SEPTEMBER 1, 2012	
	REPLACES: NEW ISSUE	
TITLE: EYEWITNESS IDENTIFICATION PROCEDURES		

1 PURPOSE

House Bill 215, passed in the 82nd Session of the Texas Legislature, requires each Law Enforcement Agency in the state to adopt a policy on Eyewitness Identification which utilizes credible research and best practices. This policy incorporates research summarized by Wells, Memon, and Penrod in their 2006 article Eyewitness Evidence – Improving Its Probative Value published in the Association for Psychological Science and the guidelines for Eyewitness Identifications published by the New Jersey Attorney General in 2001. It is the purpose of this policy to establish Department guidelines for photographic line-up identification and field identification procedures. The procedures in this policy are applicable when a person is known to an investigator and is suspected of criminal involvement in the incident under investigation.

2 POLICY

Eyewitness identification is a frequently used investigative tool. This policy is designed to maximize the reliability of identifications, minimize unjust accusations of innocent persons, and to establish evidence that is reliable and which conforms to established legal procedure.

3 DEFINITIONS

Administrator. The person charged with presenting a photographic line-up to a witness.

Assigned Investigator. The officer primarily responsible for investigating an incident.

Blind Administrator. An administrator who does not know the identity of the suspect or the suspect's position in the photographic line-up.

Blind Manner. The presentation of a photographic line-up by either a *blind administrator* or a *blinded administrator*.

Blinded Administrator. An administrator who may know the identity of the suspect, but does not know the suspect's position in the photographic line-up.

Field Identification. The presentation of a suspect to a witness following the commission of a crime for the purpose of identifying and/or eliminating a possible suspect.

Fillers. The photographs used in a photographic line-up whose race, sex, age, height, weight, hair style, and general appearance resemble the suspect.

Folder Method. A photographic line-up where the photographs are placed in separate folders or envelopes and randomly shuffled prior to presentation so that the Assigned Investigator does not know which photograph the witness is viewing.

Illiterate Person. An individual who speaks and understands English but cannot read and write English.

Interpreter. An individual with the necessary skills that enable them to communicate with an illiterate person or a person with limited English proficiency to the degree they can ensure the person clearly understands all instructions given then prior to viewing a suspect in any identification procedure.

Live Lineup. The presentation of individuals, including a suspect, in person to a witness, usually in a manner preventing the individuals from seeing or identifying the witness, for the purpose of identifying and/or eliminating suspects.

Person with Limited English Proficiency. An individual who is unable to communicate effectively in English with a level of fluency that is typical of a native English speaker. Such a person may have difficulty speaking, reading, or writing in English and includes persons who can comprehend English, but are physically unable to write.

Photographic Line-up. A collection of photographs including a suspect photograph and *filler* photographs that are placed in random order and shown to a witness for the purpose of identifying and eliminating suspects.

Sequential Viewing. An identification procedure in which photographs are shown one at a time to a witness.

Simultaneous Viewing. An identification procedure in which all photographs are shown at the same time to a witness.

Suspect. An individual who has been specifically identified by the investigation as possibly being the person who committed the crime.

Witness. A term referring to a complainant, victim, eyewitness, or any other form of witness to an incident.

4 GENERAL PROCEDURES FOR LINE-UPS

- A. Live line-ups will not normally be used due to the difficulty of administration and the difficulty in obtaining a sufficient number of individuals with similar physical characteristics. Should an investigator determine a need for a live line-up, the investigator should contact the District Attorney for procedural and technical assistance and the line-up should be carried out with the intent of this policy in mind.
- B. Photographic Line-ups are approved for use by this Department if the following procedures are followed. Photographic identification of suspects by witnesses should supplement other investigative actions and/or evidence.

5 PREPARING PHOTOGRAPHIC LINE-UPS

- A. The Assigned Investigator is responsible for:
 - 1. Preparing the photographic line-up, including selecting the fillers and ensuring each of the photographs are numbered or lettered for later reference.

- a. The numbers/letters should be placed on the photograph in a place and manner that neither obstructs or distorts the witness' view of the photo, or may inadvertently influence the witness' decision.
 2. Determining before any presentation if the witness is deaf, illiterate, or has limited English proficiency. If the witness is deaf, illiterate, is non-English speaking, or has limited English proficiency, the investigator will arrange for assistance to translate the Photographic Lineup Form in the language of the witness or otherwise assist the witness in understanding the instructions before proceeding. The identification of the assisting individual will be documented as well as the assistance provided.
 3. Obtaining a sworn law enforcement officer who is familiar with the contents of this policy and understands the line-up presentation process to act as a blind administrator of the line-up.
 4. Preserving the photo line-up, whether an identification is made or not, together with full information about the identification process for future reference, by placing the photos in their original condition, the Photographic Lineup Form, and any audio/video recording of the administration process into evidence after the procedure.
- B. Preparing the photographic line-up; the Assigned Investigator should:
1. Include only one suspect in each identification procedure.
 2. Select fillers that generally fit the witness' description of the perpetrator.
 - a. Fillers should be selected where no person stands out from the others.
 - b. Use photographs of individuals who are reasonably similar in age, height, weight and general appearance and of the same sex and race.
 - c. Avoid use of fillers that so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
 3. If multiple photos of the suspect are reasonably available to the investigator, select a photo that resembles the suspect's description or appearance at the time of the incident.
 4. Include a minimum of five fillers per identification procedure.
 5. Avoid reusing fillers in lineups shown to the same witness if showing a new suspect.
 6. Ensure that no writings or information concerning previous arrest(s) will be visible to the witness.
 7. Do not mix color and black and white photos.
 8. Use photos of the same size and basic composition.
 9. If mug shots are to be used, cover any portions that provide identifying information about the subject. Mug shots should not be mixed with other photos.

10. All individuals in the photographic line-up and/or the origin of the photos should be known to the investigator, if possible.

11. Photos should be reasonably contemporary.

12. Do not use more than one photo of the same suspect.

13. If there is more than one suspect, include only one suspect in each line-up presentation.

14. View the array, once completed, to ensure that the suspect does not unduly stand out.

C. The Administrator *[who will not be the assigned investigator]* is responsible for:

1. Ensuring they are familiar with the contents of this policy and the line-up presentation process.
2. Ensuring the photographic line-up is presented in a manner consistent with this policy.
3. Documenting the conduct and results of the line-up presentation in the manner approved within this policy.
4. Returning all line-up materials and documentation to the assigned investigator.

6 PRESENTING PHOTOGRAPHIC LINE-UPS

- A. It is the intent of this Department to present all photographic line-ups to witnesses in a blind manner and using a sequential presentation of the photographs.
- B. A sworn officer of this Department should be utilized to conduct the line-up as a blind administrator. The assigned investigator preparing the line-up should ensure the assisting officer acting as the blind administrator is aware of the procedures prior to presenting a line-up to a witness.
- C. If another sworn officer who does not know the identity of the suspect is not available within a reasonable period of time, the assigned investigator may utilize another officer who knows the suspect's identity as a blinded administrator. The blinded administrator shall present the line-up to a witness using the folder method. The witness is shown only one folder at a time. The Photographic Line-up Form is changed to indicate the procedure used and the same presentation procedures are used below and the process used thoroughly documented. The investigator should also document the reasons for not being able to use a blind administrator.
- D. Police personnel present at the presentation shall not make any suggestive statements, or take any other actions that may influence the judgment or perception of the witness.
- E. Prior to beginning the presentation, determine if the witness has seen the suspect at any time since the crime occurred (whether in person or in newspaper or television reports, etc.). If so, contact the assigned investigator to determine if the identification process should continue. Document this action in the supplement report.

- F. Provide the witness with a Photographic Lineup Form and explain the instructions for the line-up. Instructions given the witness prior to viewing a photographic line-up can facilitate an identification or non-identification based on the witnesses' memory. **Read the instructions and admonitions verbatim from the form**, and obtain the witness' signature indicating they understand the procedure, and sign the form as Administrator. Ensure the witness understands the instructions before proceeding.
- G. Show the witness the photographs in a random order, one at a time, sequentially, and document the order shown. Remove each photograph from the witness prior to providing a new one. Allow the witness to see only one photograph at a time.
- H. If the witness identifies a suspect, record the number or other identification of the photograph and ask the witness for a statement, *in their own words*, of how confident they are about their identification. The administrator shall not attempt to illicit any specific response from the witness on their level of certainty (i.e. 100%, positive, pretty sure, etc.). Show the remaining photographs even if a suspect is identified.
- I. Complete the Statement of Witness portion of the form, including documenting the witness' confidence statement *in their own words*, regarding how certain they are of any identification.
- J. Have the witness complete and sign the appropriate portion of the form. Do not provide any feedback of any kind to the witness during the procedure including whether or not they picked the suspect.
- K. Return all files, photographs and forms to the assigned investigator and complete a supplemental report on the identification procedure.

7 DOCUMENTATION OF PHOTOGRAPHIC LINE-UPS

- A. All photographic line-ups will be documented in the method reasonably available to the administrator at the time of presentation. Acceptable methods of documentation include:
 - 1. Video and audio recording
 - 2. Audio recording
 - 3. Written documentation of the Line-up Presentation process.
- B. In all cases, the administrator will, *at a minimum*, document in an offense supplement report the details of the line-up presentation process and result, and return the supplement, the Photographic Line-up Form, any video/audio recordings, and all original photographs and documents to the assigned investigator.

8 FIELD IDENTIFICATION PROCEDURES

- A. Many courts have suppressed identification evidence based on the use of field identification because of the inherent suggestiveness of the practice. The use of field identification should be avoided, whenever possible, in deference to the use of a photographic or live line-up.

B. If there is some question regarding whether an individual stopped in the field may be the right suspect, an attempt at field identification may prevent the arrest of an innocent person. Therefore, when circumstances require the use of field identification the following guidelines should be followed:

1. Supervisory approval should be obtained prior to any field identification.
2. The officer is responsible for ensuring the witness is able to understand the instructions given by officers. If the witness is deaf, illiterate, or has limited English proficiency, the officer will provide for an interpreter or other assistance, or not continue with the field identification.
3. ***Single suspect field identification shall not be used if there is adequate probable cause to arrest the suspect.***
4. A complete description of the suspect should be obtained from the witness prior to conducting a field identification. If the witness indicates they are unsure if they can identify the individual, a field identification should not be done.
5. Whenever possible, the witness should be transported to the location of the suspect rather than bringing the suspect to the witness.
6. Field identifications should not be attempted more than two hours after the commission of a crime.
7. Field identification should not be conducted when the suspect is in a patrol car, handcuffed, or physically restrained by police officers, unless such protective measures are necessary to ensure safety.
8. Field identification should only be conducted with one witness present at a time. If the field identification is conducted for more than one witness, it should be done separately.
9. If one witness positively identifies the individual, consider making an arrest and using the above photographic lineup procedures for other witnesses.
10. The same suspect should not be presented to the same witness more than once in either field or photographic line-ups.
11. Field identification suspects should not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator or to perform other actions of the perpetrator.
12. Words or conduct of any type by officers that may suggest to the witness that the individual is, or may be, the perpetrator will be avoided.

C. Documentation of Field Identifications

1. The officer conducting a field identification, after obtaining supervisory approval, should use the Field Identification Form to inform the witness of the procedure and obtain evidence of their understanding of the procedure.

2. The officer will, if at all possible, video/audio tape the entire field identification process, including the witness(es) viewing the suspect, using the in-car video and audio recording system (or other recording system if available).
3. The officer shall document the witness' comments regarding suspect on the Field Identification Form. The form shall be forwarded for inclusion with the original Case Report.
4. Any video/audio recordings will be downloaded and attached as a file to the offense report in the Department's current Records Management System.

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	EFFECTIVE: NOVEMBER 19, 2001			
	REPLACES: S.O.P.# 4-400.06/.07 ISSU. 10/24/1991			
TITLE: JUVENILE/ORAL INTERVIEW/WRITTEN STATEMENT				

1 PURPOSE

It is the policy of this department to ensure that the rights of all citizens are protected. The following guidelines shall be followed when interviewing and/or obtaining statements from a juvenile suspected of committing an offense.

2 GUIDELINES

A. Oral Interview of Juvenile Suspect

1. Legal Warning:
 - a. By magistrate or,
 - b. Read to suspect by officer, explaining any parts not understood by suspect.
2. Interviewing officer should explain to suspect:
 - a. Allegations against him.
 - b. Juvenile Justice System.
 - c. Possibility of referral to Juvenile Probation Department.
 - d. Subsequent court petition, possible certification to stand trial as adult.
 - e. No bail requirements for juveniles.
3. If legal counsel has been arranged the suspect shall not be denied access to that counsel.
4. Request by parent/guardian to be present during interview may be honored at discretion of interviewing officer or his supervisor.
5. Document interview and interview process in report supplement.

B. Written statement / confession of Juvenile Suspect.

1. Legal warning:
 - a. By magistrate only.
 - b. Must be done prior to obtaining statement.
 - c. Must use Juvenile Warning form.
2. Use standard Juvenile Confession form.
 - a. Give details as described by suspect, using his/her own vocabulary.
 - b. Allow suspect to read statement, make corrections, and initial them.
3. Bring suspect to magistrate along with statement, copy of legal warning previously administered, and juvenile competency form.
 - a. Only magistrate may accept juvenile confession.
 - b. Must be out of presence of police officer or prosecutor.
 - c. Magistrate has option of refusing to accept suspect's confession, after review with suspect.
4. Supplement case, detailing process used to obtain statement.
5. Attach statement to file copy of case, forward copy to prosecutor's office and original to Records Division.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 6	G.O.#: 9-12
	EFFECTIVE: JULY 28, 2016	
	REPLACES: NEW ISSUE	
TITLE: SEX OFFENDER REGISTRATION AND COMPLIANCE		

1 **PURPOSE**

This directive identifies the responsibilities of the Conroe Police Department in registering certain Sexual Offenders who reside within the city limits of the City of Conroe, in the required notification of the general public and others, and in the performance of compliance checks.

2 **POLICY**

Police Departments are required by Texas state law to register certain sex offenders who intend to reside in their cities. The citizens of Conroe expect the Conroe Police Department to fulfill its obligation to register those sex offenders and ensure that those sex offenders are complying with the terms of their court imposed requirements and other requirements found in Chapter 62 of the Texas Code of Criminal Procedure.

It is the policy of the Conroe Police Department to accurately register sex offenders as required by law, to perform appropriate checks to ensure the offenders are complying with all requirements imposed upon them by courts or state law, and filing necessary charges on those who fail to comply with the requirements.

3 **DEFINITIONS**

- A. *CID* – Criminal Investigations Division
- B. *CCP* – Texas Code of Criminal Procedure
- C. *Department* – refers to the Conroe Police Department.
- D. *DL* – refers to state issued Driver License.
- E. *DPS* – Texas Department of Public Safety
- F. *ID* – refers to state issued Identification card.
- G. *Penal Institution* - a confinement facility operated by or under a contract with any division of the Texas Department of Criminal Justice, a confinement facility operated by or under contract with the Texas Youth Commission, or a county jail.
- H. *Released* - discharged, paroled, or placed in mandatory supervision.
- I. *SORAC* – Sex Offender Registration and Compliance
- J. *SORS* – Sex Offender Registration Specialist

4 FORMS AND RESOURCES

- A. Personnel responsible for Sex Offender Registration and Compliance shall utilize forms required by statute and may additionally use forms developed for internal use by this Department. A list of those forms are, but not limited to:
1. Sex Offender Update form – CR39
 2. Sex Offender Information Supplement – CR35 OS
 3. Pre-Release Notification form – CR32
 4. Sex Offender Registration form – CR35
 5. Sex Offender Registration Information Supplement form – CR35 IS
 6. Institution of Higher Education Sex Offender Notification form – CR35 IHE
 7. Fingerprint Card – CR36
 8. Blue Card INT – 14
- B. Resources approved for use by SORAC:
1. Spillman or other departmental records management system
 2. DPS Sex Offender Registry
 3. Offender Watch or substantially similar programs
 4. RAIDS Online program
 5. Other systems or programs as approved by appropriate Bureau Commander

5 ORGANIZATION AND STAFFING

- A. SORAC duties are assigned to the Criminal Investigations Division of the Support Services Bureau.
- B. The CID Commander shall assign a CID supervisor to manage the Sex Offender Registration process.
- C. Sex Offender Registration Specialist (SORS) reports to assigned CID supervisor.
- D. CID Commander may assign investigator(s) as needed to assist the SORS with compliance checks, initiating offense reports and the filing of appropriate charges.

6 RESPONSIBILITIES

- A. It is the responsibility of the Sex Offender Registration Specialist to:
1. Register all sex offenders residing within the city limits of Conroe that meet the criteria for registration under current state law.
 2. Establish and maintain good working relationships and open communications with all agencies and courts involved in the registration, monitoring and prosecution of sex offenders.
 3. Provide law enforcement personnel with registered sex offender information as requested.

4. Maintain knowledge of the State of Texas Sex Offender Registration Program, particularly its requirements and mandates, and update the DPS secure sex offender registry website as needed.
 5. Maintain the Department's "hardcopy" files on registered sex offenders, and ensure that the Department's computerized records management system is properly updated.
 6. Make school and other public notifications as required by state law.
 7. Ensure that verification checks of registered sex offenders residing within the city limits of Conroe are conducted to confirm the offenders remain in compliance with state law.
 8. Ensure that the DPS sex offender registration validation certificate is completed and submitted in a timely manner.
 9. Coordinate with CID Investigator(s) assigned to SORAC to ensure that offense reports and follow-up investigations are completed on all registered sex offenders who are found to be out of compliance with state law. The SORS will also work with assigned investigator(s) to ensure that investigations are completed and appropriate charges filed on any unregistered sex offenders found to be residing in Conroe in violation of state law.
- B. It is the duty of the CID Sergeant assigned to supervise the SORAC function to:
1. Assign CID Investigator(s) to assist the SORS with compliance checks and criminal investigations into sex offender violation cases.
 2. Ensure that the SORS and assisting investigator(s) receive appropriate training on Sex Offender Registration and Compliance laws and best practices, and have access to all necessary resources to complete their duties.
 3. Monitor the SORAC function to ensure efficiency and thoroughness of the sex offender registration and compliance processes.

7 GENERAL PROCEDURES

- A. New Offender
1. New Offenders are those who have never been registered. They have either just been convicted in court or released from prison.
 2. The prison or probation officer should mail the CR32 and yellow copy of the CR35 to the Department. If not received by the Department, the SORS shall contact TDCJ in the appropriate manner to locate those documents.
- B. Offender Responsibility
1. Offender shall supply appropriate proof of residency (utility bills, leases, purchase contracts, or other documents deemed sufficient by the SORS).

2. Driver's License or state ID card should expire annually on offender's birthdate. New registrants have 30-days to obtain their DL or ID card.

C. SORAC Responsibilities

1. Complete CR35 form if not previously completed by Probation or TDCJ.
2. Take two photos of the offender and two photos of the vehicle most commonly used by the offender.
3. Fingerprint the offender using CR36.
4. Give offender INT-14.
5. Complete CR39 form.
6. Construct folder for records use.
7. Mail the Registration form; Pre-Release form; fingerprint card; photo with name, date of birth and SID# to the Crime Records Service of the DPS.
8. Create file in Department's records management system.

D. Out-of-State Offenders

1. SORS shall obtain all previous sex offender paperwork from last known registration agency of the offender.
2. Follow steps for New Offender paperwork.
3. Contact DPS Sex Offender Registration and forward all information and paperwork to them so they can compare the out-of-state offense to comparable Texas offense. The offender can be registered but left incomplete pending response from the DPS. After DPS makes determination of offense under Texas state law the registration process can be completed.

E. Change of Address of Offenders Within City Limits

1. Offender shall notify this agency of residence change at least seven (7) days prior to move.
2. Offender shall provide appropriate proof of residency.
3. Offender's DL or ID card should reflect new address with annual expiration.
4. Complete CR39 form.
5. Issue offender INT-14.
6. Update both the DPS Sex Offender Registry website and Department's records management system.
7. Update photo if needed.

- F. Moving to Another Jurisdiction
 - 1. Complete CR39 form.
 - 2. Obtain date of move.
 - 3. Assure and document that offender knows he/she has seven (7) days to report to new agency.
 - 4. Forward the Update form to the proper agency with jurisdiction at offender's new address.
 - 5. Update both the DPS Sex Offender Registry website and Department's records management system.
- G. All Other Updates (changes in employment, vehicle, license plate #, phone #, etc.)
 - 1. Complete CR39 form.
 - 2. Update both the DPS Sex Offender Registry website and Department's records management system.

8 COMPLIANCE VERIFICATION

- A. Under CCP Chapter 62, sex offenders subject to registration are also required to report every ninety (90) days (depending on the number of convictions), or annually (30-days before or 30-days after their birthdate). The Department shall maintain a schedule to ensure these offenders report as required. If an offender fails to properly report, the SORS and/or assisting CID Investigator shall investigate to determine if a violation has occurred and shall take appropriate action.
- B. As part of the SORAC function, at least quarterly each registered sex offender will be located and their information verified. Information to be verified includes, but is not limited to:
 - 1. Their residence; that offender is residing at the address in their registration information.
 - 2. Confirming vehicles that the offender owns or has access to; obtaining license plate numbers and photographs of the vehicles.
 - 3. Employment information. SORAC personnel may call employers of registered sex offenders to verify employment; however, they should not generally conduct in-person compliance checks at a place of business unless the offender cannot be located.
 - 4. Updating any changes to descriptive information (weight, scars, tattoos or other changes to appearance) and updating photos of offender as needed.
 - 5. Confirming that offender is complying with Texas DL/ID requirements.

- C. If the offender cannot be located during the compliance check:
1. An investigation will be conducted to determine if terms of registration have been violated. If so, an offense report will be generated through the Department's records management system.
 2. A CID Investigator will be assigned the case and, with the assistance of the SORS, a criminal case will be prepared and presented to the District Attorney's office for prosecution.

9 RELEASE OF INFORMATION

- A. The Department shall maintain a central computerized database containing information regarding persons who have registered with the Department as a Sexual Offender.
1. The Department is restricted from releasing the following information pertaining to registered sexual offenders to the public:
 - a. The offender's social security number, driver's license number or telephone number, and
 - b. Any information that would identify the victim of the offense for which the person is subject to registration.
 2. The Department is permitted to release the following information on offenders:
 - a. Race
 - b. Date of Birth
 - c. Sex
 - d. Height
 - e. Weight
 - f. Eye color
 - g. Hair color
 - h. Type of offense
 - i. Punishment received
 - j. Municipality
 - k. Numeric street address
 - l. Zip code
 - m. Photo
 3. Anyone requesting information regarding a registered sex offender can be instructed to submit an Open Records Request, or may be directed to the appropriate internet website(s) where sex offender information can be found.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 1	G.O.#: 9-13
	EFFECTIVE: NOVEMBER 19, 2001	
	REPLACES: NEW ISSUE	
TITLE: CRIME VICTIM LIAISON		

1 PURPOSE

To establish a procedure concerning the utilization of the Crime Victim Liaison in handling victims of crimes in need of assistance.

2 GUIDELINES

- A. The Crime Victim Liaison may be utilized to aid in interviewing sexual assault and/or child abuse victims or witnesses. Some types of offenses which may require the assistance of the Crime Victim Liaison are:
 1. Sexual Assault (adult or child)
 2. Severe cases of Child Abuse
 3. Aggravated Assaults with serious bodily injury
 4. Domestic Violence Assaults requiring immediate assistance, and
 5. Homicides
- B. Immediate on-scene intervention by the Crime Victim Liaison is to be determined by the on-scene C.I.D. Investigator. If there is no investigator on-scene and one is not being called out, the on-duty Patrol Supervisor shall decide if the Crime Victim Liaison should be called to the scene.
- C. All scenes must be secure prior to the arrival of the Crime Victim Liaison.
- D. The Crime Victim Liaison is to provide information and assistance to victims and/or their families in regard to services available to them, either immediately or in the future.
- E. The Crime Victim Liaison will be under the direct command of the personnel in charge of the scene and will have no authority to make decisions in relation to the crime scene. The liaison's duties are not that of an investigator and should not be used in place of an investigator.
- F. In the event the Crime Victim Liaison receives information relating to an ongoing investigation, the liaison will supplement the case report and forward the information to the assigned investigator.
- G. Dispatch is to notify the C.I.D. Supervisors of any call-out of the Crime Victim Liaison in a timely manner.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE:	1 OF 1	G.O.#:	9-15
	EFFECTIVE: NOVEMBER 05, 2019			
	REPLACES: G.O. 9-15 ISSUED 11/19/2001			
	TITLE: DRESS CODE-CRIMINAL INVESTIGATION DIVISION			

This General Order is permanently rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 4	G.O.#: 9-17
	EFFECTIVE: MAY 28, 2021	
	REPLACES: NEW POLICY	
TITLE: LICENSE PLATE READERS		

1. PURPOSE AND OBJECTIVES

The purpose of this policy is to provide officers with guidelines on the proper use of the Crime Prevention license plate recognition (LPR) system, also commonly known as license plate reader systems.

Home Owner Associations, Businesses and the City of Conroe recognize that it is in the best interest to cooperate in the operation of License Plate Recognition Camera Systems. This Policy helps to establish guidelines for sharing/partnering of systems with Home Owner Associations (HOA's) and Businesses within the Conroe city limits.

Crime Prevention license plate recognition systems use must be balanced with the need to protect residents' constitutional rights, including, among others, privacy and anonymity, freedom of speech and association, government accountability, and equal protection.

The City of Conroe desires to ensure that the use of the Crime Prevention License Plate Recognition System within the City conforms to constitutional principles.

The objectives of the Crime Prevention License Plate Recognition System are to deter criminal behavior, and, in certain circumstances, to use recorded footage or photos in the investigation of and prosecution for criminal activity, by strategic placement of the LPR systems.

2. POLICY

The availability and use of License Plate Recognition (LPR) systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this agency that all members abide by the guidelines set forth herein when using this technology, while maintaining compliance with applicable state and federal laws.

3. ACRONYMS AND DEFINITIONS

FOUO - For Official Use Only

LPR - License Plate Recognition/License Plate Reader

OCR - Optical Character Recognition

Appending Data - using technology to attach personally identifiable information, such as name, address, or criminal history, to footage or other records of the Crime Prevention LPR Camera System such that those subsequently accessing the footage or records can also access the attached personal information.

Audio Recording – The City of Conroe Crime Prevention LPR Camera System shall perform no audio recording. Audio recording is governed by federal law and is separate and apart from the recording performed by the Crime Prevention LPR Camera System. Title 1 of the Electronic Communications Privacy Act of 1996 (16 U.S.C. Section 2510) limits the ability of law enforcement to execute wiretaps.

Read - Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.

Alert - A visual and/or auditory notice that is triggered when the LPR system receives a potential “hit” on a license plate.

Hit - A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hotlist - License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to “hotlists” circulated among law enforcement agencies. Hotlist information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hotlists to the LPR system. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency-supported hotlists, users may also manually add license plate numbers to hotlists in order to be alerted if and when a vehicle license plate of interest is “read” by the LPR system.

Fixed LPR system - LPR cameras that are permanently affixed to a structure, such as a pole, traffic barrier, or a bridge.

4. PROCEDURES

A. General

1. The use of LPR systems is restricted to public safety-related missions of this agency.
2. LPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. LPR systems, LPR data, and associated media are the property of the LPR Provider and is intended for use in conducting official business.
4. Any Publicly/Privatey Owned Crime Prevention LPR Camera System that stores data on City of Conroe databases must be according to the specifications, policies and guidelines of this agency.

B. Administration

1. The Chief of Police shall designate an employee(s) with administrative oversight (The Administrator) for LPR system deployment and operations that is responsible for the following:
 - a. Establishing protocols for access, collection, storage, and retention of LPR data and associated media files
 - b. Establishing protocols to preserve and document LPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions

- c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the LPR system
 - d. Maintaining records identifying approved LPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to its usage.
 - e. Authorizing any requests for LPR systems use or data access according to the policies and guidelines of this agency.
2. Designated personnel shall check equipment regularly to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be reported immediately to the LPR Provider.
 3. LPR systems repairs, hardware or software, shall be made by the LPR Provider technicians.

C. Fixed License Plate Recognition Systems (LPR) Usage

1. Fixed LPR system is a passive system, live data is not viewed.
2. Fixed LPR systems shall monitor all license plates that come in contact with the LPR camera. Information for legitimate public safety purposes will be accessed by the System Administrator and disseminated as appropriate.
3. Fixed LPR systems may have the ability to notify the System Administrator and/or other police personnel of a HIT from the LPR system Hot List.
4. If notification of a HIT is made, on-duty personnel will immediately verify the captured plate (photo) with the wanted/ suspect plate number displayed as the wanted plate from either NCIC, TCIC, or the CPD Hotlist. Upon visual verification of the plate/tag the officer will manually verify the wanted plate with NCIC to determine if it is still outstanding as wanted.
5. Stolen License Plates – On all stolen license plate hits, personnel will check the stolen plate through Dispatch. Should the stolen plate come back to a vehicle with the same make, model, and color of the vehicle that the stolen plate is currently being displayed on, the dispatched units shall be immediately advised of that fact. Officers should be advised that the plate may be the secondary license plate and not stolen.
6. Hotlist alerts may include specific instructions to field personnel. Those instructions will also be relayed to on-duty personnel at the time of dispatch. i.e. “stop only with probable cause and ID occupants”. Custom Hotlist alerts created by Conroe PD will be at the discretion of a Supervisor and may be entered by Dispatch or an LPR administrator. Custom Hotlist alerts will have an expiration date and must contain specific instructions for field personnel.

D. LPR Data Sharing and Dissemination

LPR data should be considered FOUO and can only be shared for legitimate law enforcement purposes:

1. When LPR data are disseminated outside the agency, it should be documented in a secondary dissemination log that will include the outside agencies Case number.

2. Outside law enforcement can make requests for specific queries of the LPR database for legitimate law enforcement purposes. Only matching returns will be shared with the agency.
3. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established departmental policies.
4. The sharing of the LPR database with outside law enforcement agencies or other government agencies is prohibited except to the degree required by law (Open Records Act / Texas Public Information Act.)
5. Sharing of LPR data and information to third parties, including private litigants is prohibited except to the degree required by law (Open Records Act / Texas Public Information Act.)

E. Retention of LPR related photos and data

Data is retained for 30 days by the LPR Provider as per the MOU with the LPR Provider. Data/Captures collected by the LPR Provider are searchable for 30 days for official LE purposes only. The department will share information with any Texas LE agency for current investigative purposes only, upon request. Members of this Department and outside agencies will provide the case number related to the official law enforcement investigation to obtain LPR data or enter information into a Hot List.

F. Businesses and Home Owner Association Partnerships

1. Business Entities and Home Owner Associations
 - a. May purchase and install LPR technology.
 - b. May provide inquiry/view access to the Conroe Police Department

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 of 5		G.O.#: 9-19
	EFFECTIVE: April 24, 2024		
	REPLACES: NEW POLICY ISSUE		
	TITLE: FACIAL RECOGNITION PROGRAM		

1. PURPOSE

To establish standards and guidelines for the Department's Facial Recognition Program, which involves the use of facial recognition technology in support of ongoing criminal investigations and other official law enforcement purposes.

2. POLICY STATEMENT

To provide Conroe Police Department personnel with guidelines and principles for the collection, access, use, dissemination, retention, documentation, and related information applicable to the Facial Recognition Program. This policy will ensure that all uses are consistent with authorized purposes, while not violating the privacy of individuals. Further, this policy will delineate the manner in which requests for facial recognition are received, processed, catalogued, and responded to.

3. DEFINITIONS

Candidate- an individual identified by the facial recognition software as a possible match to the probe image

Examiners- those that have been approved as users of the facial recognition software and have received the training described in this policy

Facial Recognition Technology– involves the ability to examine and compare distinguishing characteristics of a human face through the use of biometric algorithms contained within a software application. This technology can be a valuable investigative tool to identify suspects, victims, and witnesses of crime, reduce an imminent threat to health or safety, and help in the identification of deceased persons, or persons unable to identify themselves

Gallery Image – an image stored in an open source location, or proprietary database

Probe Image – a test image to be matched against images in a gallery

4. PROCEDURES

A. Use of facial recognition technology for purposes other than in accordance with this policy is prohibited.

1. All images must be lawfully obtained and stored
2. Only authorized employees of the department, who have received the proper training and approval, are authorized to use and access the facial recognition software

B. Responsibilities

1. The responsibility for the operation of the Department's Facial Recognition Program, including the receiving, seeking, retention, evaluation, data quality, use, sharing, disclosure, or dissemination of information, is assigned to the Criminal Investigation Division
2. The Criminal Investigation Division Commander in charge of the Facial Recognition Program is responsible for:
 - a. Overseeing and administering the Facial Recognition Program to ensure compliance with applicable laws, regulations, standards, and policies
 - b. Authorizing individual examiner access to the facial recognition software system
 - c. Ensuring that examiner accounts and authorities granted to personnel are current and in a secured, "need-to-know" status
 - d. Ensuring random inspections of examiner compliance occurs
 - e. Approving requests made to the Department from outside law enforcement agencies to submit probe images for a facial recognition search
3. The authorized Criminal Investigation Division examiners will review facial recognition search requests, review the results of facial recognition searches, and return the results, if any, to the requester

C. Authorized Uses

All deployments of the facial recognition system are for official law enforcement use only. The provisions of this policy are provided to support the following authorized uses of the Department Facial Recognition Program:

1. An active or ongoing criminal investigation involving any of the following:
 - a. There is reasonable suspicion an identifiable individual has committed or is attempting to commit a criminal offense
 - b. There is reasonable suspicion an identifiable individual is involved in criminal conduct that presents a threat to any individual, or the community
 - c. A need to utilize facial recognition to investigate and/or corroborate tips and leads
2. To mitigate an imminent threat to health or safety through short-term situational awareness, surveillance, or other means

3. To assist in the identification of a deceased person, or a person who lacks the capacity or is otherwise unable to identify themselves
4. To assist the Conroe Police Department, or support external law enforcement agencies or officials in critical incident responses and special events
5. To assist in the hiring process and background investigation of potential employees of the Conroe Police Department

D. Procedure for Use of Facial Recognition Software

1. The following is the Department's facial recognition search procedure, which is conducted only for a valid law enforcement purpose, and in accordance with this policy:
 - a. Authorized Department personnel will submit a probe image of a subject of interest to be compared to images in a gallery
 - b. Only authorized and trained Department examiners will run an image search
 - c. The resulting candidates, if any, are then manually compared with the probe images and examined by an authorized, trained examiner. Examiners shall conduct the comparison of images, in accordance with their training
 - d. Examiners will submit the search and subsequent results for a peer review of the probe and candidate images for verification by other authorized, trained examiners
 - e. All entities, including Department employees, receiving the results of a facial recognition search, must be cautioned that the resulting candidate images do not provide positive identification of any subject, are considered investigative leads only, and require corroborating evidence through further investigation to establish probable cause for an arrest, or arrest warrant
 - f. Facial recognition results will be returned to the requestor on the Facial Recognition Search Result form, with the following statement:

"The Conroe Police Department is providing this information as a result of a search, utilizing facial recognition software. This information is provided as an investigative lead and is NOT TO BE CONSIDERED A POSITIVE IDENTIFICATION OF A SUBJECT, AND SHOULD NOT BE THE SOLE BASIS FOR MAKING A PROBABLE CAUSE ARREST, OR

OBTAINING A PROBABLE CAUSE WARRANT. Investigators should always exercise due diligence in conducting a thorough investigation prior to effecting an arrest, and independently corroborate any identifications made with the aid of facial recognition."

2. Disclosure of facial recognition search results will be provided only to individuals within the Department, or to another authorized law enforcement agency that has requested a search based on a valid law enforcement purpose that falls within the Authorized Uses, Section (4)(C) outlined in this policy

E. Sources of Information

The Department can access and perform facial recognition searches utilizing any probe or gallery image lawfully obtained by the Conroe Police Department, or another authorized Law Enforcement agency.

F. Audits

1. Queries made to the Department Facial Recognition System will be logged into the system identifying the examiner initiating the query. All examiner accesses are subject to review and audit
2. The Department will maintain an audit trail of requested, accessed, or searched facial recognition information. The approved Criminal Investigation Division Sergeant(s) will provide a quarterly usage report to the Criminal Investigations Division Commander in charge of the Facial Recognition Program
3. Audit logs will include:
 - a. The name, agency, and contact information of the law enforcement officer requesting the search of a probe image by the Department's Facial Recognition Program
 - b. The name of the Department examiner conducting the search,
 - c. The date and time of access
 - d. Case Number, or CAD Number if applicable
 - e. Probed images
 - f. The specific information accessed
 - g. The authorized law enforcement or public safety justification for access (e.g. criminal investigation, criminal intelligence, imminent threat identification, background investigation)
4. A lawfully obtained probe image of an unknown suspect may be added to an unsolved image file pursuant to an authorized criminal investigation. Images in an unsolved image file are periodically compared with those in an image repository (of known persons). If a most likely candidate meets a minimum threshold of

computer-evaluated similarity results, the contributor of the probe image is notified and requested to validate the continued need to store the image or determine whether the image can be removed from the unsolved image file. Images enrolled in an unsolved image file will be validated on a periodic basis, at least every 90 days, by the contributors, to ensure the criminal investigation remains active and the image remains relevant to the investigation.

G. Training

Facial recognition training will cover elements of the facial recognition system including:

1. Originating and participating agency responsibilities and obligations
2. Facial recognition system functions, limitations, and interpretation of results
3. Use of image enhancement
4. Appropriate procedures and how to assess image quality and suitability for facial recognition searches
5. Proper procedures and evaluation criteria for comparisons
6. Candidate image verification processes

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	EFFECTIVE: July 24, 2023	
	REPLACES: G.O. 10-01 ISSUED February 26, 2019	
TITLE: COMMUNICATIONS SECTION PROCEDURES		

1 PURPOSE

The purpose of this order is to establish an organized and uniform approach to the daily activities of the Communications Section.

2 DAILY PROCEDURES

- A. The Conroe Police Department Communications Center is licensed primarily to communicate with mobile units and other radio base units. The purpose is to prepare and transmit messages and related information pertinent only to the official business of the licensee. The Communications Center operates 24 hours daily, seven days a week.
- B. Communications Officers report to the Communications Supervisors. Communications Supervisors report to the supervisors designated by the Chief of Police.
- C. Communications Officers shall be aware of the basic importance of their position and realize that the proper discharge of their duties can only be accomplished by monitoring their position. The foundation of a good operator depends upon reliability and promptness. Reliability, however, shall not be sacrificed for speed, but considered equal in importance.
- D. Communications Officers shall familiarize themselves with current Department's General Orders and policy manuals. Communications Officers are expected to stay up to date as new and/or revised information is distributed. Communications Officers shall familiarize themselves with other reference books and materials located within the Communications Center as well.
- E. Communications Officers are responsible for all communication activities directed through the Communications Center. Conroe Police Department's policy and FCC rules and regulations shall be abided by when broadcasting via radio. Questionable activities shall be cleared through a Communications Supervisor or other supervisor within the designated chain of command.
- F. FCC inspectors have the right, after presentation of proper identification, to inspect licensed premises at any reasonable hour.
- G. No procedures shall be changed, or in any way altered, without the approval of the Communications Supervisors.
- H. All equipment shall be used as intended and in no way abused. All problems with equipment shall be reported to the on-duty Communications Supervisor, as soon as possible.
- I. All radio transmissions are to be entered in the radio log and will be procedurally tied to the call for service to which they pertain.
- J. All radio and telephone traffic shall be handled courteously and efficiently. Words and voice inflections expressing irritation, disgust, sarcasm, etc., must not be used.

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- K. Food items may be consumed in the communications area; however, the communications area shall remain neat and clean. All drink containers will be covered with a secure lid to minimize the possibility of spillage.
- L. At the beginning of each shift, the Communications Officers shall review their e-mail for instructions or information pertaining to their duties. Information which is pertinent to the oncoming shift may be passed along orally, or via e-mail when specific details need to be recorded.
- M. No posters, pictures or any other items may be hung on walls, affixed to cabinets or displayed in any manner without the approval of a Communications Supervisor.
- N. No form of entertainment medium shall be allowed to distract the Communications Officers from their primary responsibility of monitoring the radio and telephones. Personal cell phones are to be silent or turned off, left in the employee's designated personal storage area, or left secured in their vehicle unless there is an equipment failure that warrants the use of cell phones.
- O. Admittance to the Communications Center is restricted and is limited to Communications Officers and Departmental Supervisors, while in the official performance of their duties, or other persons that have the approval of the on-duty Communications Supervisor or other appropriate authority. The doors to the Communications Office shall remain closed and locked at all times. Exceptions may be made when necessary for approved service of equipment. Visitors in the Communications Center must sign in upon their arrival. It is the responsibility of all on-duty Communications Officers to maintain the security and disallow unauthorized entrance into this area.
- P. No person shall be allowed access to the Police building after hours, unless accompanied by a Police Officer or Departmental employee authorized to grant access.
- Q. Communications Officers are entitled to two 15-minute breaks per twelve-hour shift. These breaks may not be combined with any other breaks. These breaks cannot be broken up in any other combination such as four 7½- minute breaks. In addition, Communications Officers are entitled to a 45-minute lunch break. **No other breaks or time extensions are authorized.** Breaks should be arranged so that staffing in the Communications Center is never more than one below the minimum staffing requirements during those working hours.
- R. Communications Officers should report to work on time in order that Communications Officers going off-duty may brief them on all activities currently in operation. If an emergency situation is in progress, the Communications Officer shall not leave their position if doing so would compromise the situation, i.e.: on-going pursuit, officer assist, etc. At no time will a Communications Officer leave their post until properly relieved.
- S. All Communication Officers shall report to duty wearing the approved uniform. Communications Officers shall display an attitude and appearance of professionalism at all times.
- T. Communications Officers are subject to being called in service or having duty hours extended during times of emergencies.

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3 TELEPHONE PROCEDURES

- A. The Conroe Police Department participates in the single emergency telephone number (911) system, allowing citizens to obtain emergency police services 24 hours per day.
- B. Communications Officers shall make themselves familiar with the phone extension numbers for the Police Department. Communications Officers should be readily able to locate the phone numbers of Officers and Employees of this Department, emergency numbers of City and County services and other numbers deemed necessary by the Communications Supervisors. A current City and County Phone Directory as well as interdepartmental phone lists shall be maintained in the Communication Center. The Communications Supervisors shall see that these items are current.
- C. Outgoing Police Related calls should be made on one of the extension lines in the Communication Center. Remember that all phone lines in the Communication Center are recorded.
- D. Communication Officers shall answer all non-emergency phone lines by using the phrase "Conroe Police" followed by the operator's name. All 911 lines will be answered, "911. What is the location of your emergency?" When a telephone call is received for a department employee, the caller will be transferred to the appropriate extension.
- E. Business related long distance calls should be from one of the extensions in the Communications Center. Personal long distance calls should be made from an extension outside the Communications Center.
- F. Under no circumstances may the home or cell numbers of Department employees be released to non-Departmental personnel, unless specific permission has been given by that employee.
- G. All telephone conversations will be conducted in an efficient and courteous manner. No abusive language will be used at any time, with any person. Callers should be addressed as "Sir" and "Ma'am". Personal calls should not, as a rule, be made using the phones in the Communication Center. In the event that a personal call must be made or is received, the Communications Officer will be brief and to the point. At no time will a personal call be continued for more than three minutes except in an emergency.
- H. Mass communication and instant messenger systems are primarily for official business. Communication Officers shall refrain from using these systems for unprofessional messages. Calls for service will not be dispatched via instant messenger unless so directed by appropriate authority.

4 GENERAL PROCEDURES

- A. Breaks should be made when transmitting long messages to enable proper field copy and to allow the Communications Officer time to mentally collect and organize thoughts. All transmissions shall be made in a concise manner, conserving air time, free of unneeded personal opinions, but allowing enough information to make the message clear. A call should only require the type of offense, location, priority, zone or district, reportee if necessary for contact, suspect information if necessary, and possible dangers or hazards

to the responding officer. The type of offense should in most cases easily be communicated in one or two words.

- B. The Communications Center should be kept as quiet as possible.
- C. Communications Officers shall screen all calls for service as outlined in the Calls for Service section to determine the priority of response.
- D. Emergency units shall be dispatched without delay as soon as the determination is made as to the type and method of response required. Reporting parties should be kept on the telephone in emergency cases in order that additional information may be obtained as necessary.
- E. Criminal History checks made through the TCIC/NCIC computer shall be logged in the "CCH" book maintained in the Communication Center if the Officer who requested the CCH is disseminating it to another authorized person. This logbook documents the Police Officer requesting the CCH and the disposition of the return.
- F. All computer-generated paperwork, which is no longer needed, must be disposed of in the receptacles marked for shredding. The on-duty Communications Supervisor will ensure that this paperwork is shredded, prior to disposal, at the end of their shift.
- G. At least one handheld radio shall be maintained in the Communications Center. If more than one radio is maintained in the Communications Center, it/they may be issued out to authorized personnel only at the direction of a supervisor.
- H. Communications Officers are responsible for the acquisition of wreckers in accordance with current General Orders. The log in C.A.D. will be maintained accurately and properly updated.
- I. Each Communications Officer shall, on a weekly basis, send a test message to 911 via the Telecommunication Device for the Deaf (TDD). The on-duty Communications Supervisor shall maintain a log of each test. The Communications Officer shall document the successful completion of the test upon this log. This test shall assure the proper functioning of the equipment and maintain the skills of the Communications Officers.

5 RADIO PROCEDURES

- A. Communications Officers shall not use the "ten code". Plain language shall be utilized for all message broadcasts.
- B. Conroe Police Channel One shall be primarily for communications between the dispatch and the field units. CPD Field is for communication between field units. Communications personnel should not use CPD Field to communicate with field units.
- C. The PDMULTI channel is used CPD Officers to communicate information between other law enforcement agencies. Communications Officers shall monitor PDMULTI at all times.
- D. All transmissions of an emergency nature shall receive priority over routine radio traffic. Field units shall be advised of the priority response of each call dispatched.

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- E. Tone alerts will be used prior to transmissions of priority one and two calls. Three short tones followed immediately by the information, will be used. Tone alerts will be used when transmitting stolen or wanted returns, in the following manner: One long tone followed immediately by the field unit's radio number. This notifies the field unit that the subject or item being checked may be stolen or wanted and to take any necessary precautions prior to receiving the return.
- F. All audio levels on unselected frequencies shall be maintained at a level which enables Communications Officers to monitor traffic on CPD channel 1.
- G. Communications Officers shall advise all field units operating on Channel One whenever other agencies are operating emergency traffic within the city.
- H. Channel One may be used by field units to broadcast "BOLO" (Be on the Lookout) information concerning a particular call. Communications Officers shall copy the information for broadcast to other units or stations; however, repeating all information over Channel One is not necessary.
- I. Communications Officers shall dispatch calls via radio using the following guidelines:
 - 1. Call the assigned unit using their designated radio number, i.e. "699".
 - 2. The unit responds, i.e. "699, go ahead"
 - 3. Advise the unit:
 - a. response priority code
 - b. offense/incident type
 - c. location of offense, including district
 - d. location of complainant, if different
 - e. brief details, if necessary

Example: Priority 3 Theft, Boy District, 1101 Wilson Road, #501, Reportee John Smith.
 - 4. Responding unit acknowledges.
- J. When using the "voiceless dispatch" system Communications Officers shall use the following guidelines:
 - 1. Call the assigned unit using their designated radio number, i.e. "699".
 - 2. The unit responds, i.e. "699, go ahead."
 - 3. Advise the unit:
 - a. response priority code
 - b. District
 - c. offense/incident type only if necessary Example: Priority 3, Charles district.
 - 4. Responding unit acknowledges.
- K. All priority 1, 2, and 3 calls will be dispatched via radio except for the following:
 - 1. Priority 3 alarms.
 - 2. Priority 3 "911" hang ups.
 - 3. Priority 3 motor vehicle accidents not including FSRAs.

Communications personnel may dispatch any call via radio if circumstances dictate.

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- L. Communications Officers shall ensure that verification of welfare or control is obtained from officers checking out on traffic stops or potentially hazardous calls for service. The timetable for checking on an officer's welfare will depend on the type of call and number of officers on the scene. Usually five to ten minute increments will be considered standard unless advised differently by an officer on the scene. If during this welfare check the Officer(s) fail to respond after several attempts, a unit should be sent to the unresponsive unit's last known location. Should a Communications Officer receive a transmission that is not understandable, but may indicate that an officer may be in need of assistance, the Communications Officer shall first attempt to identify the source of the transmission. If unable to identify the caller, the Communications Officer shall initiate a "Roll Call Search" by calling each unit that is known to be on-duty or on the radio, checking on the welfare of each until all units are accounted for.
- M. When a field unit initiates a traffic stop, the Communications Officer will immediately run the given license plate through TCIC/NCIC for registration and stolen. If the vehicle shows to be stolen, the officer is to be notified immediately. The Communications Officer will first signal one long tone and then immediately call the field unit: "(Alert tone) 699".

During traffic stops and other types of calls, Communications Officers are regularly asked to check on suspects by field units. Returns will be conducted in this format.

- 1. Driver's license returns shall consist of only the following, unless asked for specifics by the officer:
 - a. Last name on license
 - b. Expiration date
 - c. Current status (clear or not clear)
 - d. If not clear, explain reason

If the Police Officer has given you the driver's license number, there is no need to repeat it when giving the return.

- 2. Other types of warrant and stolen property checks will be given using this type of format.
 - a. If the subject has no warrants, or the item does not show to be stolen, advise the field unit that the subject or item shows to be "clear".
 - b. If the suspect has outstanding warrants, or the item shows to be stolen, ask the field unit if they are ready for returns, with the single alert tone sounded before calling the unit: "(alert tone)" This will allow the Police Officer the chance to take steps to insure a safe position, away from the suspect, in which to receive this information.
 - c. The information may be given only after the unit advises that he is now ready for the information.
 - d. Should the officer ask for confirmation, the Communications Officer will set into motion the appropriate steps to acquire such confirmation.

- N. When a teletype or telephone message is received from another agency, the information will be reviewed by the Communications Officer and a determination made with respect to the relevance of that information. If the information has relevance to this agency, a general broadcast or attempt to locate will be made, including all available information as it was

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provided. If the relevance of the information is in question, the on-duty patrol supervisor will be contacted and asked to make a determination.

- O. No calls for service will be given out over the telephone or messenger. Officers within the police building may be advised by phone of the call and, upon reaching their police vehicle, the call will be dispatched in the usual manner. An exception would be a walk-in report and the officer is already at the station.
- P. Special units will be dispatched by the Communications Officers when requested by field units or Supervisors. Refer to General Order 3-19 concerning Emergency Mobilization.
 - 1. On-duty Crime Scene Investigators or detectives may be called out at the request of a supervisor. If there is no Crime Scene Investigator on duty, refer to the CID on call list to notify the on-call unit. Requests for crime scene or detective callouts shall be approved by the on-duty Patrol supervisor. If multiple crime scene or detective units are being requested due to a complicated or in-depth scenario, the on-call CID Supervisor will also be notified to ascertain what additional detectives or crime scene units to contact.
 - 2. An on-duty K-9 Unit may be called into service under the direction of any field unit. If there is not a K-9 Unit on duty, one may be called out at the direction of an on-duty supervisor using the call out procedures outlined above.
 - 3. The S.W.A.T. Team may be called out under the direction of any field supervisor on the scene. The Communications Officer will notify the S.W.A.T. team via the appropriate communication system with the following information: S.W.A.T. callout, (type of call), (location of call), call (designated phone #) w\unit # & ETA. Refer to Emergency Protocol Book.
 - 4. A Narcotics/Auto Theft Investigator may be called out under the direction of a CID supervisor.
 - 5. On-Duty Animal Control Officers may be called by any field unit. Off-duty Animal Control Officers may be called out by any field supervisor.

6 CALLS FOR SERVICE

- A. When a call for service is received, the Communications Officer will generate a record for that call in the C.A.D. system. Communications Officers must consider several factors when processing the information provided by a caller. Call screening is more than determining what, where, who, and how. It is a process occurring throughout the call. First, the hazard of threat to life or property must be evaluated. If there is a life or property threatening situation, the call demands immediate attention by the Communications Officer and the Police Officers in the field. Communications Officers must consider:
 - 1. the seriousness of the incident,
 - 2. the quantity and quality of the information available, and
 - 3. any other circumstances which could affect the response to a citizen's request for service.

In no event shall Communications Officers refuse to respond or unnecessarily prolong response by police, fire, medical or other public service personnel to any citizen request for service. Communications Officers shall not suggest response by security officers, off-duty officers working extra assignments at that location, or other civilian personnel in lieu of on-duty police response. Information which must be obtained will vary as to the type and nature of the call; however, certain information will apply to all calls for service. In any emergency situation or incident possibly involving an immediate threat to life, the caller should be kept on the phone for additional information and units dispatched as soon as possible.

B. Standard information required on call screening is as follows:

1. Caller information
 - a. victim, witness or third party
 - b. on scene or other location
 - c. call back phone number
 - d. does caller wish to speak with officers or remain anonymous
2. Type of incident/offense
 - a. in progress
 - b. just occurred
 - c. delayed call in
3. Location of offense
 - a. street address
 - b. cross street
 - c. house numbers on door, wall, etc.
 - d. description of building, house, etc. and any other identification information as vehicle in driveway, outside lights on, etc.
4. Injuries
 - a. severity
 - b. EMS notified?
5. Suspect
 - a. suspect description
 - b. is suspect being detained or still at the scene
 - c. is suspect known to caller
 - d. direction of travel and means of transportation
 - e. weapons
6. Time lapse
 - a. how long since incident occurred
 - b. how long since suspect(s) left scene

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- C. When an aggravated robbery is reported to have just occurred, Communications Officers should advise complainants to close and lock the business/residence and allow no persons other than police or other emergency personnel that may be necessary to enter. Witnesses should be kept at the scene and no articles touched unnecessarily. Communications Officers should also obtain information as to the type of property taken and how it is concealed or packaged.
- D. In cases of sexual assault, victims should be advised to allow no one entry other than police officers or other emergency personnel that may be necessary to enter and not to disturb the scene, wash or clean their persons in any way.
- E. Whenever a call is received in which the caller has a recognizable emergency situation and is disconnected or lost from the phone for an unknown reason, the Communications Officer shall monitor the receiver for background noises, voices, etc. The Communications Officer will dispatch a field unit to the scene, if known. If the call originated on a 911 phone line, the address may be displayed on the screen. If the call originated on any one of the other lines the telephone company may be contacted to initiate a trace of the phone call. This can occur even if the call has been terminated. Caller ID or a 911 query may be used, or an exigent circumstance form may be utilized.
- F. No classified information may be released over the telephone or in person to anyone not positively identified or known by the Communications Officer to be a law enforcement officer. Persons identifying themselves over the telephone as law enforcement officers must be directed to supply a TTY address or appear in person for the information. For purposes of this section, confidential information will include criminal history, but does not include outstanding warrant information. Outstanding warrant information may be given to anyone who the Communications Officer **reasonably believes** to be a law enforcement officer.

7 SPECIAL PROCEDURES

- A. Protective orders are maintained in the Communications Center. Copies of protective orders are updated by Communications personnel as directed by a Communications Supervisor.
- B. Recordings from the audio recording system or 911 may be requested by any employee. The request must be in writing. The Communication Officer will not accept a request without all necessary information being provided.
- C. The Conroe Police Department, through our emergency phone system, has the ability to connect to a Language Line. This allows our agency to receive translations for multiple languages through the 911 system and our regular phone system.
- D. Communications personnel are responsible for sending and receiving FAX transmissions when requested. When sending a FAX, the requesting employee is given a cover sheet to be completed. When a FAX is received, it should be forwarded to the appropriate person.

8 MUNICIPAL WARRANTS

- A. Municipal Court files active Class C warrants in the Communications Section filing system. The filing system shall be securely maintained with 24-hour access by Communications Officers and Municipal Court Clerks.
- B. Municipal Court warrants are entered into the computer system only by Municipal Court Clerks. The clerks are responsible for maintaining active and non-active warrants in the filing system and in the computer data base.
- C. Warrants should only be removed from the filing system:
 - 1. By Municipal Court Clerks when a warrant is being recalled or updated.
 - 2. By a Communications Officer to confirm a warrant is active upon request of an officer. Municipal warrants will only be confirmed if the actual warrant is in the file and the Communications Officer has taken all available steps to confirm that the person detained is the subject of the warrant.
 - 3. After the warrant is confirmed and the suspect arrested, the warrant will be released to the officer.
- D. Municipal warrants will not be entered into TCIC/NCIC.
- E. An annual audit of the warrant files will be conducted by the Communications Section to ensure all warrants filed are active and in proper sequence.

9. QUALITY ASSURANCE

- A. Quality assurance checks will be conducted to ensure the level of service provided is within the agency's policy and training. These checks can be accomplished by direct monitoring of calls, or by playback of recordings.
- B. One quality assurance check will be conducted on each Communications Officer, twice per month, for a total of two quality assurance checks per month.
- C. The quality assurance checks will be documented on the proper department form which will allow for feedback and comments from both the supervisor and the employee. These forms will be available to management personnel for review.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE:	1 OF 3	G.O.#:	10-03
	EFFECTIVE: JULY 12, 2012			
	REPLACES: G.O. 10-03 ISSUED 10/10/2009			
TITLE: COMMUNICATIONS PROCEDURES				

1 PURPOSE

The purpose of this policy is to establish a uniform system of radio communications and procedures between all sections of this Department, to comply with the rules and regulations of the Federal Communications Commission and other Departmental policies, and to streamline and improve the quality of radio communications.

2 PROCEDURES

- A. The Conroe Police Department is licensed to operate on established frequencies. Officers in the field must identify themselves when using any of the frequencies. Identification is established by using the assigned radio number. Radio communications are to be of content consistent with the law enforcement purpose.

The assigned radio number, in its entirety, must be used at the onset of any transmission. Field units will wait to be recognized by the Communications Officer before giving information that must be recorded in the CAD system, such as license plates, locations, etc.

- B. All radio transmissions by field units will be spoken clearly and at a volume and speed that can be heard and understood.
- C. Field units will not use the "ten codes". Transmissions will be in plain language.
- D. Field units are expected to monitor all Conroe Police channel one radio transmissions while in service and as much as may be allowed by circumstances while on calls, out for dinner, out on traffic stops, etc. No radio transmissions between Communications and field units will take place on CPD Field. This frequency is for transmissions between field units and should be used as such. However, Communications Officers will monitor the CPD Field channel at all times in the event an officer is in need of assistance and is unable to switch to the primary channel. Field units should be aware that Communications Officers occasionally, depending upon circumstances, check the welfare of field units. Field units should be monitoring and respond according to their situation and without undue delay. In the event a field unit is secure, the only response necessary will be i.e. "699, secure".
- E. The CPD Traffic channel shall be selected on the third communications console and monitored at all times for officers assigned traffic detail who are utilizing that frequency.
- F. Audio levels on non-police communication equipment shall be maintained at a level that does not interfere with reception or transmission by the field unit. Non-police communication equipment includes am/fm radio, radar audio, etc.
- G. All field units not assigned to, and on duty serving as, a Patrol unit, including Staff, C.I.D., Support, or Administrative Divisions, will not, by radio, notify Communications of routine messages. These non-patrol units will only make notification when there is the possibility that their assignment will necessitate the need for a backup unit for safety or they are in-service and available to assist other units.

- H. Field units dispatched to a call for service shall notify Communications of their arrival and when they return to service, i.e., "699 arrived" or "699 in-service", or by using the M.D.C. In most situations it will not be necessary to make notifications that they are "about to arrive", "in the area", "about to return to service", etc.
- I. As the field unit returns to service the call will be cleared using the appropriate clearance code or radio transmission. The following are the ONLY clearance codes to be used.

When clearing calls using the M.D.C.;

- NR- No Report
- ACT- A report will be submitted
- GOA- Gone on arrival
- UNF- Unfounded
- WR- Alarm was activated due to weather conditions
- HE- Alarm was activated due to human error
- EM- Alarm was activated due to an equipment malfunction

When clearing the calls via radio;

- No Report
- See Report
- GOA
- Unfounded
- Weather Related
- Human Error
- Equipment Malfunction

Information regarding the actions of citizens or officers, unless pertinent to the call, will not be transmitted. When clearing a call using the M.D.C. the officer should enter any pertinent information in the comments field provided for this purpose. In all cases the information given, either by M.D.C. or radio, will be brief and concise.

- J. Field units may, when necessary for the completion of a report in the field, or to further a field investigation, ask for pertinent information, such as the time a call was received.
- K. Field units should not rely solely on license plate or driver's license returns to complete accidents or other types of reports. This information should be documented, in its entirety, in the field if at all possible.
- L. When calling out on traffic, field units will broadcast their unit number, followed by the word "traffic". The field unit will await a response from the Communications Officer to go ahead. The field unit will then provide the following information to the Communications Officer, in this exact order:

License plate (preceded by the state if other than Texas), location, and vehicle description.

The vehicle description will normally be color and model, however, in the event that there is no license plate available, or a dealer or buyer tag is displayed, units are encouraged to provide more specific details.

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- M. When requesting checks on suspects by using an Identification Card or Operator's License, always give the last name of the suspect as well. This will allow for an immediate recognition by the Communication Officer if the wrong information was given or run.
- N. Any employee making a personal telephone call into the Communications Center shall be brief and tactful, keeping in mind that the conversation is recorded and may be reviewed by persons within or outside of this department.
- O. When field Officers are initiating an on site call, the nature of the call must be given when the Officer checks out. In this way, any information given by the field unit is attached to that call by the CAD system. As an example, the officer would say, "1A40, suspicious person". This allows the Communications Officer to enter the information initially as an on site call, and all subsequent information would automatically be tied to that call.

GENERAL ORDER CONROE POLICE DEPARTMENT	PAGE: 1 OF 2	G.O.#: 10-05
	EFFECTIVE: February 8, 2022	
	REPLACES: G.O. #10-05 ISSUED 08/23/2005	
TITLE: MOBILE DATA COMPUTERS		

This General Order has been incorporated into General Order 3-32 and is permanently rescinded.

GENERAL ORDER CONROE POLICE DEPARTMENT TITLE: TCIC/NCIC GUIDELINES	PAGE: 1 OF 8	G.O.#: 10-07
	EFFECTIVE: JUNE 27, 2016	
	REPLACES: G.O. 10-07 ISSUED 10/13/2009	

1 PURPOSE

The purpose of this procedure is to establish the Department's TCIC/NCIC Guidelines. These guidelines are required to maintain our status in the TCIC/NCIC system as set out in the NCIC Operating Manual. The Department is subject to audit by the Texas Department of Public Safety and/or the Federal Bureau of Investigations on a biennial basis for compliance to all TCIC/NCIC policies.

2 GENERAL

- A. All Communications Officers shall read and initial all TCIC and TLETS newsletters and all posted notices. The Communications Supervisors shall maintain a permanent file of these notices in the Communications Center for reference.
- B. The Teletype terminal will be kept secure at all times, and access will be restricted to authorized personnel only.
- C. All problems relating to TCIC/NCIC will be forwarded to the Communications Supervisors for resolution.
- D. The Communications Supervisors shall designate the Department's Terminal Agency Coordinator (TAC). The TAC shall be responsible for maintaining compliance with the Federal, State and Department's guidelines.

3 QUALITY CONTROL

DPS and FBI will send quality control messages when they find errors in agencies' records.

A. Messages from DPS:

The Communications Officers on duty at the time the message is received will resolve the problem at that time if possible. If the Communications Officers cannot resolve the problem, he/she will send a message to DPS advising that the problem cannot be corrected at this time and that a supervisor will be contacted. All messages shall be forwarded to the TAC.

If our records indicate that there is in fact no error, the Communications Officer will notify DPS that the entry does appear to be valid by our records.

B. Messages from FBI/NCIC:

Error messages from FBI will have "\$.E." at the top of the message. This entry will have been canceled by FBI/NCIC. The Communications Officers on-duty at the time of the message will attempt to resolve the problem, at that time if possible. All messages shall be forwarded to the TAC.

4 VALIDATION

The Department shall receive a monthly printout of our records from DPS. These records must be verified as accurate, valid and complete.

Validation of vehicle, boat, firearms, fugitives and missing person entries will be conducted by the Criminal Investigations Division. All other records will be validated by the Communications Section. The TAC shall forward a copy of the printout to the CID supervisors. The TAC shall assist these supervisors as necessary to complete the validation within the prescribed time limit.

CID shall confirm the record is complete, accurate, and still outstanding or active. Validation is accomplished by running an administrative inquiry to confirm that the item or person is currently entered into TCIC/NCIC, reviewing the original entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files or other appropriate sources or individuals. A new driver's license check and CCH shall be run on all person entries being validated. In the event CID is unsuccessful in its attempts to contact the victim, complainant, etc., a CID supervisor must make a determination based on the best information and knowledge available whether or not to retain the original entry in the file.

5 HIT CONFIRMATION

During hit confirmation, whether requesting it from another agency or providing it to another agency, we must accomplish the following:

- A. Ensure that the person or property inquired upon is identical to the person or property identified in the record.
- B. Ensure that the warrant, missing person report, or theft report is still outstanding.
- C. Obtain a decision regarding the extradition of the wanted person.
- D. Obtain information regarding the return of the missing person to the appropriate authorities.
- E. Obtain information regarding the return of stolen property to its rightful owner.

When contacted by another agency to confirm a hit, the Communications Officer on-duty will reply within ten (10) minutes for urgent requests and one (1) hour for routine requests. If he/she is unable to provide the positive or negative confirmation within that time, he/she will immediately send a message to the requesting agency giving them a specific amount of time needed to confirm or deny.

The Communications Officer shall confirm hits by reviewing the offense report and supplements in the computer. CID and Records Divisions shall give priority in entering offense reports and supplements into the City computer that reference thefts or warrants that are entered into TCIC/NCIC.

When requesting hit confirmations from other agencies the Communications Officer will send a YQ message to the agency who made the entry and fully describe the person or property in custody.

If, within the amount of time specified, the entering agency does not provide positive or negative confirmation or the specific amount of time they need to confirm or deny, the Communications Officer will send a second message requesting confirmation to the entering agency, TCIC Control Terminal in Austin at "CRDP", and the State Control Terminal of the entering agency if the agency is out of state.

If within ten (10) minutes after the second request, the agency does not provide the confirmation, the Communications Officer will send a third message to the entering agency, the TCIC Control Terminal at "CRDP", to the NCIC Control Terminal in Washington and if the entering agency is an out-of-state agency, to the entering agency's State Control Terminal, at the NLETS ORI found in the back of the INTRODUCTION of the NCIC Operating Manual.

It is the arresting officer's responsibility to understand that the hit alone is not probable cause to arrest. Field units and Communications Officers should understand the hit confirmation process and that they are responsible for ensuring that the person/property in custody is the same as the person/property of the record, along with the other safeguards stated previously. The hit confirmed with the originating agency is one factor to be added to other factors at the scene to arrive at an arrest decision.

There must be confirmation from the entering agency before taking any of the following actions:

- a. Arresting the wanted person
- b. Detaining the missing person
- c. Seizing the stolen property

Hit confirmations received by telephone are accepted but must be followed up with a teletype confirmation.

Communications Officers will provide written hit confirmation to requesters whenever possible. If it is impossible for some reason, we will provide confirmation over the phone and follow-up with a teletype message when possible.

Under no circumstances will a hit confirmation request or message to our agency go unanswered.

6 RECORD ENTRY - PROPERTY

- A. Records will be entered only when a valid theft report is on file or other TCIC/NCIC entry criteria are met.
- B. The record will be entered as soon as possible after the theft report has been received.
- C. It is the investigating officer's responsibility to:
 1. Make sure that an official theft report is made, or other entry criteria are met.
 2. Make sure all information in the theft report is accurate and all required information is included.
 3. Provide the information to the Communications Section as soon as possible.

- D. It is the Communications Officer's responsibility to:
1. Verify that the information meets TCIC/NCIC entry criteria.
 2. Verify vehicle registrations through MVD and boat registrations through the Parks and Wildlife Department.
 3. Bring to the attention of the reporting officer any missing or incorrect data. Enter the record with available data, if possible.
 4. Double-check the information on the screen before entry.
 5. Record the entry in proper file, including date, operator's name, and hard copy of entry acknowledgment. Also include hard copy of MVD or Parks and Wildlife returns as well.
 6. All entries shall be double checked by your co-worker
- E. It is the TAC's responsibility to:
1. Verify the validity of the record.
 2. Double check all data entered against the theft report.
 3. Ensure that the record is entered as soon as possible after the receipt of the theft report.
 4. Coordinate with the investigating officers on obtaining complete information when it is not included in the theft reports.

7 RECORD ENTRY - PERSON

- A. Records will only be entered when a valid warrant or missing person report is on file or other NCIC entry criteria are met.
- B. The record will be entered within the timeframe established by current TCIC/NCIC guidelines.
- C. It is the investigating officer's responsibility to:
1. Make sure that an official warrant is issued or missing persons report is made.
 2. Make sure all information in the warrant or missing persons report is accurate and all required information is included.
 3. Obtain a forecast of extradition for wanted persons.
 4. Provide the information to the Communications Officer as soon as possible.

D. It is the Communications Officer's responsibility to:

1. Verify that the information in the warrant or missing persons report meets TCIC/NCIC entry criteria.
2. Verify vehicle registrations through MVD, and identification information through DL and CCH checks. Include in the entry alias information from returns.
3. Bring to the attention of the reporting officer any missing or incorrect data. Enter the record with available data, if possible.
4. Double-check the information on the screen before entry.
5. Forward the hard copy of the record to the officer for inclusion in the case file, including date, Communication Officer's name, and hard copy of entry acknowledgment. Also include hard copy of MVD, DL and CCH checks.
6. Enter the wanted person record into TCIC only or into TCIC and NCIC, as indicated by the forecast of extradition.

E. It is the TAC's responsibility to:

1. Verify the validity of the record.
2. Double check all data entered against the warrant or missing persons report and MVD, DL and CCH checks. Ensure that DL and CCH information was added, as appropriate. This checking includes verification that the wanted person was entered into TCIC only, or TCIC and NCIC, as appropriate according to the forecast of extradition.
3. Ensure that the record is entered as soon as possible after the receipt of the warrant or missing persons report.
4. Coordinate with the officers on obtaining complete information when it is not included in the warrant or missing persons report.

8 HANDLING OF TLETS INFORMATION

- A. Within the Department, only commissioned officers and other authorized persons will be allowed to request teletype inquiries of any kind.

Requests from outside the Department will be honored when the identity of the requestor can be verified as a commissioned officer, or other authorized person (probation officer, parole officer, judge, etc.) who is making the request for a criminal justice purpose. Appropriate logging for CCH information, as indicated below, is mandatory.

All authorized personnel are responsible for limiting their requests to official, criminal justice purposes only.

- B. Stolen and wanted information can be requested by officers as needed. No dissemination log is necessary and the information may be broadcast over the radio without restriction, except as necessary to safeguard the officer.

9 CRIMINAL HISTORY INFORMATION

Criminal History information is confidential and certain restrictions apply to the purposes for which it can be requested, and how it can be disseminated.

- A. Within the Department, only commissioned officers and other authorized persons can request criminal history checks. These requests can be made through appropriate personnel. Requests from outside the Department will be honored only when the requestor can be verified as an authorized person as indicated in PART 10 of the NCIC Operating Manual, "Who May Access Criminal History Data".
- B. All CCH inquiries shall be manually logged in the appropriate locations by the Communications Officer.
- C. CCH requests may be made only for criminal justice investigations or investigations of background of a criminal justice applicant (applicant at the police department, sheriff's department, or other criminal justice agency - not at a noncriminal justice city or county office). It cannot be requested by anyone, regardless of rank or status, for any other purpose. The Communications Officer shall report to their Communications Supervisor any CCH inquiries that he/she knows or suspects are for unauthorized purposes. No one shall request inquiries for unauthorized purposes or persons.
- D. The rank and first and last name of the person requesting the inquiry shall be placed in the "REQ" field. If the person requesting the inquiry is from outside the Department, his/her agency name will also be listed in the "REQ" field. The rank and first and last name of the person actually operating the terminal will placed in the "OPR" field. No initials or nicknames will be allowed.
- E. Criminal history information obtained over the teletype may only be given to the person listed in the "REQ" field. It can be passed to that person through an appropriate support person who is authorized to view such data.
- F. The officer receiving the information is responsible for keeping the printout secure and immediately returning it to the appropriate file or properly disposing of it. If the printout needs to be given to someone outside the Department after the initial request, that dissemination must be logged in the manual log. The hard copy shall remain with the case file or be disposed of immediately after its use when there is not case file. The hard copy shall be disposed of by first shredding the material.
- G. NCIC policy states that the radio will not be used routinely for the transmission of criminal history beyond that information necessary to effect an immediate identification or to ensure adequate safety for the officers and the general public.

It is the officer's responsibility to request criminal history information over the air only when he/she has determined that there is an immediate need for the information to further an investigation, or there is a situation affecting the safety of an officer or the general public. Officers should not routinely request CCH information over the radio, but should wait until such information can be given in person or by phone.

Communications Officers will not indicate over the radio whether or not a subject has a criminal history in situations where the officer has not specifically requested CCH information. Terms such as "check all the way" or "all around" will not include CCH checks.

- H. Responses received over the teletype are possible identifications only. Fingerprints must be submitted to DPS to obtain positive identification.
- I. The dissemination of any TCIC/NCIC/TLETS information to unauthorized persons will be grounds for disciplinary action, up to and including termination, as well as possible criminal prosecution.

10 RECORD CANCELLATION AND CLEAR

It is the officer's responsibility to:

- A. Notify the Communications Section as soon as possible when information becomes available indicating that a theft report or warrant is invalid.
- B. Notify the Communications Section as soon as possible when the property of a theft report is recovered, or a warrant is served, recalled, or in any other manner becomes inactive.
- C. Clearly mark the case files to indicate the status of the enclosed theft reports/warrants, and file appropriate hard copy teletype returns to document the status of the TCIC/NCIC records involved.

It is the Communications Officer's responsibility to:

- A. Remove records from the file as soon as possible after being notified by an officer that the case has been cleared or that the record was invalid. Invalid records will be canceled with the "X" message key, and recovered property/person records will be cleared with the "C" message key.
- B. Forward the hard copy of the teletype return showing the cancel or clear to the officer for placement in the case file.
- C. Be sure that the record(s) actually are cleared from the system(s), including TCIC and NCIC when the record was entered into both systems.

It is the TAC's responsibility to ensure that the record(s) are cleared from the system(s) in a timely manner with the proper message key.

11 RECORD LOCATE

After we have received hit confirmation from an agency on one of their records for a person or property that we have in custody, the Communications Officer will place a locate on that record.

12. TRAINING

- A. All employees considered Terminal Operators by TCIC/NCIC shall receive and maintain all training and certifications required by TCOLE, TCIC/NCIC, TLETS or NLETS, and other applicable authority, within the timeframes established by such authority.
- B. All Communications Officers, who have not already attended one, shall attend a course in training on the use of TDD/TTY. All Communications Officers will receive a follow-up refresher course and test every six months thereafter.

- C. Communications Supervisors will forward training files on their assigned employees containing copies of all certificates of completion for courses, proficiency certificates, and any applicable licenses obtained to the Department's Training Unit for retention in the Department's training files.